



Upper Bay Counseling & Support Services, Inc.
Board of Directors
Policy #5 - Investment Policy

The Board Finance Committee (BFC) shall invest UBCSS funds in such a way as to maximize return while protecting principal, and to follow the guidelines listed below.

1. Investment activity should be reviewed by the BFC committee on a regular basis.
2. Investments of available UBCSS funds shall be in the following, in such proportions as the BFC deems prudent:
 - a. Interest-bearing checking accounts
 - b. Money-market accounts
 - c. Certificates of deposit
 - d. Investment-grade commercial paper
 - e. Investment-grade government securitiesInvesting in any other type of investment vehicles require prior approval of BFC.
3. Investments in insured institutions list above shall be limited to the amount that can be insured.
4. Accounts such as interest-bearing checking accounts, money market accounts, certificates of deposit, investment-grade commercial paper, and government securities are to be the primary investments. Investing in any other type of investment vehicles requires prior approval by the BFC.
5. The BFC shall approve in advance the financial institutions used to provide investment products selected. Such approval shall be reviewed annually or more frequently as conditions dictate.
6. Investments should be limited in term. Any investments with a term longer than three years must be approved by the BFC.
7. A current list of financial institutions approved as depositories for investment will be kept on file and updated regularly by the BFC. This list includes commercial banks, savings and loans, and brokerage houses insured by the Securities Protection Investment Corporation.
8. Within guidelines, maximum interest rates shall be sought, with the maturity of the investments governed by expected cash needs.
9. All securities are to be written in the name of UBCSS.