

Jay Fire District

Jay, NY

Fire District Policy and Procedure

Policy Name: Investment policy

Date Issued: April 10, 2012

Date Effective: April 10, 2012

Revised: January 2020 – format only

Review Date: January 2020

It is the policy of the Jay Fire District to invest its funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow needs for the Fire District and comply with all state statutes governing the investment of public funds particularly those contained in Town Law Article 11.

The Town of Jay shall assess and levy upon the taxable real property within the Jay Fire District the amount to be raised by tax for the purposes of the Jay Fire District as specified in the annual Fire District budget and shall cause the amount so assessed and levied to be collected in the same manner and at the same time and by the same officers as town taxes are collected. When such taxes are collected the amount thereof shall be paid to the supervisor of the town and by him immediately to the treasurer of the Fire District.

This investment policy applies to all financial assets of the Jay Fire District. These funds are accounted for in the various funds of the District and include the general fund, special revenue funds, capital project fund, and any new fund established by the Fire District. The fire district treasurer shall deposit funds in the financial institutions as directed by the board upon recommendation of the Treasurer that yield the greatest return on investment and shall expend those funds in accordance with applicable rules and regulations at the direction of the Board.

The primary objectives in priority of order for the Fire District's investment activities shall be:

Safety - Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.

Diversification - The investments will be diversified by security type and institution in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

Liquidity -The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonable anticipated.

Return on Investment - The investment portfolio shall be designed with the objective of obtaining a rate of return throughout the budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

The authority to manage the investment program is derived from the Board of Fire Commissioners under New York State Town Law, Article 11, sub section 176, Powers and Duties of Fire District Commissioners. The Board has the authority to appoint a Treasurer and by resolution delegates management responsibility for the investment program to the appointed Treasurer who shall follow procedures and internal controls for the operation of the investment program consistent with this policy as established by the Fire District Board of Fire Commissioners. Procedures should include safekeeping, delivery vs. payment, investment accounting, purchase agreements, wire transfer agreements, depository agreements, and banking service contracts. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Treasurer and the Board of Fire Commissioners. The Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

Investments shall be made with judgement and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

By Order of Board of Fire Commissioners - Jay Fire District

Chairman Board of Fire Commissioners