

# **Olympic Community of Health Investment Policy**

Approved: November 6, 2017

Revised: March 9, 2020 & April 12, 2021

## **PURPOSE OF INVESTMENT POLICY**

The purpose of this Investment Policy is to provide a clear statement of Olympic Community of Health's (OCH) investment objective, to define the responsibilities of the Board of Directors and Finance Committee involved in managing OCH's investments, and to identify permissible investments.

## **INVESTMENT OBJECTIVE**

The overall objective of this investment policy is to support OCH in earning investment income while maintaining an investment portfolio which seeks to minimize risk while maintaining liquidity.

## **GENERAL PROVISIONS**

- All transactions shall be for the sole benefit of OCH.
- The Finance Committee shall review OCH's investment policy, risk tolerance, and investment horizon on an annual basis. The Finance Committee will present any recommended updates or adjustments to the Board of Directors to approve changes.
- The Finance Committee shall conduct an annual review of the OCH's investment assets to verify the existence and marketability of the underlying assets or satisfy themselves that such a review has been conducted in connection with an independent audit (if any) of OCH's financial statements.
- Any investment that is not expressly permitted under this Policy must be formally reviewed and approved by the Board of Directors.
- OCH will endeavor to operate the investment program in compliance with all applicable state, federal and local laws and regulations concerning management of investment assets.

## **DELEGATION OF RESPONSIBILITY; RELIANCE ON EXPERTS AND ADVISORS**

- The Board of Directors has ultimate responsibility for the investment and management of OCH's investment assets.
- The Board of Directors or Finance Committee may hire outside experts as investment consultants or investment managers.

## **GENERAL INVESTMENT GUIDELINES**

- In order to reduce financial risk, staff will endeavor to ensure that no single banking institution will hold more than federally insured limits; in most cases, \$250,000. Staff will monitor accounts on a regular basis and will include account status updates in quarterly financial updates.
- Permitted investments will include savings accounts, certificates of deposit, treasury notes, and bonds. Investments of any other kind will require the advance, express approval of the OCH Board of Directors.
- A copy of this Investment Policy shall be provided to all Investment Managers.
- The Organization is a tax-exempt organization as described in section 501(c)(3) of the Internal Revenue Code. This tax-exempt status should be taken into consideration when making OCH investments.

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- Investment maturity dates will coincide with OCH's planned upcoming expenses, ensuring there is cash on hand for all planned expenses.
- A cash account shall be maintained with a zero to very low risk tolerance to keep cash available for budgeted operating expenses.
- Transactions shall be executed at reasonable cost, taking into consideration prevailing market conditions and services and research provided by the executing broker.
- Investments within the investment portfolio should be readily marketable.
- The investment portfolio should not be a blind pool; each investment must be available for review.