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## Cash Management Investment Procedure (A&I-P004)

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The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

### 1.0 SCOPE:

- 1.1 This procedure describes the process in which the Business Department manages cash and investments at the Washoe County School District.

### 2.0 RESPONSIBILITY:

- 2.1 Chief Financial Officer

### 3.0 APPROVAL AUTHORITY:

- 3.1 Chief Accountant

*(Approval signature on file)*

### 4.0 DEFINITIONS:

Signature \_\_\_\_\_

Date \_\_\_\_\_

- 4.1 CFO – Chief Financial Officer

- 4.2 CA – Chief Accountant

### 5.0 PROCEDURE:

- 5.1 The CA is responsible for the planning and management of the districts cash flow.

- 5.1.1 On a work day basis the CA contacts the district's bank to verify cash balances and transactions (inflows and outflows).

- 5.1.2 Any issues identified that were unanticipated by the CA will be adjusted with the planned investment for the day.

- 5.2 The CA prepares a monthly schedule of payrolls and payables and will refine the schedule to meet the weekly needs of the district.

- 5.2.1 The weekly cash management plan is updated with actual transactions from payroll and payables and other payment transactions.

- 5.3 On a yearly basis the CA will review and analyze the investment process and schedule for any needed changes or additions.

- 5.3.1 The WSCD Investment Committee will also review on a quarterly basis the investment process and make recommendation to the CFO, CA, and Superintendent.

- 5.3.2 The WSCD uses the State Pool of Investments for a majority of their investment funds.

### 6.0 ASSOCIATED DOCUMENTS:

- 6.1 Monthly Schedule

- 6.2 Investment Statements

- 6.3 Bank Statements



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### 7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Statements	Business Office	3 years	Discard as desired	Locked Office

### 8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/29/05	A	Initial Release

\*\*\* End of procedure \*\*\*