



Policy Number:	5030
Policy Title:	Accounts with Fiscal Agents

The Board of Directors by resolution shall designate a depository or depositories for custody of District funds. Said depositories shall give the District sufficient securities to guarantee the District against possible loss as required by law. Only individuals authorized by the Board may sign checks or transfer funds from any such depositories.

1. All funds received by the District from any source shall be promptly deposited in an financial institution deposit account established by resolution of the Board of Directors.

2. All funds, when received, shall be deposited in the account established under Section 5030.30. The General Manager or Controller, or other person authorized by the Board of Directors, shall transfer those funds to an investment account to produce an investment return as soon as practicable, taking into consideration any short-term cash flow requirements.

3. The following classes of accounts shall be maintained for the District:
 - 3.1. General Fund Account - All District funds shall be placed in the account designated "Fair Oaks Water District, General Fund Account" and then transferred to other accounts as otherwise authorized in this Section. This account shall also be for the purpose of paying District claims for purchases and expenses, excluding payroll and payroll benefits.

 - 3.2. Payroll Account – All District payroll expense and payroll benefit claims of the District shall be paid using the payroll account.

 - 3.3. Investment Account(s) – The District shall maintain an investment account(s) for the purpose of investing cash proceeds in excess of short-term cash requirements. The investment types shall be those authorized by the California Government Code and the Investment Policy (Policy Number 5070).

4. The General Manager or Controller, or other person designated by resolution of the Board of Directors, is delegated the responsibility of directing financial institutions to transfer funds from one type of account to another type. A complete record of all transfers shall be kept and maintained.