



Policies and Procedures

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| Subject: Cash and Investment Management | Document Number: 303 | Effective Date: DRAFT |
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1. The purpose of this policy is to establish a cash management and investment policy for financial assets. This policy also covers supervising, monitoring, and evaluation of the performance of the New Jersey Swimming investment(s) portfolio ("Portfolio"), if any.
2. NJSI has defined three levels of financial assets.
 - a. Operating assets: NJSI will maintain an amount in available funds equal to or greater than the average of three-month outflow of cash during the last twelve months of the prior period in regular checking and savings accounts.
 - b. Short term investment level: NJSI may transfer money above the amount defined in 2.a money market accounts invested solely in US Treasury or agency debt. Certificates of Deposit with maturities less than one year in aggregate amounts not to exceed \$250,000 per bank, or US Treasuries with maturities less than one year. Investment maturities should be staggered such that no more than approximately a quarter of the amount defined and invested in 2.b is maturing in any given three-month period.
3. The Finance Committee under the direction of the Chairman has the responsibility to determine the financial management levels annually (as defined above) for a given year as part of the annual budgeting process.
 - a. These levels are to be approved as part of the annual budget approval process and are valid for that budget year.
 - b. Adjustments to these levels may be proposed by the Finance Committee under the direction of the General Chair and shall be approved by the Board of Directors as needed.
 - c. The board of Directors may revoke its approval for an investment vehicle at any time.
4. The Finance Vice Chair, with approval of the General Chair and the Admin Vice Chair, are granted authority to approve transfer of funds from investment accounts for the purposes that are approved by the Board of Directors.
5. The Finance Vice Chair, with the approval of the General Chair or Admin Vice Chair, may transfer assets from short term investments to operating accounts to meet the cash requirements of NJSI.

6. The Finance Committee shall regularly meet to review the performance of the investments of NJSI.
 - a. This review shall be conducted at least twice per year.
 - b. The Finance Committee may recommend new investment vehicles for approval to the BOD.
 - c. The Finance Committee may recommend allocation adjustments with the approval of the General Chair and the Admin Vice Chair.
7. The Finance Vice Chair has authority for allocation adjustments with the approval of the General Chair and the Admin Vice Chair.
8. Books and records will be maintained by the Treasurer of NJSI and will be made available to the auditors for the annual audit and filings. A quarterly report comparing the actuals to the budget will be prepared by the Treasurer on a quarterly basis to be reviewed by the Finance Committee and made available to the General Chair and Admin Vice Chair.

| Change Log | | | | | |
|------------|------------|-------------------------------------|------------------|-----------|----------------|
| Version | Date | Description of Change / Sections | Author or Editor | Authority | Control Number |
| 01 | 07/18/2023 | Restructure of P&P / whole document | E.Schott | | |
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