

**Cottonwood, Incorporated
Policies and Procedures**

SECTION: Administrative

POLICY NO: 04-003

SUBJECT: Investments of Funds

PAGE(S): 1 of 1

EFFECTIVE DATE: January 1984

Policy:

Administrative staff of Cottonwood 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.