

Number: **BP 051**

Authority: Board of Directors

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Reviewed: April 14, 2024

Initiating Dept./Div.: Administration/Finance

Central Contra Costa Sanitary District



BOARD POLICY

BANKING & CASH MANAGEMENT

PURPOSE

To set forth policy direction for banking and cash management at Central San.

POLICY

1. The Board recognizes the strategic value of maintaining an in-house treasury function as it relates to improved operational control, process efficiencies, and responsiveness to change (i.e., emergencies, disasters, laws/regulations, programs, etc.).
2. Management shall establish and enforce suitable internal controls over the banking and cash management function to safeguard Central San's liquid assets. A wide range of internal controls should be considered including those that are preventative, detective, as well as corrective.
3. The Deputy General Manager of Administration shall serve as Central San's Treasurer with specific authorities delegated by the General Manager as set forth in internal administrative procedures.
4. Based on the significant amount of assets involved, banking and custodial safekeeping services must be authorized by the Board.
5. Pursuant to *California Government Code* section 26909 an independent audit of Central San's annual financial statements shall be completed within twelve months of the end of the fiscal year. As part of the audit process, Central San's cash and investment balances, including the underlying treasury internal control environment, shall be considered. The nature, timing, and extent of audit procedures to be performed are determined by the independent auditors through a risk assessment process conducted in accordance with auditing standards generally accepted in the United States of America. In addition to the annual independent audit, the Board may direct Central San's internal auditor to perform additional procedures over the treasury function as desired.

AUTHORITY

The General Manager has the authority to execute all banking and custodial safekeeping service agreements once the necessary Board authority to proceed is obtained. The General Manager shall establish, implement, and enforce administrative procedures to support this policy.

PERIODIC REVIEW

This policy shall be reviewed at least biennially to ensure alignment with current strategic priorities set by the Board. Any changes must be approved by the Board following initial review by the Administration Committee.

[Original Retained by the Secretary of the District]