

<b>FINANCE</b>  <b>PROCEDURE</b>  <b>MANUAL</b>	<b>TITLE:</b> Treasury Banking and Investments	
	<b>NUMBER:</b> FIN-CON-002	<b>VERSION:</b> 02
	<b>ISSUED DATE:</b> 11/7/2008	<b>REVISION DATE:</b> 5/3/2016

➤ **Purpose:**

Outline of treasury functions and related investment functions to provide for safety and earnings to protect and enhance College assets.

➤ **Definitions:**

**Cash/Cash Balances:** Generally refers to amounts in checking or other clearing accounts in an approved commercial bank. Used for day to day operations (separate from investments).

**Investments:** Amounts held for higher rates of return in the State of Florida managed accounts or similarly approved investment vehicles (not for daily operations).

**Qualified Public Depository:** Banking institutions approved by the Florida Department of Financial Services which provide for protection of public funds on deposit via collateral management.

**Treasury:** Cash funds, deposits, and other activities for payment of the College’s obligations resulting from deposits from any source.

➤ **Responsibility:**

**Controller’s Office/Purchasing:** Review of agreements.

**Controller’s Office/Designee:** Daily Reporting Activities.

**Treasury Accountant:** Daily balancing and reporting of balances to Controller, manager, and designees.

**Procedure Details:**

Controller’s Office, along with Purchasing will regularly review banking arrangements for possible RFP/Bidding, or pricing updates.

Board Approval is obtained for all related services per policies, including use of only authorized Qualified Public Depositories.

Excess resources that can be invested will be done primarily for liquidity and safety, provided there is an earnings benefit over the costs of such investments. Interest/Dividend returns will be considered once liquidity is established.

The College shall use State of Florida professionally managed funds as permitted such as:

1. Special Purpose Investment Account (SPIA) and
2. State Board of Administration Pool (SBA)
3. Other investments as permitted by laws and rules.

The College shall not invest in derivative products per Board Policy.

The College will maintain external funds on deposit through agency accounts, such as club or pass-through organizations, in the same manner as other funds described here.

1. Agency Funds are also known as Fund Six accounts.
2. Return on funds is not allocated to Fund Six accounts in lieu of banking and administrative fees offsets.

Amounts will be monitored daily as to correct mix of balances to be appropriately distributed to gain better returns, but maintain payables and contingency coverage balances.

Treasury/Investment transactions are generally administered via online banking services. The Controller shall designate certain individuals access to such functions. Controls are maintained primarily through segregation of accounting/reconcilers from access to funds transfers and include limits and pre-designated beneficiaries for disbursement of funds online.

➤ **References:**

College Board policies:

6Hx-18-4.031

<http://www.palmbeachstate.edu/boardoftrustees/documents/BoardPolicies/Section4/4.031.pdf>

6Hx-18-4.42

<http://www.palmbeachstate.edu/boardoftrustees/documents/BoardPolicies/Section4/4.42.pdf>

SBE Rules: 6A-14.075

<https://www.flrules.org/gateway/RuleNo.asp?ID=6A-14.075>

6A-14.0765

<https://www.flrules.org/gateway/RuleNo.asp?ID=6A-14.0765>

FL/DFS: [https://apps8.fldfs.com/CAP\\_Web/PublicDeposits/gov\\_units.aspx](https://apps8.fldfs.com/CAP_Web/PublicDeposits/gov_units.aspx)