

## **Chebeague & Cumberland Land Trust**

### **Investment Policy, Objectives and Guidelines**

#### **PURPOSE**

The purpose of this policy is to establish the investment policy for the management of both the General Funds and the Restricted Funds ( hereafter together called the "Fund")of CCLT. Guidelines are established outlining the objectives and goals of the Fund in order that:

1) There be a clear understanding on the part of the Directors of the investment objectives and policies of the Fund so as to minimize the chance of the Directors being surprised by results from what could be expected to occur during various stages of a market cycle.

2) Investment management decisions be made in accordance with the guidelines of this policy.

3) The Directors have a meaningful basis for the evaluation of the Fund management.

#### **OBJECTIVE**

The investment of the Fund's assets are for the purpose of providing a stable financial environment within which CCLT can conduct its programs and objectives as outlined in the CCLT Articles of Incorporation. It is required that the Fund be invested in low risk , cash equivalent instruments such as checking accounts, money market funds, and certificates of deposit.

#### **GENERAL CONSIDERATIONS**

The Board of Directors delegates to the Investment Committee (President, Treasurer, and two other Directors appointed by the President with concurrence by the Board of Directors) responsibility for the oversight of the Fund. To that end, the Investment Committee is solely responsible for the selection of investment vehicles within the limitations, guidelines and philosophy established herein.

When the Investment Committee deems it appropriate, they may seek the approval of the Directors to place investment decisions in the hands of a professional investment manager. Performance evaluation of the investment will be conducted by the Investment Committee and reported to the Directors on a yearly basis.

Certain funds are to be designated as "Endowment Funds", which CCLT designates as a set of Restricted Funds. It is the intention that the principal for

these funds will not be used and that expenditures in any given year not exceed the earnings from these funds.

## **PHILOSOPHY**

The Fund investments shall be in vehicles which will provide reasonable safety and preservation of the principal, while achieving the rates of return that can be attained through knowledgeable and prudent investing. Investment liquidities must take into account the potential short-term and long-term required expenditures for both the General Fund and the Restricted Funds.

The Investment Committee shall meet a minimum of twice per year. The investment asset allocation will be rebalanced if necessary to meet required guidelines. A thorough report will be prepared for the Directors summarizing the performance of the investments and recommendations for the coming year and presented by the Treasurer prior the approval of the Annual Budget each year.

The Treasurer shall update the Directors on the performance of the Funds on a quarterly basis.

## **GUIDELINES**

Cash holdings shall be 100% liquid and shall always be sufficient to cover a 12 month operating budget as determined by the Directors. This will be held in a checking account that is accessible by the Treasurer and one other Director.

It is required that investments be maintained with appropriate diversification among asset classes (Bonds, cash, money market funds, and certificates of deposit) in order to reduce short-term market risk.

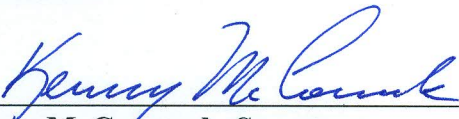
An investment account shall be maintained with a reputable, certified, respected, and vetted brokerage firm which is capable of interchangeable placement of CCLT funds among multiple diversified financial instruments such as bonds, certificates of deposit, or government issues, among other vehicles. The checking account may be part of this account.

Investment of both General Funds (see Note) and Restricted Funds may be pooled, however a strict accounting procedure shall be maintained to properly allocate market gains (losses) to each fund.

This policy requires a majority vote of all Directors to amend.

NOTE: As of 1/1/2010, CCLT liquid assets are divided between a General Fund and a Restricted Fund (which currently consists of an Educational Fund, Stewardship Fund, Hyde Memorial Fund, and Chebeague Trail Study Fund)

Certified by:

  
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Kerry McCormack, Secretary

*Sept. 22, 2010*  
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Date