

BOARD POLICY SERIES NUMBER: 5020

TITLE: ACCOUNTING, INVESTMENT, AND MAINTENANCE OF COLLEGE FUNDS

ACCOUNTING

The college business officer will be responsible for the proper accounting of all district funds.

INVESTMENT AND DESIGNATION OF DEPOSITORIES

It shall be the policy of Linn-Benton Community College to deposit funds of the college pursuant to established guidelines that will maximize interest earnings within the limitations of statutory authority. The program will include:

- A. An equitable system, based on the compatibility of available services and district needs, for the selection of primary depositories within the district.
- B. A system, based on available funds among the banks, mutual savings banks, and savings and loan associations within the district.
- C. The option to utilize the state investment pool as a depository for available funds.
- D. The authority for the college president or designated business officer to invest funds in their custody in legally issued general obligations of the United States and the agencies and instrumentalities of the United States.
- E. The option to invest funds in federally insured banking instruments such as time certificates of deposit and saving accounts.

PETTY CASH FUNDS

The Business Office may establish petty cash funds to be used for reimbursement of incidental expenses upon presentation of a proper voucher. Incidental petty cash funds may be established in various operating units of the college with the approval of and under the direction and audit control of the Business Office.

INVESTMENT

The college shall maintain a current investment administrative rule that applies to all funds budgeted and accounted for in the college's annual financial report, with the exception of funds held in custody by the country treasurer or fiscal officer and deferred employee compensation. The primary objectives in managing excess funds will be preservation of principal, liquidity to meet cash requirements, and maximizing the rate of return on the financial portfolio. Safety of funds shall be the paramount goal with due regard paid to current F.D.I.C and F.S.L.I.C limitations.

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