

## POLICY

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<b>Series:</b>	<b>Board Governance</b>	<b>COA: RPM 2, 4, 5, 6, 8; GOV 7, 8; FIN 1-4, 5</b> <b>CFOP: NA</b>
<b>Policy Name:</b>	Investment Management	
<b>Policy Number:</b>	GOV204	
<b>Review Date:</b>	7/26/12, 2/03/2020, 5/19/2021, 4/14/2022, 4/20/2023	
<b>Revision #/Date:</b>	9/22/2016, 5/27/2021, 4/21/2022, 5/25/2023	
<b>Effective Date:</b>	1/1/09	
<b>Applicable to:</b>	Brevard Family Partnership Family of Agencies (BFP FOA) Board of Directors and All Brevard Family Partnership Family Of Agencies (BFP FOA) Staff	

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**SUBJECT:** Governance of funds invested by Brevard Family Partnership (BFP)

**PURPOSE:** To establish a policy to invest public and private funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of BFP and conforming to all federal, state, county, and local statutes governing the investment of funds.

### References

BFP Policies/Procedures: GOV001, GOV002, GOV005, GOV008, GOV202, GOV203, PR-901

OMB Circular: A-110, 2 CFR Part 215.22

State of Florida Contract

### Definitions

Cash Flow – An analysis of the movement of cash through an organization as contrasted with the earnings of the organization.

Federal Deposit Insurance Corporation (FDIC) - A federally sponsored corporation that insures accounts in national banks and other qualified institutions.

Interest Rate – The annual rate of return received by an investor from the investment of cash or cash equivalents.

Investment Instrument– Commitment of money to gain profit or interest by purchasing a security.

Liquidity – Refers to the ability of an instrument to be converted into cash rapidly without substantial loss of value.

Market Value – The price at which a security is trading and could be purchased or sold on a given day.

Portfolio – Collection of securities held by an investor.

Principal – The face amount or par value of a debt security.

Securities – Documents that can be traded for value; an instrument of ownership or debt used to finance government and corporate entities.

## POLICY:

### **Scope**

This policy applies to all cash management and investment activities of BFP Family of Agencies.

Responsibility for the daily management of BFP's cash and investment portfolio is delegated to the Chief Financial Officer or designee appointed by the President and Chief Executive Officer in the absence of the Chief Financial Officer under the direction of the President and Chief Executive Officer by the BFP Governance Board of Directors. The Chief Financial Officer or designee appointed by the President and Chief Executive Officer in the absence of the Chief Financial Officer establishes and maintains written procedures for the operation of the cash management and investment program consistent with this policy. Such procedures include explicit delegation of authority to persons responsible for cash and/or investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Chief Financial Officer or designee appointed by the President and Chief Executive Officer in the absence of the Chief Financial Officer.

### **Investment Performance Standards**

Funding for BFP is derived from federal, state, and private sources. In order to ensure compliance with funding requirements, the funding sources are segregated as follows:

- Federal and state funding received from the State of Florida, Department of Children and Families contract is maintained, at a minimum, in a separate FDIC insured bank residing in Brevard County, Florida. As required by OMB Circular A-110, 2 CFR Part 215.22, advanced and idle federal funds are maintained in an interest-bearing account.
- Private funds are maintained, at a minimum, in a separate FDIC insured bank residing in Brevard County, Florida.

All funds deemed idle, based on projected cash flow, may be invested in a manner that seeks to maximize their productivity until such time as they are needed for the operations of BFP.

Investments shall be at the highest rates obtainable at the time of investment, within the limitations of the law and under the following criteria:

- Safety – The primary tenet of the BFP investment strategy is ensuring the safety of the principal cash investment. Preservation of capital in the portfolio is paramount.
- Return on Investment – The investment portfolio shall be designed to attain, at a minimum, a market-average rate of return throughout budgetary and economic cycles, taking into account the BFP Governance Board of Directors risk constraints and the cash flow needs of BFP operations. Reference policy GOV203, Risk Management.
- Liquidity – The BFP investment portfolio shall remain sufficiently liquid to enable the organization to meet all operating requirements and expenses.

## **Prudence Standards**

The standard of prudence to be used by the BFP Governance Board of Directors and other designated investment officials shall be the "prudent investor" rule, which states, "Investments shall be made with judgment 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."

The rule shall be applied in the context of managing the entire portfolio.

Investment officers acting in accordance with written procedures and the "prudent investor" rule shall be relieved of personal responsibility for a specific security's credit risk or market price changes.

## **Investment Instruments**

All investment instruments and banking relationships must be approved by the BFP Governance Board of Directors. Investment instruments may be purchased from eligible banks, savings and loans, primary dealers and Federal or State Treasurer's Offices.

## **Internal Controls**

The Chief Financial Officer or designee appointed by the President and Chief Executive Officer in the absence of the Chief Financial Officer establishes written procedures compliant with policy GOV202, Internal Controls. These controls shall be designed to prevent loss of funds due to fraud, error, misrepresentation, or imprudent actions.

## **Investment Diversification and Procurement**

When possible and practicable, the BFP investment portfolio should not be concentrated at one financial/investment institution. This will serve to help protect BFP from the failure of any one financial institution.

Under no circumstances are federal and state funds to be commingled with private BFP funds.

Procurement of investment instruments or banking relationships shall be governed as outlined in procedure PR-901, Procurement of Commodities and Services, and policy GOV008, External Communication.

## **Ethics and Conflicts of Interest**

Members of the BFP FOA Board of Directors and BFP FOA employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Members of the BFP FOA Board of Directors and BFP Family of Agencies employees are required to disclose any material financial interests in financial institutions that conduct business with BFP, and they shall further disclose any large personal financial/investment positions that could be related to the performance of BFP as outlined in the following policies: GOV001 Ethics, and GOV002 Conflict of Interest.

## Reporting Requirements

The Chief Financial Officer or designee appointed by the President and Chief Executive Officer in the absence of the Chief Financial Officer shall have generated quarterly reports of all investment instruments for management purposes. The reports will be made available to the President and Chief Executive Officer and BFP Governance Board of Directors, at a minimum, on a bi-annual basis as part of the Board financial report.

Approved by the Brevard Family Partnership Board of Directors on May 25, 2023.

AS APPROVED BY THE BOARD OF  
DIRECTORS:



DANIEL P. RODGERS  
Board Chair

Signature Date: 6/8/2023

BY DIRECTION OF THE PRESIDENT AND  
CHIEF EXECUTIVE OFFICER:



PHILIP J. SCARPELLI  
President and Chief Executive Officer  
Brevard Family Partnership / Family of Agencies

Signature Date: 6/7/2023