



California State Council

POLICY AND PROCEDURE

Title: Investment, Funding and Reserve Policy	Number:
Cross Reference:	
Approved by: California ENA Board of Directors	Origination Date: 08/01/2016
Review Date(s):	Approval Date: 01/12/2017
	Revision Date:

I. POLICY PURPOSE:

This policy is to describe a funding, reserve and investment strategy for the California State Council Emergency Nurses Association (Cal ENA). Cal ENA finances shall support the membership of Cal ENA in order to advocate for patient safety and excellence in emergency nursing practice. This strategy is not intended to be an absolute but rather to serve as guidance in the management of Cal ENA funds in light of ever-changing economic conditions.

II. POLICY BACKGROUND:

Checking account funds are those needed to pay the current years’ operational expenses, as delineated in the Cal ENA Annual Budget. The Cal ENA checking account(s) may contain up to 18 months of anticipated operational costs. Funds in excess of an anticipated 18 months of operational costs should be expended to meet a need of the membership and/or invested in short- and/or long-term funds.

Short-term funds are those that are not needed for operations immediately, but may be needed within the next 12-36 months. Vehicles for investing short-term funds include money market funds, CDs and/or major U.S. Treasuries. Short-term funds that mature in value to an amount exceeding what Cal ENA may require in the next 12-36 months should be expended to meet the needs of Cal ENA membership and/or invested in a long-term fund.

Long-term funds are those that will not be needed for operations for at least the next three years. Vehicles for investing long-term funds include money market funds, certificates of deposit (CDs), U.S. Treasury bonds, equities (stocks) and/or fixed income securities (bonds).

III. PROTOCOL:

1. The Cal ENA Board of Directors has oversight of Cal ENA finances.
2. Cal ENA shall manage its accounts and investments so that:
 - a. Liquid assets are available to meet current operational expenses
 - b. Investments have minimal acceptable levels of risk while allowing for positive returns
 - c. Generally accepted accounting procedures are followed
 - d. Financial activity is openly shared with the membership
3. For long- and short-term funds, an investment manager, broker and/or banker may be retained to assist the Board of Directors with investment options. The



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Board of Directors shall make decisions in regards to selection of: the investment manager, broker and/or banker; the amount of funds to be invested; and the types of investments to be made. In such instances, the investment manager, broker, and/or banker shall report on the status of the investment(s) at a minimum of annually to the Board of Directors.

4. Direct investment in real estate, short sales, margin transactions, and non-publicly traded securities and derivatives are prohibited.
5. The Board of Directors shall review all investments at least annually.