

# **COUNTY OF OSWEGO INDUSTRIAL DEVELOPMENT AGENCY**

## **INVESTMENT POLICY GUIDELINES AND PROCEDURES**

Adopted – February 13, 2009

### **POLICY:**

Except as otherwise prohibited or regulated by federal or state law, or regulation, or by court order, the Secretary/Treasurer or his/her designee, shall temporarily invest funds of the County of Oswego Industrial Development Agency, not required for immediate expenditure, in certain acceptable investment instruments as outlined in the guidelines and procedures as set forth below. In investing such funds the Secretary/Treasurer shall concurrently pursue the following objectives:

1. To provide a level of liquidity to insure the availability of funds for payment to meet obligations of the County of Oswego Industrial Development Agency or for disbursement otherwise required.
2. To minimize the amount of funds un-invested.
3. To minimize the risk of any potential loss or devaluation of funds invested.
4. To earn a maximum rate of return on funds invested, within the limitations as to types of investments permitted under these policies and the provisions of General Municipal Law.

### **GUIDELINES AND PROCEDURES:**

#### **1. Funds to Be Invested**

1) To the extent that the County of Oswego Industrial Development Agency has funds beyond that which are necessary to meet current obligations or for disbursement otherwise required, such funds shall from time to time be invested by the Secretary/Treasurer in acceptable investment instruments.

#### **2. Acceptable Investment Instruments**

1) Acceptable investment instruments for the investment of funds by the Secretary/Treasurer are as follows:

a) Certificates of Deposit issued by a bank or trust company authorized to do business in New York State, provided however, that such Certificates of Deposit shall be payable within such time as the proceeds shall be needed to meet expenditures for which such

monies were obtained, and provided further that such certificates of deposit be secured in the same manner as provided for securing deposits of public funds by Subdivision 3 of Section 10 of the New York General Municipal Law.

b) Time Deposit Accounts in a bank or trust company authorized to do business in New York State, provided however, that such Time Deposit Accounts shall be payable within such time as the proceeds shall be needed to meet expenditures for which such monies were obtained and provided further that such time deposit accounts be secured in the same manner as is provided for securing deposits of public funds by Subdivision 3 of Section 10 of the New York General Municipal Law.

c) Obligations of agencies of the federal government if principal and interest is guaranteed by the United States.

d) Obligations of the State of New York, and its political subdivisions.

### **3. Timing of Investments**

1) The Secretary/Treasurer shall maintain a portfolio of all investments. Investments made by the Secretary/Treasurer shall generally mature or otherwise be available for sale or redemption without penalty at such times as funds invested are required for payment to meet obligations of the County of Oswego Industrial Development Agency, or are otherwise required for disbursement.

### **4. Collateral Requirements**

1) Certificate of Deposits and Time Deposit Accounts shall be fully secured to the maximum amount set by the Federal Deposit Insurance Corporation.

2) Certificate of Deposits and Time Deposit Accounts with principal value in excess of the amount insured by the Federal Deposit Insurance Corporation, shall be fully secured by eligible securities as that term is defined in Section 10 of the General Municipal Law having in the aggregate a market value at least equal to the aggregate amount of the deposits and Third Party Custodial Agreements shall be entered into with the deposit institution.

3) Collateral shall be delivered to and held by the Secretary/Treasurer as part of the investment portfolio or be delivered to a custodial bank or trust company with which the County of Oswego Industrial Development Agency has a Custodial Agreement. Said Custodial Institution shall provide written confirmation to the Secretary/Treasurer of the obligations held in such institutions as collateral for investments of the County of Oswego Industrial Development Agency.

4) Collateral is required for Certificate of Deposits and Time Deposit Accounts at 105% of all deposits not covered by federal deposit insurance. Obligations that may be pledged

as collateral are obligations of the United States and its agencies and obligations of the State of New York and its political subdivisions.

## **5. Custodial Institutions**

1) The Secretary/Treasurer shall from time to time enter into contracts with banks or trust companies licensed to do business in New York State to act as custodian of funds owned by the County of Oswego Industrial Development Agency or of funds pledged as collateral for certificates of deposit or time deposit accounts. Custodians must be member banks of the Federal Reserve Bank or maintain accounts with member banks. A custodial contract shall not be entered into for holding of an investment with the same party from which such investment instrument was acquired, without approval of the Board of Directors of the County of Oswego Industrial Development Agency. A custodial contract may be entered into with the Trust Department of the seller of the investment instrument provided that the Trust Department is a separate corporate entity. At the request of the Secretary/Treasurer, custodial institutions shall verify collateral held on behalf of the County of Oswego Industrial Development Agency as property or as collateral for an investment instrument.

## **6. Financial Strength of Institutions**

1) The financial statements of banks and trust companies with which the County of Oswego Industrial Development Agency transacts investment business shall be reviewed from time to time or at least by the Secretary/Treasurer to determine the financial strength and or credit worthiness of the institution.

## **7. Competition for Acquisition and Sale of Investment Instruments**

1) The Secretary/Treasurer shall endeavor to insure competition amongst interested and eligible institutions for the acquisition or sale of investment instruments and shall make every reasonable effort to solicit by telephone or other electronic device at least three quotations for every investment transaction except for interim investment instruments which may from time to time be necessary to conduct normal day to day business operations of the County of Oswego Industrial Development Agency.

2) The Secretary/Treasurer shall maintain a file of any confirmations, correspondence, or statement which support investment activity.

## **8. Report to be Provided**

1) The Secretary/Treasurer shall prepare monthly and annual reports to the Board of Directors of the County of Oswego Industrial Development Agency reflecting, as of the last day of such month, an inventory of investment instruments, a listing of investment instruments acquired or redeemed during the month, and a statement of investment

income earned for the month and cumulative total interest earned since the beginning of the current fiscal year.

#### **9. Internal Controls to be Maintained**

1) The Secretary/Treasurer shall establish, document and maintain a system of internal controls which provides for segregation of duties with respect to investment activities, cash receipts, and accounting.

#### **10. Miscellaneous Provisions**

1) The Secretary/Treasurer from time to time shall designate qualified staff personnel to assist in carrying out the provisions of the Policies Guidelines and Procedures as outlined above.

#### **11. Intent**

It is the intent that this Investment Policy Guidelines and Procedures conform to the requirements of the provisions of Sections 10 and 11 of the New York General Municipal Law, as the same may be amended from time to time, and in the event of any inconsistency between these policies and the provisions of those statutes, the statutory provision shall control and be followed to their fullest extent by the Agency and its officers and directors.

**END OF POLICY**