

CASH MANAGEMENT AND INVESTMENT POLICY

The Town of Lansing, in order to insure that the monies collected by the Town held in its possession are utilized pursuant to law and are invested for the purpose of obtaining the highest return at the minimum risk all to the benefit of the taxpayers of the Town, have adopted the following policy as a guideline for the management of the Town's money.

The objectives of the Investment Policy of the Town of Lansing are to minimize risk; to insure that investments mature when the cash is required to finance operations; and to insure a competitive rate of return. In accordance with this policy, the Supervisor and/or the fiscal officer of the Town is hereby authorized to invest all funds including proceeds of obligations and reserve funds in:

- a. Certificate of Deposit issued by a bank or trust company authorized to do business in New York State;
- b. Time Deposit Accounts in a bank or trust company authorized to do business in New York State;
- c. Obligations of New York State;
- d. Obligations of the United States Government;
- e. Any of the above through a duly authorized brokerage firm authorized to do business in the State of New York.

All funds except Reserve Funds may be invested in:

- a. Obligations of agencies of the Federal government if principal and interest is guaranteed by the United States.
- b. With the approval of the State Comptroller, in Revenue Anticipation Notes or Tax Anticipation Notes of other local governments.

Only reserve funds may be invested in:

- a. Obligations of the Local Government.

All other Town of Lansing officials receiving money in their official capacity must deposit such funds in negotiable order of withdrawal accounts.

All investments made pursuant to this investment policy shall as a minimum comply with the following conditions and such other conditions as may be promulgated by the Town Board:

1. COLLATERAL

- a. Certificates of deposit shall be fully secured by insurance of the Federal Insurance Corporation or by obligations of New York State or obligations of the United States or obligations of federal agencies the principal and interest of which are guaranteed by the United States, or obligations of New York State local governments. Collateral shall be delivered to the Town of Lansing or a Custodial Bank with which the Town of Lansing has entered into a Custodial Agreement. The market value of collateral

shall at all times equal or exceed the principal amount of the certificate of deposit. Collateral shall be monitored no less frequently than monthly and market value shall mean the bid or closing price as quoted in the Wall Street Journal or as quoted by another recognized pricing service.

b. Collateral shall not be required with respect to the direct purchase of obligations of New York State, obligations of the United States, and obligations of federal agencies the principal and interest of which are guaranteed by the United States Government.

2. DELIVERY OF SECURITIES

Payment shall be made by or on behalf of the Town of Lansing for obligations of New York State, obligations the principal and interest of which are guaranteed by the United States, United States Obligations, certificates of deposit, and other purchased securities upon the delivery thereof to the custodial bank, or in the case of a book-entry transaction, when the purchased securities are credited to the Custodial Bank's Federal Reserve System account. All transactions shall be confirmed in writing.

3. WRITTEN CONTRACTS

Written contracts are required for certificates of deposit and custodial undertakings. With respect to the purchase of

obligations of U.S., New York State, or other governmental entities, etc. in which monies may be invested, the interests of the Town of Lansing will be adequately protected by conditioning payment on the physical delivery of purchased securities to the Town of Lansing or Custodian, or in the case of book-entry transactions, on the crediting of purchased securities to the Custodian's Federal Reserve System account. All purchases will be confirmed in writing to the Local Government.

It is therefore, the policy of the Town of Lansing, to require written contracts as follows:

- a. Written contracts shall be required for the purchase of all certificates of deposit.
- b. A written contract shall be required with the Custodial Bank.

4. DESIGNATION OF CUSTODIAL BANK

Custodial Bank. The Tompkins County Trust Company or such bank as may be designated by the Town Board from time to time, chartered by the State of New York is designated to act as Custodial Bank of the Town of Lansing's investments. However, securities may not be purchased through a Repurchase Agreement with the Custodial Bank.

5. FINANCIAL STRENGTH OF INSTITUTIONS

All trading partners must be credit worthy. Their financial statements must be reviewed at least annually by the Supervisor to determine satisfactory financial strength or the Supervisor may use credit rating agencies to determine credit worthiness of trading partners. Concentration of investments in financial institutions should be avoided.

Investments in time deposits and certificate of deposit are to be made with banks or trust companies. Their annual reports must be reviewed by the Supervisor to determine satisfactory financial strength. Said investments may be made through a brokerage house.

6. OPERATIONS, AUDIT, AND REPORTING

a. The Supervisor and or fiscal officer of the Town shall authorize the purchase and sale of all securities and execute contracts for certificates of deposit on behalf of the Town of Lansing. Oral directions concerning the purchase or sale of securities shall be confirmed in writing. The Town of Lansing shall pay for purchased securities upon the delivery or book-entry thereof.

b. The Town of Lansing will encourage the purchase and sale of securities and certificates of deposit through a competitive or negotiated process involving telephone solicitation of at least three bids for each transaction.

c. At the time independent auditors conduct the annual audit of the accounts and financial affairs of the Town of Lansing, the independent auditors shall audit the investments of the Town of Lansing for compliance with the provisions of these Investment Guidelines.

d. The Town Board of the Town of Lansing shall review and approve the annual investment report, if practicable, at its organizational meeting.

e. At least annually, and if practicable, at the annual organizational meeting of the Town Board, the Members shall review and amend, if necessary, these Investment Guidelines.

f. The provisions of these Investment Guidelines and any amendments hereto shall take effect prospectively, and shall not invalidate the prior selection of any Custodial Bank or prior investment.

Adopted on August 01, 1990 by unanimous vote of the Town Board of the Town of Lansing.

Joannina Killy
Hartmut Beckwith
Harry J. [unclear]
Louis J. [unclear]
Jeffrey Cleveland