

# Big Bend Community Based Care Policy & Procedure

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**Series:** 1300: Financial Management

**Policy Name:** Cash Management and Investment of Non-Federal, Non-State Funds

**Policy Number:** 1315

**Origination Date:** 01/29/2000

**Revised:** Board Meeting of 12/13/2018

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## Policy

It is the policy of Big Bend Community Based Care, Inc. (BBCBC), to ensure that sufficient funds are available to meet current and long-term obligations and to appropriately invest those funds eligible for such investment in a fiscally responsible manner.

## Procedure

- A. Line of Credit.** BBCBC will maintain a line of credit with a local banking institution to meet unrestricted cash needs of the Organization when needed.
- B. Investment.**
  - 1. Objective and Approvals.** Approvals for all investments will be issued by the Board of Directors with the exception of the agency's interest bearing operation checking account.
  - 2. Use of Funds for Investments.** Federal and State funding cannot be used for investment purposes.
  - 3. Investment Goals.** The investment goal is to provide a competitive investment return consistent with the objectives outlined in this Policy. A performance benchmark that is consistent with the objective outlined in the policy will be provided when appropriate.
  - 4. Investment Guidelines.**
    - a.** Must be government secured and guaranteed;
    - b.** Within the plan adopted by the board, except securities with maturities of more than two (2) years which must have prior Board approval.