



Policy Number: AC038

Date: November 1, 2012
Last Revised: December 4, 2022

Rick Evans

Rick Evans, Executive Director

Title: Investment Administration Procedure & Policy

Statement:

The purpose of this policy is to provide guidance and instruction for the administration of the TUC investment program as stated in the TUC investment policy. (*Attachment 1*)

Procedure:

1. Includes both short-term and long-term investment pools.
2. Transaction approval (purchases, sales, transfers):
 - 2.1. All transactions require at least one of the following two signatures
 - 2.1.1. Transactions with the Board approved Investment Advisory Firm, currently D.A. Davidson Co, will be signed by CFO or Executive Director
 - 2.1.2. Transactions initiated by Student Investment Honors Classes offered by CSUN David Nazarian College of Business and Economics, will be approved by the respective class instructor and placed through the approved Investment Advisory Firm, D.A. Davidson Co.
 - 2.1.3. Transactions with CSU System-Wide Investment Fund (SWIFT) will be signed by CFO or Executive Director
 - 2.1.4. Transactions with Wells Fargo Bank will be signed by CFO or his/her designee and Executive Director.
 - 2.2. All money market transactions will be initiated by one person and approved by a second signature:
 - 2.2.1. Transactions up to \$500,000 will be initiated by the Associate Director of Accounting and approved by the CFO.



- 2.2.2. Transactions over \$500,000 will need the additional approval of the Executive Director.
 - 2.2.3. Money market transactions will be recorded on the short term accounts transaction log located on the investments shared excel folder.
- 3. Investment report information will be updated quarterly and maintained in the secured shared drive of TUC.
 - 4. Approval of investment journal entries will be made by a person over the person preparing the journal entries.
 - 5. Investment activity will be posted to the General Ledger at least quarterly.
 - 6. Reconciliations will be performed and reviewed quarterly.
 - 7. Investment reports will be prepared quarterly for each investment pool and reviewed with the executive director and with the investment committee at least semiannually. Additionally, investment reports will be made available to the TUC Executive Committee of the Board of Directors.
 - 8. Exceptions to this procedure must be approved in advance by the Executive Director.