



Red River Watershed Management Board

TREASURER'S MANUAL

Adopted at a regular meeting of the Board on April 19, 1991
Amended at a regular meeting of the Board on August 8, 1995
Amended at a regular meeting of the Board on January 18, 2000
Amended at a regular meeting of the Board on March 16, 2004
Amended at a regular meeting of the Board on January 21, 2014
Amended at a regular meeting of the Board on May 19, 2015

INVESTMENT POLICY

I. Investment Objectives

1. To insure that investment of funds are accomplished in a safe and secure manner, particularly with respect to limiting exposure to unnecessary risk.
2. To provide adequate liquidity to meet funding needs.
3. To obtain competitive yields, but with safety and liquidity the highest priority in the decision making process.
4. To conform with appropriate laws regulating the investment of funds.

II. Investment Authority

1. The investment committee has the authority to purchase or sell approved investments, within the guidelines of Section III, and make the day to day investment decisions.

The investment committee will be comprised of the treasurer, president, vice president, and secretary. Investment purchases, within investment policy guidelines, require only the signature of the treasurer when approval has been given by at least one other member of the investment committee. The approval can be obtained by telephone.

III. Approved Investment Activity

Eligible Investments:

1. Deposits in any federally insured bank, savings and loan association or credit union. All amounts over \$250,000 must be secured with pledged securities or covered by a public depository bond. (Minnesota Statutes 118A.03, Subd. 1)
2. Money market accounts in a treasury fund which invest only in treasury notes and treasury bills.
3. Certificates of deposit in federally insured financial institutions in amounts of no more than \$100,000.
4. Eligible debenture notes when guaranteed by a governmental unit with adequate bonding authority.

Maturity:

1. The investment committee is restricted to investments that mature in three years or less.

Safekeeping:

1. All investments held in a safekeeping account will be evidenced by a safekeeping receipt or similar form of notification from the safekeeping institution.

Reporting:

1. All investment activity will be reported to the Board at regular meetings. A written record will be maintained for all investments with interest rates and maturity dates.

CASH CONTROL POLICY

I. Authorization

1. The treasurer shall be responsible for the supervision of cash. The treasurer and the president, vice president, or secretary are authorized to sign checks subsequent to Board approval. Investment purchases are subject to investment policy. Checks written to deposit funds in a depository account, or mailed directly, for social security and medicare, retirement, or deferred compensation deposits, or other purposes such as the disbursement of payroll checks, as approved by the board, require only one signature.

II. Cash Management

1. The level of cash on hand at any one time should be reasonable for operating purposes in the context of anticipated receipts and disbursements.

At the February 16, 2010 regular monthly meeting, the Board of Managers authorized maintaining \$600,000 in the checking account as an optimum minimum balance beginning after June 1, 2010.

2. Cash in excess of that needed for operating and funding purposes is to be invested so as to yield the highest return possible consistent with liquidity and safety.
3. The Board shall periodically project funding needs in order to facilitate cash management.
4. Investment maturities should be staggered to provide for cash flow needs.

JOB DESCRIPTION – TREASURER

I. Treasurer's Duties

Records

1. The treasurer is responsible for the production and maintenance of all financial records and reports for the RRWMB. The treasurer will furnish the following statements for all regular Board Meetings: Statement of Receipts and Disbursements, Balance Sheet, Receipts Register, Disbursement Register, and Investment Report. The treasurer will also provide a report of activities, investment information i.e. bids received, approved by, and any other pertinent information.

Investments

1. The treasurer will implement investment policy in accordance with written guidelines furnished by the Board.

Payroll

1. The treasurer will complete all payroll reports required by the state and federal government.

Annual Review

1. The treasurer will furnish all necessary information and assistance to the auditor in the performance of the annual audit.