

HFMA – Wisconsin Chapter

**Board of Directors
POLICIES & PROCEDURES**

<u>Policy Title:</u> Depository Institutions	<u>Policy #:</u> B-02	<u>Page:</u> 1 of 2
<u>Policy and Procedure Manual Chapter:</u> Finance and Accounting	<u>Director Responsible:</u> Treasurer	
<u>Approval Date:</u> March 11, 2016	<u>Effective Date:</u> March 11, 2016	

A. PURPOSE

The purpose of this policy is to safeguard the cash and investments of the Wisconsin Chapter of HFMA.

B. GUIDELINES

The Chapter Treasurer shall maintain all checking, savings, and/or investment accounts in a financial institution approved by the board with authorized signatures of the withdrawal of those funds or in the other investments approved by the Board of Directors.

C. POLICY

Specific policies regarding depository institutions are set forth below:

- All Significant investment transactions are to be reported by the Treasurer to the Board at each meeting.
- Investments maturing in excess of six months require prior Board approval by a majority of its members.

HFMA National now holds the insurance.

D. PROCEDURE

None.

E. REFERENCES

None.

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F. DOCUMENT HISTORY

Created Date: (month/year)

Revised Date: (March 2016)