

CDS Investment Internal Control Procedure

- 1) Investments are permitted in US government backed securities (such as US. Treasuries) or investments that are FDIC insured. This includes cash, money market funds and certificates of deposit with banking institutions not to exceed 250,000 per institution. Each investment shall require prior Board approval.
- 2) Once Board approval is given, the Treasurer will email Mann Properties (and all board members) the instructions of the actions to be taken.
- 3) Mann Properties will confirm the draft Minutes of the Meetings to ensure that the instruction is consistent with the Board's approval.
- 4) Once confirmed, Mann Properties will email the Investment Broker with the investment instructions and will carbon copy the President and the Treasurer on this email.
- 5) If there are any inconsistencies found by Mann Properties, Mann Properties will email the Board the issues at hand. The Board will then investigate as needed.
- 6) Online access to investment accounts is not permitted and shall be completely disabled. No one person nor any business, including the Board Members and Mann Properties shall have online access to the Investment Account. The Investment Broker is to ensure that the online access function is completely disabled with any CDS account.

CDS Board of Directors

February 22, 2023 approved and adopted