



ADMINISTRATION & FINANCE COMMITTEE Meeting Agenda

Tuesday, February 20, 2024
[Zoom Meeting](#)
9:30 a.m.

- I. **CALL TO ORDER**
 - Roll Call

- II. ✓ **APPROVAL OF MINUTES:** November 16, 2023 (pg. 1)

- III. **WELCOME TO THE 2024 ADMINISTRATION & FINANCE COMMITTEE**
 - A. [2024 Administration & Finance Committee Members & Terms](#)
 - B. [2024 IRMA Meetings Calendar](#)
 - C. [IRMA Committee Policy](#)
 - D. [Administration & Finance Committee – Statement of Responsibility](#)
 - E. Finance Policies
 - 1. [Cash and Investment Policy](#)
 - 2. [Asset Allocation Guidelines](#)
 - 3. [Purchase and Sales Policy](#)
 - 4. [Members' Reserve Fund Policy & Procedure](#)
 - 5. [Budget Policy](#)
 - 6. [Member Deductible Policy](#)
 - 7. [Optional Deductible Credit Reserve Fund Policy and Procedure](#)
 - 8. [Contingency Fund Policy and Procedure](#)
 - 9. [Conflict of Interest Policy](#)
 - 10. [Capitalization Policy](#)
 - 11. [Rate Stabilization Policy and Procedure](#)
 - 12. [Intergovernmental Cooperation Act – 5 ILCS, Section 220/15-16](#)

- IV. ✓ **FINANCIAL REPORTS**
 - A. IRMA Financial Statements (unaudited as of December 31, 2023)
 - B. IRMA Investment Portfolio as of December 31, 2023
 - Portfolio Summary - December 2023
 - C. IRMA Payables for the period 10/01-12/31/23
 - IRMA Payables-Sorted

- V. **FINANCIAL OVERVIEW** (pg. 3)

- VI. **BENCHMARK ANALYTICS UPDATE** (pg. 6)

- VII. ✓ **GRANT ADMINISTRATION POLICY** (pg. 7)

- VIII. ✓ **APPROVE BUDGET TRANSFER RELATED TO CANCELLATION OF CONCIERGE CYBER PROGRAM** (pg. 14)

IX. ADMINISTRATION & FINANCE COMMITTEE OBJECTIVES

- A. ✓ 2023 Objectives Accomplishments (pg. 17)
- B. ✓ 2024 AFC Objectives (pg. 18)

X. INVESTMENT PERFORMANCE REPORTS – GODING (Posted on IRMA Website under Publications/IRMA Reports)

- A. [2023 4TH Quarter Report](#)
- B. ✓ Asset Allocation (TBD)

XI. ADDITIONS TO AGENDA

XII. CONFIRMATION OF NEXT MEETING

Thursday, May 23, 2024
9:30 a.m. – Via Zoom

XIII. ✓ ADJOURNMENT

To ensure a quorum, please call Donna Morin at (708) 236-6349 or donnam@irmarisk.org, if you are not able to attend the meeting.

Copy to: Peggy Halik, IRMA Chair