

### **C.1.3.4 (Procedure) Depository of Funds**

Responsible Department: Vice Chancellor for Finance and Administration

Based on Board Policy: [C.1.3](#) - Appropriations and Revenue Sources

Approved: 8-18-09

Last Amended: 8-18-09

Reviewed: 12-7-16

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The depository officially designated by the Board shall be the sole depository for College District funds.

The official depository shall also be the sole depository for funds held by the College District as agent for other individuals or entities. Employees of the College District are therefore specifically prohibited from establishing bank accounts for any College District or agent funds outside the College District's depository.

#### **Allowable Collateral**

Eligible securities for collateralization of deposits are those defined as "eligible securities" by the Public Funds Collateral Act.

#### **Monitoring Collateral Adequacy**

The College District shall require monthly reports with market values of pledged securities from all financial institutions with which the College District has collateralized deposits. The investment officers shall monitor adequacy of collateralization levels to verify market values and total collateral positions.

#### **Release of Pledged Securities**

The investment officer or designee must approve in writing the release or substitution of any securities pledged to the College District that are being held by any organization.