

**Cash Management Plan of the  
New Jersey Intergovernmental Insurance Fund  
For 2021**

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**I. STATEMENT OF PURPOSE.**

This Cash Management Plan (the “Plan”) is prepared pursuant to the provisions of N.J.S.A. 40A:5-14 in order to set forth the basis for the deposits (“Deposits”) and investment (“Permitted Investments”) of certain public funds of the New Jersey Intergovernmental Fund (“NJIF”), pending the use of such funds for the intended purposes. The Plan is intended to assure that all public funds identified herein are deposited in interest bearing Deposits or otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be done to insure the safety, the liquidity (regarding its availability for the intended purposes), and the maximum investment return within such limits. The Plan is intended to insure that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments.

**II. IDENTIFICATION OF FUNDS AND ACCOUNTS TO BE COVERED BY THE PLAN.**

- A. the Plan is intended to cover the deposit and/or investment of the following funds and accounts of the New Jersey Intergovernmental Insurance Fund:

Worker’s Compensation Fund

Administrative Expense Account

Claims Account

Annuities (for structured settlements)

Property & Liability Fund

Administrative Expense Account

Claims –Account

Annuities (for structured settlements)

The custodian of the accounts shall be the Certified Municipal Finance Officer (“**CMFO**”) or Fund Chairman. All disbursements for the Workers Compensation and Multi Line Fund Expense Accounts shall be made upon Executive Board approval either via (a) wire transfer, ACH or other electronic transfers, or (b) checks signed by two of the following three authorized signatories,:

Robert G. Calise - Certified Municipal Finance Officer

Thomas Tucci - NJIF Chairman

Heather McNamara - NJIF Secretary

All disbursements from the Workers Compensation and Multi Line Claims Accounts shall be issued from accounts funded by the NJIIF and on checks or via wire transfer issued by the NJIIF's authorized Third Party Administrator, PMA Management Corp. ("PMA") from accounts PMA maintains for the benefit of the NJIIF. In addition, checks issued from the Workers Compensation and Multi Line Accounts may be issued on checks signed by any two of the following three authorized signatories:

Robert G. Calise - Certified Municipal Finance Officer  
Thomas Tucci - NJIIF Chairman  
Heather McNamara - NJIIF Secretary

**III. DESIGNATION OF OFFICIALS OF THE NEW JERSEY INTERGOVERNMENTAL INSURANCE FUND AUTHORIZED TO MAKE DEPOSITS AND INVESTMENTS UNDER THE PLAN.**

The Certified Municipal Finance Officer or the Fund Chairman (the "Designated Official") is hereby authorized and directed to deposit and/or invest the funds referred to in the Plan. Prior to making any such Deposits or any Permitted Investments, such officials of the New Jersey Intergovernmental Insurance Fund are directed to supply to all depositories or any other parties with whom the Deposits or Permitted Investments are made a written copy of this Plan which shall be acknowledged in writing by such parties and a copy of such acknowledgment kept on file with such officials.

**IV. DESIGNATION OF DEPOSITORIES.**

The following banks and financial institutions are hereby designated as official depositories for the Deposit of all public funds referred to in the Plan, including any certificates of Deposit which are not otherwise invested in Permitted Investments as provided for in this Plan:

JP Morgan Chase  
TD Bank  
Valley National Bank  
State of New Jersey Cash Management Plan  
Lakeland Bank  
Spencer Savings Bank  
Sussex Bank  
or their successors

All such depositories shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgment to the Designated Official (s) referred to in Section III above.

**V. DESIGNATION OF BROKERAGE FIRMS AND DEALERS WITH WHOM THE DESIGNATED OFFICIALS MAY DEAL.**

The following brokerage firms and/or dealers and other institutions are hereby designated as firms with whom the Designated Official (s) of the New Jersey Intergovernmental Insurance

Fund referred to in this Plan may deal for purposes of buying and selling securities identified in this Plan as Permitted Investments or otherwise providing for Deposits. All such brokerage firms and/or dealers shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgment to the designated official (s) referred to in Section III above.

Nationwide, LLC  
Commerce Capital Markets, Inc.

**VI. AUTHORIZED INVESTMENTS.**

A. Except as otherwise specifically provided for herein, the Designated Official is hereby authorized to invest the public funds covered by this Plan, to the extent not otherwise held in Deposits, in the following Permitted Investments:

- (1) Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America;
- (2) Government money market mutual funds;
- (3) Any obligation that a federal agency or a federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than two years and 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor;
- (4) Bonds or other obligations of the Local Unit or bonds or other obligations of school districts of which the Local Unit is a part or within which the school district is located;

Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the Division of Investment of the Department of the Treasury for investment by Local Units;

- (5) Debt obligations of federal agencies or government corporations with maturities not greater than ten (10) years from the date of purchase, excluding mortgage backed obligations, providing that such investments are purchased through the New Jersey Division of Investment and are consistent the Division's own investment guidelines, and providing that the investment a fixed rate of interest not dependent on any index or external factors.
- (6) Local government investment pools:
- (7) Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L. 1977, c.281 (C.52:18a-90.4); or
- (8) Agreements for the repurchase of fully collateralized securities if:

- (a) The custody of collateral is transferred to a third party;
- (b) The maturity of the agreement is not more than 30 days;
- (c) The underlying securities are purchased through a public depository as defined in section 1 of P.L. 1970, c.236 (C.17:19-41); and
- (d) A master repurchase agreement providing for the custody and security of collateral is executed.
- (e) The underlying securities are permitted investments pursuant to paragraphs (1) and (3) of this subsection a;

No investment or deposit shall have a maturity longer than ten (10) years from date of purchase.

For purposes of the above language, the terms “government money market mutual fund” and “local government investment pool” shall have the following definitions:

**Government Money Market Mutual Fund.** An investment company or investment trust:

- (a) Which is registered with the Securities and Exchange Commission under the “Investment Company Act of 1940,” 15 U.S.C. sec. 80a-1 et seq., and operated in accordance with 17 C.F.R. sec 270.2a-7.
- (b) the portfolio of which is limited to U.S. Government securities that meet the definition of any eligible security pursuant to 17 C.F.R. sec. 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities; and
- (c) Which has:
  - (i) Attained the highest ranking or the highest letter and numerical rating of a nationally recognized statistical rating organization; or
  - (ii) retained an investment advisor registered or exempt from registration with the Securities and Exchange Commission pursuant to the “Investment Advisors Act of 1740,” 15 U.S.C.sec. 80b-1 et seq.,with experience investing in U.S. Government securities for at least the most recent past 60 months and with assets under management in excess of \$500 million.

**Local Government Investment Pool.** An investment pool:

- (a) which is managed in accordance with 17 C.F.R. sec, 270.2a-7;

- (b) Which is rated in the highest category by a nationally recognized statistical rating organization;
- (c) which is limited to U.S. Government securities that meet the definition of an eligible security pursuant to 17 C.F.R. sec. 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities;
- (d) which is in compliance with rules adopted pursuant to the “Administrative Procedure Act,” P.L. 1968, c.410 (c.52:14B-1 et seq.) by the Local Finance Board of the Division of Local Government Services in the Department of Community Affairs, which rules shall provide for disclosure and reporting requirements and other provisions deemed necessary by the board to provide for the safety, liquidity and yield of the investments;
- (e) which does not permit investments in instruments that: are subject to high price volatility with changing market conditions; cannot reasonably be expected at the time of interest rate adjustment, to have a market value that approximates their par value; or utilize an index that does not support a stable net asset value; and
- (f) which purchases and redeems investments directly from the issuer, government money market mutual fund, or the State of New Jersey Cash Management fund, or through the use of a national or State bank located within this State, or through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to section 9 of P.L. 1967 c.9 (C.49:3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government Securities.

**VII. SAFEKEEPING CUSTODY PAYMENT AND ACKNOWLEDGMENT OF RECEIPT OF PLAN.**

To the extent that any Deposit or Permitted Investment involves a document or security which is not physically held by the New Jersey Intergovernmental Insurance Fund, then such instrument or security shall be covered by a custodial agreement with an independent third party, which shall be a bank or financial institution in the State of New Jersey. Such institution shall provide for the designation of such investments in the name of the New Jersey Intergovernmental Insurance Fund to assure that there is no unauthorized use of the funds or the Permitted Investments or Deposits. Purchase of any Permitted Investments that involve Securities shall be executed by a “delivery versus payment” method to insure that such Permitted Investments are either received by the New Jersey Intergovernmental Insurance Fund

or by a third party custodian prior to or upon the release of the New Jersey Intergovernmental Insurance Fund's funds.

To assure that all parties with whom the New Jersey Intergovernmental Insurance Fund deals either by way of Deposits or Permitted Investments are aware of the authority and the limits sets forth in this Plan, all such parties shall be supplied with a copy of this Plan in writing and all such parties shall acknowledge the receipt of that Plan in writing, a copy of which shall be on file with the Designated Official(s).

#### **VIII. NJ UNIFORM UNCLAIMED PROPERTY ACT**

It is the intent of the NJIIF to comply with the Uniform Unclaimed Property Act, NJSA 46:30B-1 et seq ("UUPA"). The NJIIF shall direct its professionals, including its CMFO, Third Party and Auditor to regularly examine the NJIIF's books and records to determine which unclaimed property, including but not limited to checks issued by the NJIIF, require reporting to the beneficial owner or the State of New Jersey, and shall ensure that proper reports required under the UUPA are made.

#### **IX. REPORTING REQUIREMENTS**

At the public meeting of each month during which this Plan is in effect, the Designated Official (s) referred to in Section III hereof shall supply to the governing body of the New Jersey Intergovernmental Insurance Fund a written report of any Deposits or Permitted Investments made pursuant to this Plan, which shall include, at a minimum the following:

- A. The name of any institution holding funds of the New Jersey Intergovernmental Insurance Fund as a Deposit or a Permitted Investment.
- B. The amount of securities or Deposits purchased or sold during the immediately preceding month.
- C. The class or type of securities purchased or Deposits made.
- D. The book value of such Deposits or Permitted Investments.
- E. The earned income on such Deposits or Permitted Investments. To the extent that such amounts are actually earned at maturity, this report shall provide an accrual of such earnings during the immediately preceding month.
- F. The fees incurred to undertake such Deposits or Permitted Investments as of the end of the immediately preceding month.
- G. The market value of all Deposits or Permitted Investments as of the end of the immediately preceding month.
- H. All other information which may be deemed reasonable from time to time by the governing body of the New Jersey Intergovernmental Insurance Fund, including but not limited to summaries of outstanding checks that may require reporting to the beneficial owner or State of NJ as unclaimed property under the UUPA.



**X. TERM OF PLAN.**

This Plan shall be in effect from January 1,-2020 to December 31, 2020. This Plan is attached to a resolution of the Executive Board of the New Jersey Intergovernmental Insurance Fund approving this Plan for such period of time. The Plan may be amended from time to time. To the extent that any amendment is adopted by the Fund Executive Committee, the Designated Official is directed to supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan, which amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.