

Warren County Board of Supervisors

RESOLUTION NO. 508 OF 198 9

Resolution introduced by Supervisors Demboski, Barton, Bolton,

Murphy, Hogan, Martin and Tessier

APPROVING INVESTMENT POLICIES AND GUIDELINES FOR WARREN COUNTY

WHEREAS, Resolution No. 144 of 1988 approved Investment Policies and Guidelines for the County of Warren, and

WHEREAS, the County Treasurer has recommended that the Policies and Guidelines be amended, now, therefore, be it

RESOLVED, that the Investment Policies and Guidelines of the County of Warren are hereby amended and approved as set forth in Schedule "A" attached hereto, and Resolution No. 144 of 1988 is hereby amended accordingly.

SCHEDULE "A"

INVESTMENT POLICIES AND GUIDELINES OF THE COUNTY OF WARREN

DATED: DECEMBER 15, 1989

The objectives of the Investment Policy of the County of Warren are to minimize risk; to insure that investments mature when the cash is required to finance operations; and to insure a competitive rate of return. In accordance with this policy, the Warren County Treasurer is hereby authorized to invest all funds including proceeds of obligations and reserve funds in:

- Certificates of Deposit issued by a bank or trust company authorized to do business in New York State;
- Time Deposit Accounts in a bank or trust company authorized to do business in New York State;
- Obligations of New York State;
- Obligations of the United States Government.

All investments made pursuant to this Investment Policy shall comply with the following conditions:

1. COLLATERAL

- a. Certificates of deposit shall be fully secured by insurance of the Federal Deposit Insurance Corporation or by obligations of New York State or obligations of the United States or obligations of federal agencies the principal and interest of which are guaranteed by the United States, or obligations of New York State local governments. Collateral shall be delivered to the Warren County Treasurer or a custodial bank with which the County has entered into a custodial agreement. The market value of collateral shall at all times equal or exceed the principal amount of the certificate of deposit. Collateral shall be monitored on a regular basis.

2. DELIVERY OF SECURITIES

- a. All transactions shall be confirmed in writing.

3. WRITTEN CONTRACTS

Written contracts are required for certificates of deposit and custodial undertakings. With respect to the purchase of obligations of the United States, New York State, or other governmental entities, in which monies may

be invested, the interests of Warren County will be adequately protected by conditioning payment on the physical delivery of purchased securities to the Warren County Treasurer or custodian, or in the case of book-entry transactions, on the crediting of purchased securities to the custodian's federal reserve system account. All purchases will be confirmed in writing to the Warren County Treasurer.

It is therefore, the Policy of the Warren County Treasurer to require written contracts as follows:

- a. Written contracts shall be required for the purchase of all certificates of deposit.
- b. A written contract shall be required with the custodial bank.

4. FINANCIAL STRENGTH OF INSTITUTIONS

All trading partners must be credit worthy. Their financial statements must be reviewed at least annually by the County Treasurer to determine satisfactory financial strength or the County Treasurer may use credit rating agencies to determine credit worthiness of trading partners. Concentration of investments in financial institutions should be avoided. The general rule shall be not to place more than One Million Dollars (\$1,000,000.00) in overnight investments with any one institution.

Investments in time deposits and certificates of deposit are to be made with banks or trust companies. Their annual reports must be reviewed by the County Treasurer to determine satisfactory financial strength.

When purchasing eligible securities, the seller shall be required to deliver the securities to our custodial bank.

The County Treasurer or the Deputy County Treasurer shall authorize the purchase and sale of all securities and execute contracts for certificates of deposit on behalf of the County of Warren. Oral directions concerning the purchase or sale of securities shall be confirmed in writing. The County of Warren shall pay for purchased securities upon the delivery of book-entry thereof.

The County of Warren shall encourage the purchase and sale of securities and certificates of deposit through a competitive or negotiated process involving telephone solicitation of at least two bids for each transaction.

At the time independent auditors conduct the annual audit of the accounts and financial affairs of the County of Warren, the independent auditors shall audit the investments of the County of Warren for compliance with the provisions of these Investment Guidelines.

ADOPTED BY UNANIMOUS VOTE