



CASH MANAGEMENT INVESTMENT PROCEDURE

Responsible Office: Office of Business and Financial Services

PURPOSE

This administrative procedure describes the process in which cash and investments are managed in the Washoe County School District ("District" or "WCSD").

REGULATION

1. The Controller is responsible for the planning and management of the District's cash flows.
 - a. On a daily basis the Controller reviews the District's Depository bank account and custodial bank statements to verify cash balances and transactions (inflows and outflows).
 - b. The District uses one or more registered investment advisors (RIA's) to invest the District's monies. The Controller communicates with the RIA's regarding liquidity needs, transfers of monies between pools/accounts, and future anticipated major cash inflows and outflows, on an as-needed basis.
 - c. The District pools individual funds' monies for more efficient investment of monies and liquidity management. There are currently five pools that have been established due to these pools' cash flow characteristics: Bond Pool, Debt Service Fund Pool, Capital Projects Pool, General Operating-Liquidity, and General Operating-Core.
 - d. Any issues identified that were unanticipated by the Controller will be adjusted with the planned investment for the day. This may require coordinating with the RIA on the sale of securities to provide adequate liquidity.
 - e. On a daily basis the Controller will transfer funds between the Depository bank account and the custodial bank account General Operating-Liquidity to meet daily cash needs.
 - i. On days where there are net cash outflows such as payroll, the Controller will transfer monies from the General Operating-Liquidity account to the Depository bank account; therefore, it is important for the RIA to ensure there is enough overnight investments to cover those projected expenses.
 - ii. Monies in excess of amounts needed to ensure the daily cash requirements are met will be transferred to the General Operating-Liquidity account and invested.
2. The Controller prepares both a weekly and monthly schedule of payrolls and payables and will refine the schedule to meet the weekly needs of the District.

- a. The weekly cash management plan is updated with actual transactions from payroll, payables, other payment transactions (outflows) and cash receipts (inflows). If there are material changes to anticipated cash inflows and outflows, the Controller will communicate that to the appropriate RIA.
3. On a weekly basis, the Controller reconciles the cash and investment needs for each fund.
 - a. On a daily basis, all cash and investment transactions are processed by the General Fund through the General Operating-Liquidity pool for efficiency.
 - b. On a weekly basis, the cash and investment position of each fund is reviewed and adjusted so each fund with invested monies has the appropriate balance of monies between cash and investments.
 - c. The Controller transfers funds between the five investment pools as needed and processes the corresponding journal entry in the general ledger.
4. Periodically, the Controller, Chief Financial Officer and other appropriate individuals will review other aspects of the District's investment management plan.
 - a. On an annual basis, the Controller and Chief Financial Officer will review and analyze the investment process and schedule for any needed changes or additions.
 - b. On generally a monthly basis, the Controller and/or Chief Financial Officer conduct a conference call with each RIA to review capital market conditions, investment performance, cash flows, and portfolio management and trading activity.
 - c. The WCSD Investment Committee will also review on a quarterly basis statements prepared by the RIA's and make recommendations to the Chief Financial Officer.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This administrative regulation reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District.

REVIEW AND REPORTING

1. This administrative procedure shall be reviewed as part District's standardized review and revision process, or as needed by the Office of Business and Financial Services. Additional administrative regulations and/or other associated documents may be developed as necessary to implement and support this document.

REVISION HISTORY

Date	Revision	Modification
11/29/2005	A	Adopted as a CSI Procedure
6/17/2019	v1	Converted to Administrative Procedure; Updates Controller responsibilities