



The Haven General and Administrative Policy and Procedure	
Policy #	FN-010
Policy Title	Investment Policy
Issue Date	April 2020
Revision Date/s	8/10/2021, 5/31/22, 5/1/23

I. Purpose

This statement of Investment Policy has been adopted by the Board of Directors of The Haven to provide guidelines for the investment of funds.

For the purposes of managing investment risk and optimizing investment returns within acceptable risk parameters, funds held by The Haven will be divided into three separate investment pools. The three investment pools shall be called "Operating Fund", the "Operating Reserve Fund", and the "Restricted Reserve Fund".

With the exception of the Restricted Reserve Fund, it is not The Haven policy to build cash for reasons of investment purposes other than proper execution of its mission. Funds are fully intended to be used in pursuit of The Haven vision, mission and goals. Nevertheless, business operating cash needs can vary providing the opportunity for The Haven to hold cash at varying maturities and thus maximize returns.

II. Policy

This policy establishes investment objectives, policies, guidelines and eligible securities related to all assets held by The Haven.

Definitions

Operating Fund

The purpose of the Operating Fund is to provide sufficient available cash to meet the routine day-to-day financial obligations of all operations of The Haven in a timely manner. Normally, the balance in the Operating Fund will not exceed three months' worth of normal operating requirements.

Operating Reserve Fund

The purpose of the Operating Reserve Fund is intended to meet anticipated annual expenses. Accordingly, the balance in the Operating Reserve Fund will normally not exceed nine months' worth of budgeted operating expenses.

Restricted Reserve Fund

The purpose of the Restricted Reserve Fund is to provide a way for saving for major capital purchases, ensuring that funds will be available for special programs, and having funds available in the event of special emergencies, a major downturn in the economy or other contingencies. This is a Board designated fund.

III. Procedure

1. The following procedures will be followed to ensure the investment policy statement is consistent with the current mission of The Haven and accurately reflects current financial condition:



The Haven General and Administrative Policy and Procedure	
Policy #	FN-010
Policy Title	Investment Policy
Issue Date	April 2020
Revision Date/s	8/10/2021, 5/31/22, 5/1/23

- A. This investment policy shall be reviewed annually by the Governance Committee, which will recommend any necessary revisions to the Board of Directors.
 - B. The Board of Directors will have final approval on any changes to the policy.
2. The following procedures will be used to determine the dollar amounts to be placed in the various funds.

Operating Fund

- A. In January of each year, The Haven Governance Committee will recommend to the Board of Directors and the Executive Director a dollar amount equal to at least three months of normal operating expenses to be maintained in the Operating Fund.
- B. Quarterly, the Finance Director will review the additions to and disbursements from the Operating Fund and approve an appropriate transfer from the Operating Reserve Fund an amount necessary to maintain the Operating Fund at a three-month level.

Operating Reserve Fund

- A. All grants, contract income received but unearned will be placed in the Operating Reserve Fund.
- B. Monthly, the Finance Director will withdraw grant and contract income earned from the Operating Reserve Fund and place it in the Operating Fund. Earned income shall be defined as those fees The Haven is legally entitled to because of actual expenditures against budget or grant funds.

Restricted Reserve Fund

- A. Annually, the Governance Committee will recommend to the Board of Directors, the dollar amount to be placed in the Restricted Reserve Fund.
 - B. Normally, the Board of Directors will approve additions to and withdrawals from the Restricted Reserve Fund on an annual basis or as needed for special projects.
3. It is anticipated that an Investment Advisor may be sought to manage that portion of The Haven funds held in Operating Reserves and Restricted Reserves. The Governance Committee will recommend the selection of an Investment Advisor to the Board of Directors.
4. It is anticipated that mutual funds of varying investment objectives may be sought to manage portions of The Haven funds. The following procedure shall be used for the selection of such funds.



The Haven General and Administrative Policy and Procedure	
Policy #	FN-010
Policy Title	Investment Policy
Issue Date	April 2020
Revision Date/s	8/10/2021, 5/31/22, 5/1/23

The Governance Committee, in consultation with the Investment Advisor and The Haven Finance Director, will determine a periodic asset allocation of the funds set aside for investment. The asset allocation will be based on a thorough review and discussion of the associated risks the Governance Committee, on behalf of The Haven, determines appropriate with due regard to the mission. Included will be a thorough discussion of appropriate investment objectives and what targeted rate of return might best meet these objectives. Resultant specific mutual fund recommendations by the Investment Advisor will also be reviewed and approved by the Governance Committee.

It is anticipated that the Governance Committee will meet from time to time with the Investment Advisor to review the objectives and to be kept informed about trends in the economy, and in the financial markets. It is recognized that market shifts may require the Investment Advisor to recommend rapid changes in market position. These changes will be handled by a Governance Committee conference call set up by the Finance Director or the Treasurer who is a member of the Governance Committee. All such changes shall be by a majority agreement by members of the Governance Committee.

The Finance Director will report, quarterly, to the Finance Committee on the balances in the funds.