

CAPPA
Investment Policy
Revised October 2015

1. The Finance Committee will oversee the investment of CAPPA funds. The goal of such investment activities will be the preservation of principal and the maximization of interest. The purpose of CAPPA is education and the promotion of professional ideals, not speculative investing that may result in high return on investments. Therefore, CAPPA funds shall only be invested in those instruments where principal is guaranteed (such as interest bearing savings accounts, money market funds, and certificates of deposit).
2. At least quarterly, the Finance Committee shall review investment terms and balances.
3. Annually, the Finance Committee shall recommend minimum and maximum reserve levels for the coming fiscal year to the Executive Committee. The minimum reserve level shall be calculated as the sum of committee plus general/administrative expenses for the previous fiscal year. The maximum reserve level shall be calculated as the minimum reserve balance plus the total expenses of the previous Annual and Technology/Leadership Conferences. The Executive Committee will approve minimum and maximum reserve levels each fiscal year.
4. The approval of at least $2/3$ of the members of the Finance Committee will be required for all new investments or any change in an existing investment instrument (such as a new type of investment instrument or a new investment of funds). Simple rollovers of invested funds in accordance with the annual statement of working capital needs and resulting investment strategy will not require the approval of the Finance Committee but will be reported by the Treasurer to the Finance Committee after the fact.
5. A statement of all investment earnings and current investments will be presented by the Treasurer to the Executive committee at least twice annually and to the CAPPA Membership at the Annual Meeting.