

**Cottonwood, Inc.  
Policies and Procedures**

**SECTION:** Administrative

**POLICY NO:** 04-003

**SUBJECT:** Investments of Funds

**EFFECTIVE DATE:** January 1984

**Policy:**

Administrative staff of Cottonwood, Inc. are prohibited from speculating with agency funds or from investing in any venture involving risk.

**Procedures:**

1. All investment of agency funds will be done with the approval of the Executive Committee in accordance with policy 01-005.
2. Safe forms of investment for agency funds may be:
  - Certificates of Deposit
  - Money Market Certificates
  - Interest Bearing Checking Accounts
  - Savings Accounts
  - Investment Advisory Account
3. Cottonwood, Inc. will invest money only in banking institutions which are FDIC insured.