



Policy & Procedure

Policy #19

Subject: APIC MN Investment Policy
Effective Date: November 2009
Reviewed by: Treasurer
Approved by: APIC MN Board of Directors
Revision Dates: 5/2021

POLICY

This policy is established to provide APIC MN Board and members with investing strategies and guidance for investment of APIC MN funds.

PURPOSE

The APIC MN Board of Directors has a fiduciary responsibility to safeguard and preserve the financial assets of APIC MN. To fund the ongoing work of APIC MN.

PROCEDURE

1. After consultation with APIC national CFO, APIC MN chapter goal will be to have a minimum of \$50,000 in total assets and this should be reviewed annually. Funds in excess of current operating needs can be defined as investable funds.
2. Number one criteria for investment choice is SAFETY, minimal risk to principle investment, fair market yield, and able to access. Maximum return with minimal risk.
3. National APIC CFO suggests Bank CD or Treasury Security at the bank where APIC MN checking account is located. Avoid the riskier stock options, commodities, real estate or futures.
4. Any principle to be invested must be voted on by APIC MN Board before money transaction takes place.
5. Investment transactions require two APIC MN signatures.
6. APIC MN treasurer will report on investments at APIC MN Board Meetings, along with the financial report. The financial report will be presented at the APIC Membership meeting as needed and a quarterly report published in News and Views. Communication of significant changes to invested funds will be reported to the Board at the next scheduled board meeting.
7. Investments will be evaluated annually during the budget process.
8. Dividends made will be reinvested in APIC MN.

ATTACHEMENTS & RELATED FORMS: none.