

Revision to Title 4, Chapter 9, Part B

The following proposed handbook revision is to update the Finance and Administration Policies. Material to be deleted appears in brackets {deletions}. New material is underlined.

Title 4 - Codification of Board Policy Statements

Chapter 9

UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF NEVADA INTERNAL AUDIT, FINANCE AND ADMINISTRATION POLICIES

B. Finance and Administration Charter

Section 3. UCCSN Director of Banking and Investments

1. The Director of Banking and Investments for the University and Community College System of Nevada is charged with the oversight of a system-wide cash management program and Board of Regents Permanent Endowment Funds. Included in the responsibilities is consolidation of UCCSN cash resources, bank relationships {development of cash forecasts}, and the placement of cash balances with investment managers in accordance with Board of Regents operating fund investment policy. A primary responsibility of the Director of Banking and Investments is to preserve the liquidity and safeguard the principal of operating cash while enforcing the Board of Regents Operating Fund Investment Policies. The Director will establish a process to assess the performance of investments relative to appropriate standards in both the operating and endowment funds.
2. Operating cash fund investment income is distributed to the institutions based on their respective daily cash balances. The Director of Banking and Investments therefore has responsibility for maintaining accountability for all cash balances so that each institution receives its share of the investment income. However, the institutions remain responsible for identifying their respective cash balances with the identifiable fund groups for the purpose of complying with State and Federal Law requiring the distribution of investment income to these funds.
3. All investments of the Board of Regents are required to be held by one or more custodial banks. The Director of Banking and Investments reconciles and accounts for these investment assets held by the Board of Regents custodial bank which includes operating and endowment fund investments. Enforcement of donor restrictions is a matter of trust law and therefore permanent records of all

Board of Regents Endowment fund gifts must be preserved for posterity by the office of the Director of Banking and Investment.

4. The Director of Banking and Investments assumes responsibility for custody of bond files and reporting restrictive covenants. The UCCSN debt policy guidelines covering institutional loans, bonds, leases, and other debt will be administered through the Banking and Investment Office.
5. Chapter 10, sections {3-5} 4-5 define the operating and endowment funds policies and procedures that are monitored by the Director of Banking and Investments (under the direction/oversight of the Investment Committee of the Board of Regents).

(B/R 10/96)