

POLICIES AND PROCEDURE MANUAL

Chapter:	Finance		
Section:	Investment		
Policy: <input type="checkbox"/> Procedure: <input checked="" type="checkbox"/> Page: 1 of 1	Review Cycle: Biennial Author: Chief Financial Officer	Adopted Date: 05.13.2025 Review Date:	Related Policies: Investment

Purpose:

To describe internal controls regarding investment transactions approved by Mid-State Health Network's (MSHN) Chief Executive Officer (CEO) and Chief Financial Officer (CFO).

Procedure:

It is the procedure of MSHN to ensure proper internal controls are in place for the purchase and maintenance of its investment portfolio.

The following steps are taken to ensure internal controls are maintained:

1. The CFO shall request current investments strategies from the qualified Financial Institution as outlined in the Finance Investment Policy, for the purpose of selecting investments in compliance with PA 20 of 1943, as amended.
2. The CFO reviews investment offerings and selects investment vehicle(s) and amount(s) based on the primary objectives outlined in the Finance Policy. When needed, the CFO and the CEO consult on these factors prior to initiating the investment option(s).
3. The CFO responds to the Financial Institution via email for the selection of the offering and the amount to invest. The CEO shall be copied in this communication for internal control purposes. The Financial Institution shall confirm the email with a phone call.
4. The Financial Institution sends investment confirmations which are then added to the Investment Portfolio document shared with Board of Directors during the bi-monthly (every two months) meeting
 - a. Investment Portfolios include reconciliations of the Securities Account and the Designated Savings Account holding uninvested funds.

Applies to:

- ☒ All Mid-State Health Network Staff
☐ Selected MSHN Staff, as follows:
☒ MSHN's CMHSP Participants: ☐ Policy Only ☒ Policy and Procedure
☐ Other: Sub-contract Providers

Definitions:

CEO: Chief Executive Officer

CFO: Chief Financial Officer

CMHSP: Community Mental Health Service Program

MSHN: Mid-State Health Network

References/Legal Authority

Act 20 PA of 1943, as amended

Change Log:

<u>Date of Change</u>	<u>Description of Change</u>	<u>Responsible Party</u>
12.2024	New Procedure	Chief Financial Officer