

**KLF CASH RESERVE INVESTMENT POLICY 12****PROCEDURES**

The KLF cash reserves will always be managed with capital preservation strategies with highly reputable financial institutions. The KLF cash reserves that are not needed for operational cash flow management may be invested by the KLF Headquarters, on behalf of KLF, and with the ratification of the KLF Finance Committee Chairperson. All KLF cash reserves (general, project specific and trust) that are in current accounts and investment vehicles will be reported, reviewed and monitored at regular intervals, by the KLF Finance Committee. The KLF cash reserves that are not needed for operational cash flow issues in the near term (6 months) may be invested in guaranteed investment vehicles with a highly reputable financial institution(s), if and when there is value to KLF to do so. The KLF cash reserves that are in trust for specific projects will be invested in guaranteed investment vehicles if the funds will not be needed in that near terms (6 months) if and when there is value to KLF to do so. Cash reserves in trust for specific projects will be invested in a separate investment vehicles from non - trust, non-specific project funds. If KLF cash reserves that are in excess of 100,000 KES that will not be needed in the next 12 months can be invested in a revolving manner using guaranteed investment vehicles. (a percentage in 3 month term, 6 month term, 12 month term). If KLF cash reserves are in excess of 1,000,000 KES, then no more than 10% of the funds can be invested in non-guaranteed, market investment vehicles that are most probably able to produce a rate of return that exceeds the guaranteed investment rates. The remaining 90% of the funds would be invested in guaranteed investment vehicles as above. If KLF cash reserves are in excess of 5,000,000 KES, then no more than 20% of the funds can be invested in non-guaranteed, market investment vehicles that are most probably able to produce a rate of return that exceeds the guaranteed investment rate. The remaining 80% of the funds would be invested in guaranteed investment vehicles.

**KLF HONORARIUM POLICY 13****POLICY STATEMENT**

1. The KLF NEC may provide honorariums to individuals who provide a service or skill to KLF in an exceptionally positive manner.
2. Honorariums may be provided on a one time basis or on an ongoing basis.
3. The KLF honorarium will be paid in accordance to legal statutes in the KLF Constitution.

**KLF PROJECT APPROVAL POLICY 14****PROCEDURES**

1. Commission, Committee and Working Group projects requests that involve KLF funding should be Circulated for input and awareness to the KLF Financial Committee.
2. If the KLF Finance Committee recommends support for the project, the KLF Finance Committee will provide budget adjustments and implications for the NEC discussion and decision.
3. Upon KLF NEC approval of a project, the KLF Finance Committee will instruct the Project Director to create the KLF Budget adjustments and accounting to the approved project

APPROVED BY KLF NEC 10 OCTOBER 2008.  
 REVIEWED ON MAY 2015  
 BY JOB KANIA  
 PRESIDENT-KENYA LIFESAVING FEDERATION.