



WSTIP Policy Manual

Document Name:	Pool Treasurer	Date Adopted:	09/05/2008
Category:	Finance	Revision Date:	08/20/08
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Pool Treasurer

Purpose

To ensure the safety and management of the Pool's funds and provide liquidity with a reasonable return on investments.

Authority

1. Interlocal Agreement, Section 3 (investment of funds) ;
2. Bylaws, Sections 30 (appoint treasurer, specify duties); and
3. RCW 48.62.111 (treasurer for pools).

Policy Statement

1. Pool Treasurer
 - a. The Board shall appoint the Pool Treasurer as specified in the bylaws.
 - b. The Pool Treasurer may appoint deputy treasurers. Duties of deputy treasurers shall be specified in writing.
2. Duties of Treasurer
 - a. The Treasurer shall receive, invest, and disburse all Pool funds.
 - b. The Treasurer shall invest Pool funds according to state law, regulations and guidelines established by the state auditor, and the investment policies established by the Executive Committee.
 - c. The Treasurer shall keep books of accounts and shall issue reports on the Pool's assets, cash, and investments at the close of each calendar month.
 - d. The Treasurer shall disburse funds in furtherance of the Pool's obligations after such obligations have been certified by the Auditor as properly due and owing.
 - e. The Treasurer shall report disbursement activity to the Pool on a monthly basis. The content and format of the reports shall be at the discretion of the Executive Committee.
 - f. The Treasurer shall report to the Board regarding the Pool's investments at least quarterly.

Amendment

This policy may be amended by the Executive Committee.

Policy History

Resolution No. 2-2003, Sections 10, 11, 12b, 13e and f, and 14c.

Repealer

Resolution No. 2-2003, Sections 10, 11, 12b, 13e and f, and 14c is hereby repealed.

Passed this 5th day of September, 2008
Executive Committee
Washington State Transit Insurance Pool



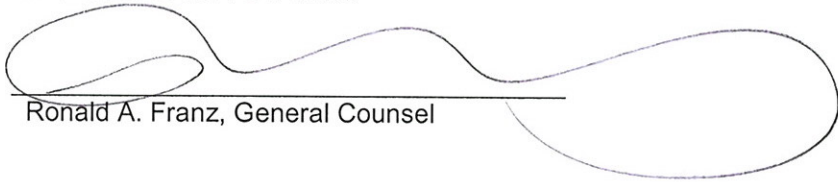
Jamie Collier, President

ATTEST:



Tom Hingson, Secretary

APPROVED AS TO FORM:



Ronald A. Franz, General Counsel