

# **Investment Policy**

## **The City of West Palm Beach**



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## Table of Contents

	<b>Page</b>
I. PURPOSE	3
II. SCOPE	3
III. INVESTMENT OBJECTIVES	4
IV. DELEGATION OF AUTHORITY	4
V. INVESTMENT COMMITTEE	5
VI. STANDARDS OF PRUDENCE	5
VII. ETHICS AND CONFLICTS OF INTEREST	6
VIII. INTERNAL CONTROLS AND INVESTMENT PROCEDURES	6
IX. CONTINUING EDUCATION	6
X. AUTHORIZED INVESTMENT INSTITUTIONS AND DEALERS	7
XI. MATURITY AND LIQUIDITY REQUIREMENTS	7
XII. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS	7
XIII. AUTHORIZED INVESTMENTS INSTRUMENTS AND PORTFOLIO COMPOSITION	8-12
XIV. DERIVATIVES AND REVERSE REPURCHASE AGREEMENTS	13
XV. PERFORMANCE MEASUREMENTS	13
XVI. REPORTING	13-14
XVII. THIRD-PARTY CUSTODIAL AGREEMENTS	14
XVIII. INVESTMENT POLICY ADOPTION	15
ATTACHMENT A: Glossary of Cash and Investment Management Terms	16-29
ATTACHMENT B: Investment Pool/Fund Questionnaire	30

# **INVESTMENT POLICY**

## **CITY OF WEST PALM BEACH, FLORIDA**



### **I. PURPOSE**

The general objective of this policy is to provide guidelines to ensure that the securities portfolio is managed using sound investment practices to help achieve the earnings, asset/liability strategy, interest rate risk management and liquidity goals of the City.

The portfolio will fluctuate in size; quality and maturity based on the availability of investable funds, revenue, liquidity needs and interest rate risk management.

This policy establishes parameters for the acquisition and investment of City funding. Investments for the purposes of this document include any interest bearing, or capital appreciation assets. Approved investment alternatives are discussed in detail as well as dollar limitations for each investment type. Funding, for the purposes of this document, includes any funding instrument that is not originated as a result of the City's revenue stream. Approved sources of funding often referred to as "alternative funding", are discussed in detail as well as limitation on their use.

Further, the purpose of this policy is to set forth the investment objectives and parameters for the management of public funds of the City of West Palm Beach, Florida (hereinafter "the City"). This policy is designed to ensure the prudent management of public funds, the availability of operating and capital funds when needed and an investment return competitive with comparable funds and financial market indices.

### **II. SCOPE**

In accordance with Section 218.415, Florida Statutes, this investment policy applies to the investment of cash and investment balances of the following funds:

- General Fund
- Special Revenue Funds
- Debt Service Funds
- Capital Projects Funds
- Enterprise Funds
- Internal Service Funds
- Trust and Agency Funds

This policy does not apply to the investment of principal, interest, reserve, construction, capitalized interest, redemption or escrow accounts created by ordinance or resolution pursuant to the issuance of bonds where the investments are held by an authorized depository. Funds received and held in specific accounts in compliance with Federal or State grant awards are excluded from this policy. Additionally, this policy does not apply to funds not under investment control of the City, such as, the Police, Firefighters and the Employees Pension Funds. Cash and investment balances as defined in this Section are entirely known as "Available Fund".

### **III. INVESTMENT OBJECTIVES**

The Investment and Liquidity Policy of The City of West Palm Beach, (the City) considered in combination with the Interest Rate Risk policy is designed to:

- 1) Manage liquidity for cash flow requirements
- 2) Manage interest rate risk within policy
- 3) Assist in managing the City's overall return on assets
- 4) Manage asset quality diversification of the City's assets
- 5) Manage and preserve the safety and integrity of the City's assets

#### Preservation of Principal

The foremost objective of this investment program is the safety of the principal of the funds of the City. Investment transactions shall seek to keep capital losses to a minimum, whether they are from securities defaults or erosion of market value. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the funds.

From time to time, securities may be purchased at a premium or traded for other securities to improve yield, maturity or credit risk. For these transactions, a loss may be incurred for accounting purposes to achieve optimal investment return, provided any of the following occurs with respect to the replacement security:

- 1) The yield has been increased, or
- 2) The maturity has been reduced or lengthened, or
- 3) The quality of the investment has been improved.

#### Maintenance of Liquidity

The second highest priority is liquidity of funds. The funds shall be managed in such a manner that funds are available to meet reasonably anticipated cash flow requirements in an orderly manner. Periodical cash flow analyses will be completed in order to ensure that the investments are positioned to provide sufficient liquidity.

#### Return on Investment

The third highest priority is income. Funds shall be invested with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of least importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed.

### **IV. DELEGATION OF AUTHORITY**

The management responsibility for all City funds in the investment program and investment transactions is delegated to the Finance Director or his Designee, who shall be a member of the Investment Committee. The Finance Director shall establish written procedures for the operation of the investment portfolio and a system of internal accounting and administrative controls to regulate the activities of employees.

Investment Managers:

The City may employ investment managers to assist in investing, monitoring, or advising on the City's investments. Such investment managers must be registered under the Investment

Advisors Act of 1940.

The Finance Director in conjunction with the Investment Committee is responsible for establishing a solicitation and selection process for securing professional investment managers. Goals of the solicitation and selection process shall include encouraging participation from qualified service providers, both local and national, and securing services at competitive prices. The solicitation and selection process for such services shall comply with City Code requirements.

The City expects that its financial service providers (i.e. the “investment team”) shall provide the City with objective advice and analysis, maintain the confidentiality of City financial plans, and be free from any *conflicts of interest*.

All investment team members shall be required to provide full and complete disclosure, relative to agreements with other investment team members and outside parties. The extent of disclosure may vary depending on the nature of the transaction. However, in general terms, no agreements shall be permitted which could compromise the firm’s ability to provide the highest quality level of independent advice or service which is solely in the City’s best interests or which could reasonably be perceived as a conflict of interest.

The selection of the investment team shall, as a matter of policy, be done by having the City qualify and maintain, via a recurring RFQ process, a reasonable number of firms to participate in the investment of City funds. As part of this qualification process, and consistent with the City charter and small business program, the City desires the participation of small business investment firms, minority investment firms, women-owned investment firms and local/regional investment firms whenever possible. This method offers maximum flexibility and diversification of the City’s investment portfolio.

## **V. INVESTMENT COMMITTEE**

The City Commission has designated an Investment Committee consisting of the City Administrator or designee, Finance Director, Treasury Manager, Accounting Manager, and Budget Manager. It will be their responsibility to manage the City’s balance sheet which includes: the maintenance of asset quality; an appropriate mix of assets and liabilities; measurement and management of interest rate and liquidity risk and adequate levels of capital.

The Investment Committee will perform all of its duties in accordance with the City’s Charter. Such duties shall include, meeting at least quarterly in order to oversee the City’s financial management to include: strategic planning, budgeting, forecasting, financial reporting, and the accounting and treasury management functions.

## **VI. STANDARDS OF PRUDENCE**

The standard of prudence to be used by City’s staff shall be the “Prudent Person” standard and shall be applied in the context of managing the overall investment program. The Finance Director or his Designee, who shall be a member of the Investment Committee, acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of any personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectation are reported to the City Administrator and the Investment Committee in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy. The Prudent Person standard is as follows:

*Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of*

*their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived from the investment.*

While the standard of prudence to be used by the City's staff is the Prudent Person standard, any person or firm hired or retained to invest, monitor, or advise concerning these assets shall be held to the higher standard of "Prudent Expert". The standard shall be that in investing and reinvesting moneys and in acquiring, retaining, managing, and disposing of investments of these funds, the contractor shall exercise: the judgment, care, skill, prudence, and diligence under the circumstances then prevailing, which persons of prudence, discretion, and intelligence, acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of like character and with like aims by diversifying the investments of the funds, so as to minimize the risk, considering the probable income as well as the probable safety of their capital.

## **VII. ETHICS AND CONFLICTS OF INTEREST**

The City's staff involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Also, employees involved in the investment process shall disclose to the City any material financial interests in financial institutions that conduct business with the City, and they shall further disclose any material personal financial and investment positions that could be related to the performance of the City's investment program.

## **VIII. INTERNAL CONTROLS AND INVESTMENT PROCEDURES**

The Finance Director or his Designee, who shall be a member of the investment committee, shall establish a system of internal controls and operational procedures that are in writing and made a part of the City's operational procedures. The internal controls should be designed to prevent losses of funds, which might arise from fraud, employee error, and misrepresentation by third parties, or imprudent actions by employees. The written procedures should include reference to safekeeping, bonding, repurchase agreements, and separation of transaction authority from accounting and recordkeeping, wire transfer agreements, banking service contracts and collateral/depository agreements. No person may engage in an investment transaction except as authorized under the terms of this policy.

Independent auditors as a normal part of the annual financial audit to the City shall conduct a review of the system of internal controls to ensure compliance with policies and procedures.

Any identified policy violations are to be immediately mitigated and reported to the Investment Committee. Exceptions may be approved for specific circumstances, without revising policy. Such exception approvals will be documented in the meeting minutes of the investment committee.

## **IX. CONTINUING EDUCATION**

All members of the Investment Committee will complete at least 10 hours of continuing education each fiscal year. Continuing education will be in the form of an actual training event such as attending conferences in person, through webinars or conference calls. The education should be focused on economics, ethics, financial accounting and/or investment related topics. The Finance Director or his Designee will maintain a record of each member continuing education credit hours.

## **X. AUTHORIZED INVESTMENT INSTITUTIONS AND DEALERS**

Authorized City staff shall only purchase securities from Financial Institutions; which are qualified as “Public Depositories” by the Treasurer or the Chief Financial Officer of the State of Florida; from direct issuers of commercial paper and Bankers’ Acceptances; institutions designated as or clearing through Primary Securities Dealers; or Regional Broker/Dealers who are members in good standing of FINRA. Public Depositories may provide the services of a securities dealer through a Section 20 subsidiary of the financial institution.

Due Diligence files for each Securities Brokerage will be maintained in the office of the Treasury Manager. At a minimum, the due diligence file will include; annual financial statements from the brokerage, and/or the parent firm; a credit review and analysis to include key financial ratios and counterparty risk; an updated report from FINRA on each broker with whom the City conducts business.

For Public Depositories with whom the City conducts business, a QPD form DFS-J1-1295 will be obtained annually.

The City’s core funds investment managers, under contract with the City, are permitted to select the best type of broker/dealer that provides the City with the best bid/offer on each security as required in Section XII of this policy.

For the investment of debt proceeds, financial institutions shall be selected pursuant to the debt covenants created by ordinance or resolution pursuant to the issuance of bonds.

## **XI. MATURITY AND LIQUIDITY REQUIREMENTS**

In the 4<sup>th</sup> quarter of each fiscal year a cash flow analysis will be completed to determine the acceptable allocation and balances for each of the following funds. The Treasury Manager will be responsible for the cash flow analysis, which will be presented to the Finance Director and the Investment Committee for review.

### Operating Funds

To the extent possible, an attempt will be made to match investment maturities with known cash needs and anticipated cash flow requirements. Investments of current operating funds shall have maturities of no longer than twenty-four (24) months (“Short-Term Portfolio”).

### Core Funds

Investments of reserves, capital funds, and other non-operating funds (“Long-Term Portfolio”) shall have a term appropriate to the need for funds, but in no event shall exceed seven (7) years and the average duration of the portfolio as a whole may not exceed three (3) years.

## **XII. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS**

After the Finance Director or his Designee, who shall be a member of the investment committee has determined the approximate maturity date based on cash flow needs and market conditions and has analyzed and selected one or more optimal types of investments, a minimum of three (3) authorized investment institutions or dealers must be contacted and asked to provide bids/offers on securities in question. Bids will be held in confidence until the bid/offer deemed to best meet the investment objectives is determined and selected.

However, if obtaining bids/offers are not feasible and appropriate, securities may be purchased utilizing the comparison to current market price method on an exception basis. Acceptable current market price providers include, but are not limited to the following:

- 1) Telerate Information System
- 2) Bloomberg Financial System
- 3) Wall Street Journal or a comparable recognized financial publication
- 4) Daily market pricing provided by the City's custodian bank or correspondent institutions

Examples of when this method may be used include the following:

- 1) When time constraints due to unusual circumstances preclude the use of the competitive bidding process
- 2) When no active market exists for the issue being traded due to the age or depth of the issue
- 3) When a security is unique to a single dealer (i.e. private placement)
- 4) When the transaction involves a new issue or when issue market

Overnight sweep repurchase agreements will not be bid, but may be placed with the City's depository bank relating to the demand account for which the repurchase agreement was purchased.

### **XIII. AUTHORIZED INVESTMENTS INSTRUMENTS AND PORTFOLIO COMPOSITION**

Investments should be made subject to the cash flow needs and such cash flows are subject to revisions as market conditions and the City's needs change. However, when the invested funds are needed in whole or in part for the purpose originally intended or for more optimal investments, the Finance Director or his designee, who shall be a member of the investment committee, may sell the investment at the then-prevailing market price and place the proceeds into the proper account at the City's custodian.

The following are the investment instrument requirements and allocation limits on security types, issuers, and maturities, as established by the City. For the purpose of complying with allocation limits, the term "Available Funds" is defined as Section II of this policy and not including balances invested in the overnight sweep investment. The Finance Director or his designee, and the Investment Committee shall have the option to further restrict investment percentages from time to time based on market conditions, risk and diversification investment strategies. The percentage allocation requirements for investment types and issuers are calculated based on the market value of each investment. Investments not listed in this policy are prohibited.

The allocation limits and security types do not apply to the investment of debt proceeds. These investments shall be governed by the debt covenant created by ordinance or resolution pursuant to the issuance of bonds.

Investments rated less A by Moody's, S&P, Fitch or any other nationally recognized statistical rating agency equivalent ("NRSRO") may not be purchased, but may be held in the portfolio if downgrade was subsequent to purchase. However, every effort should be made to sell the position and minimize the loss.

A) The Florida Prime Fund, as administered by the Florida State Board of Administration ("SBA"). Invest in the Florida Prime Fund, provided the stated objectives of the Florida Prime Fund are followed which include: to provide a short-term, very liquid, high quality investment vehicle to participating local governments, to purchase securities consistent with Section 215.47,



Florida Statutes and to operate the pool as a “2a7-like” fund using the Securities and Exchange Commission investment requirements for 2a-7.

Maximum Term	5 years
Maximum Aggregate Position	20% of available funds
Rating	AAAm or AAAm-G

Due Diligence Requirements - A thorough review of the SBA is required prior to investing, and on a continual basis. There shall be a questionnaire developed by the Finance Director or his Designee that will contain a list of questions that covers the major aspects of the SBA’s Investment Policy requirements.

B) United States Treasury Securities – Principal and Interest guaranteed by the full faith and credit of the United States Government. Securities will include, US Treasury Bonds, Notes, Bills, Strips, State and Local Government Series (SLGS) or Cash Management Bills.

Maximum Term	10 years
Maximum Aggregate Position	100% of available funds
Rating	AA or better

C) United States Government Agencies - Principal and Interest backed by the full faith and credit of the United States Government. Securities will include; Government National Mortgage Association (GNMA) mortgage backed bonds and pass thru obligations, US Export-Import Bank (EXIM), Farmer Home Administration, Federal Financing Bank, Federal Housing Administration (FHA), General Services Administration (GSA), US Maritime Administration, New Communities Debentures, US Public Housing and US Department of Housing and Urban Development (HUD)

Maximum Term	7 years
Maximum Aggregate Position	50% of available funds
Maximum in any one agency	25% of available funds
Rating	AA or better

D) United States Government Instrumentalities - Principal and Interest is not backed by the full faith and credit of the United States Government or an agency thereof, commonly known as Government Sponsored Enterprises (GSE’s) to include Federal Farm Credit Bank (FFCB), Federal Home Loan Bank (FHLB), Federal National Mortgage Association (FNMA), Federal Home Loan Mortgage Association (FHLMC).

Maximum Term	7 years
Maximum Aggregate Position	80% of available funds
Maximum in any one entity	50% of available funds
Rating	AA or better

E) Mortgage-Backed Securities (MBS) – Federal National Mortgage Association (FNMA), Federal Home Loan Mortgage Corporation (FHLMC) in which the underlying collateral from the investments are mortgages that are guaranteed by a government sponsored entity as to the payment of principal and interest, but in no case shall MBS where more than 25% of the underlying collateral is Alt-A non-conforming or Private Label Collateralized Mortgage Obligations be allowed.

Maximum Term	7 years
Maximum Aggregate Position	30% of available funds
Maximum in any one pool	20% of available funds
Rating	AA or better

F) Interest Bearing Time Certificates of Deposit or Saving Accounts – Non-negotiable interest bearing time certificates of deposit or savings accounts with banks organized under the laws of the State of Florida and/or in national banks organized under the laws of the United States and doing business and situated in the State of Florida, provided that any such deposits are secured by the Florida Security for Public Deposits Act, Chapter 280, Florida Statutes. Additionally the bank shall not be under any credit watch by any recognized rating agency, nor shall the bank be under any regulatory order by their primary regulator (i.e. OCC, OTS, Federal Reserve).

Maximum Term	1 year
Maximum Aggregate Position	25% of available funds
Maximum on Individual Issuers	15% of available funds

G) Interest Bearing Time Certificates of Deposit with Domestic (Non-Florida) Institutions – Non-negotiable interest bearing time certificates of deposit with banks organized under the laws of the United States, provided that such deposits are insured by the FDIC, up to the maximum limit currently in force. Additionally, the bank shall not be under any credit watch by any recognized rating agency, nor shall the bank be under any regulatory order by their primary regulator (i.e. OCC, OTS, Federal Reserve Bank)

Maximum Term	1 year
Maximum Aggregate Position	10% of available funds
Maximum on Individual Issuers	up to FDIC insurance limit

H) Repurchase Agreements - Investment in repurchase agreements is limited to only those investments based on the requirements set forth by the City’s Master Repurchase Agreement. All firms are required to sign the Master Repurchase Agreement prior to the execution of a repurchase agreement transaction

A third party custodian with whom the City has a current custodial agreement shall hold the collateral for all repurchase agreements with a term longer than one (1) business day. A clearly marked receipt that shows evidence of ownership must be supplied to the Director of Finance and retained.

Securities authorized for collateral are negotiable direct obligations of the United States Government, Government Agencies, and Federal Instrumentalities with maturities under five (5) years and must have a market value for the principal and accrued interest of 102 percent of the value and for the term of the repurchase agreement. Immaterial short-term deviations from 102 percent requirement are permissible only upon the approval of the Finance Director.

Maximum Term	90 days
Maximum Aggregate Position	50% of available funds (excluding (1) business day agreements and overnight sweep agreements)
Maximum on Individual Issuers	25% of available funds

Overnight sweep investments for the purpose of calculating investment performance will be excluded from the calculation.

I) Commercial Paper - Invest in commercial paper of any United States company that is rated, at the time of purchase, “Prime-1” by Moody’s or “A-1” by Standard & Poor’s (prime commercial paper) or the equivalent by another NRSRO.

Maximum Term	270 days
Maximum Aggregate Position	25% of available funds

Maximum on Individual Issuers Rating	5% of available funds A-1, P-1
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J) Corporate Notes - Invest in corporate notes issued by corporations organized and operating within the United States or by depository institutions licensed by the United States that have a minimum long term debt rating, at the time of purchase, of “A” by Moody’s and a minimum long term debt rating of “A” by Standard & Poor’s or the minimum equivalent by another NRSRO.

Maximum Term	7 years
Maximum Aggregate Position	25% of available funds
Maximum on A Rated Issuers Rating	10% of available funds A or better

K) Bankers’ Acceptances - Invest in Bankers’ Acceptances issued by a domestic bank or a federally chartered domestic office of a foreign bank, which are eligible for purchase by the Federal Reserve System, at the time of purchase, the short-term paper is rated, at a minimum, “P-1” by Moody’s Investors Services and “A-1” Standard & Poor’s or the equivalent by another NRSRO.

Maximum Term	180 days
Maximum Aggregate Position	25% of available funds
Maximum on Individual Issuers Rating	5% of available funds A-1, P-1

L) State and/or Local Government Taxable and/or Tax-Exempt Debt – All debt issued by a state, county or city which represent general obligations (GO) of the issuer or revenue bonds, rated at least Aa (Moody’s) and AA (S&P) or the equivalent by another NRSRO for long term debt or MIG-1 (Moody’s) and SP-1 (S&P) or the equivalent by another NRSRO for short term debt. Municipal Securities, which are rated AA/Aa or better as a result of credit enhancement insurance guarantees shall not be purchased unless the underlying standalone credit rating of the municipality is AA/Aa or better.

Maximum Term	5 years
Maximum Aggregate Position	20% of available funds
Maximum on Individual Issuers Rating	5% of available funds AA/Aa underlying

M). Registered Investment Companies (Money Market Mutual Funds)\*\* -Invest in shares of open-end, no-load money market mutual funds provided such funds are registered under the Federal Investment Company Act of 1940 and operate in accordance with 17 C.F.R. § 270.2a-7, which stipulates that money market mutual funds must have an weighted average maturity (WAM) of 60 days or less. The prospectus of such funds must indicate that the share value shall not fluctuate

Maximum Aggregate Position	50% of available funds
Maximum on Individual Funds Rating	25% of available funds AAAm or AAAm-G

N) Registered Investment Companies (Mutual Funds)\*\* – Shares of open-end, no-load, institutional class mutual funds with fluctuating net asset values (NAV) provided that such funds are registered under the Investment Company Act of 1940. The prospectus must indicate that the funds average duration is maintained at 3 years or less and the fund invests exclusively in investment instruments as authorized by this policy.

Maximum Aggregate Position	40% of available funds
Maximum on Individual Funds	20% of available funds
Rating	AAAf

O) Intergovernmental Investment Pool\*\* – As provided by §163.01 of the Florida Interlocal Cooperation Act.

Maximum Aggregate Position	25% of available funds
Maximum on Individual Funds	5% of available funds
Rating	AAAm

\*\*The Due Diligence requirement for Registered Investment Companies and Investment Pools dictates that a thorough investigation of any mutual funds or pool is required prior to investing and on a continual basis. Analysis will contain information such as adherence to stated objective, compliance with the City’s investment policy as to underlying investments, management changes, style drift, performance as compared to peer group, performance versus the relevant benchmark. A current prospectus must be obtained and reviewed prior to investing. Positions must be monitored monthly to identify any variance from original investment.

The Finance Director will utilize the questionnaire contained herein in Attachment B.

O) OPEB Trust – In accordance with Article V, section 5.1(a) and 5.1(b), the trustees shall have the power and authority to invest and reinvest consistent with a prudent investor standard, not constrained by any limitation restricting investments in common stocks to a percentage of the Trust Fund or to a percentage of the total market value of the Trust Fund. Further the Trustees shall have power an authority to invest in any stocks, bonds, or other property, real or personal, including improved real estate and equity interests in real estate, where such an investment appears to the Trustees, in their discretion and consistent with their fiduciary obligations, to be in the best interest of the Trust Fund, judged by the then prevailing business conditions and standards.

This authority applies only to OPEB funds, and not to general investment funds of the City.

P) Discretionary Investment – The Finance Director in conjunction with the approval of the investment committee shall have discretionary prudent expert authority to invest two percent (2%) of available funds, in unlisted vehicles or listed securities, which may from time to time become available.

#### **XIV. DERIVATIVES AND REVERSE REPURCHASE AGREEMENTS**

Investment in any derivative products or the use of reverse repurchase agreements requires specific City Commission approval prior to their use. If the City Commission approves the use of derivative products, the Finance Director or his Designee, who shall be a member of the investment committee, shall develop sufficient understanding of the derivative products and have the expertise to manage them. A “derivative” is defined as a financial instrument the value of which depends on, or is derived from, the value of one or more underlying assets or indices or asset values. If the City Commission approves the use of reverse repurchase agreements or other forms of leverage, the investment shall be limited to transactions in which the proceeds are intended to provide liquidity and for which the Finance Director has sufficient resources and expertise to manage them.

## **XV. PERFORMANCE MEASUREMENTS**

In order to assist in the evaluation of the portfolios' performance, the City will use nationally recognized performance benchmarks for the Short-Term and Long-Term portfolios. The use of benchmarks will allow the City to measure its returns against other investors in the same markets. Performance calculations will not include any balances invested in the overnight sweep accounts.

A. A nationally recognized Money Market Fund Index, such as the Standard and Poor's Governmental Investment Pool Index ("GIP") Government 30 day gross yield index, 91 day T-bill average, Fed Funds rate or 3 month CD rate will be used as a benchmark as compared to the portfolios' net book value rate of return for current operating funds (short-term portfolio).

B. Investment performance of the Long-Term Portfolio will be compared to an index comprised of U. S. Treasury, Government Agency, Corporate securities, Commercial Paper and other obligations which best mirror the City's Investment Portfolio as determined by the Investment Committee. The appropriate index will have a duration and asset mix that approximates the City's portfolio and will be utilized as a benchmark to be compared to the portfolio's total rate of return.

## **XVI. REPORTING**

The Treasury Manager shall provide the City Administrator and Finance Director with an investment report, at least quarterly, which includes a listing of the holdings in the portfolio at cost and market value. The summary report should include the following information:

- 1) Description of Security
- 2) Book Value
- 3) Average Life, Duration and Final Maturity
- 4) Book Yield
- 5) Coupon
- 6) Performance comparisons versus relevant Benchmarks
- 7) Percentage of available funds represented by each investment type
- 8) Par Value, Original Cost and Market Value
- 9) Current Worst Rating by any of the NRSRO's

The Finance Director or his designee shall provide the Investment Committee with quarterly performance investment reports. Once reviewed by the Investment Committee the reports shall be submitted to the City Commission.

At the end of each fiscal year, the Finance Director or his Designee shall prepare and submit to the City Commission a written report on all Available Funds. The annual report shall provide all, but not limited to, the following: a complete list of all invested funds, name or type of security in which the funds are invested, the amount invested, the maturity date, income earned, the book value, the market value and the yield on each investment.

The annual report will show performance on both a book value rate of return and a total rate of return basis and will compare the results to the above-stated performance benchmarks. All investments shall be reported at fair value per GASB standards. Investment reports shall be available to the public.

**XVII. THIRD-PARTY CUSTODIAL AGREEMENTS**

All securities, with the exception of certificates of deposits, shall be held with a third party custodian and all securities purchased by, and all collateral obtained by the City should be properly designated as an asset of the City. The securities must be held in an account separate and apart from the assets of the financial institution. A third party custodian is defined as any bank depository chartered by the Federal Government, the State of Florida, or any other state or territory of the United States which has a branch or principal place of business in the State of Florida as defined in Section 658.12, Florida Statutes, or by a national association organized and existing under the laws of the United States, which is authorized to accept and execute trusts and which is doing business in the State of Florida. Certificates of deposits will be placed in the provider’s safekeeping department for the term of the deposit.

Fidelity bond coverage information from the depositories and satisfactory control reports from the security depository’s independent auditors (i.e. SAS-70) shall be obtained and reviewed annually.

The Finance Director, upon approval of the City Commission, will execute on behalf of the City, third party custodial agreement(s) with its bank(s) and depository institution(s). Such agreements may include letters of authority from the City, details as to the responsibilities of each party, method of notification of security purchases, sales, delivery, procedures related to repurchase agreements and wire transfers, safekeeping and transaction costs, procedures in case of wire failure or other unforeseen mishaps and describing the liability of each party.

The custodian shall accept transaction instructions only from those persons who have been duly authorized by the City of West Palm Beach and which authorization has been provided, in writing, to the custodian. No withdrawal of securities, in whole or in part, shall be made from safekeeping, shall be permitted unless by such a duly authorized person.

The custodian shall provide the Finance Director or his Designee with monthly statements that provide detail information on the securities held by the custodian. Security transactions between authorized investment institutions and dealers and the custodian involving the purchase or sale of securities by transfer of money or securities must be made on a “delivery vs. payment” basis, if applicable, to ensure that the custodian will have the security or money, as appropriate, in hand at the conclusion of the transaction. Securities held as collateral shall be held free and clear of any liens.

**XVIII. INVESTMENT POLICY ADOPTION**

This investment policy shall be adopted by City resolution. The Investment Committee shall review the policy annually and the City Commission shall approve any modification made thereto.

**APPROVED AND ADOPTED BY THE CITY COMMISSION ON \_\_\_\_\_.**

**Attachment A**  
**Glossary of Cash and Investment Management Terms**

**Accrued Interest** - Interest earned but which has not yet been paid or received.

**Agency** - See "Federal Agency Securities."

**Ask Price** - Price at which a broker/dealer offers to sell a security to an investor. Also known as "offered price."

**Asset Backed Securities (ABS)** - A fixed-income security backed by notes or receivables against assets other than real estate. Generally issued by special purpose companies that "own" the assets and issue the ABS. Examples include securities backed by auto loans, credit card receivables, home equity loans, manufactured housing loans, farm equipment loans and aircraft leases.

**Average Life** - The average length of time that an issue of serial bonds and/or term bonds with a mandatory sinking fund feature is expected to be outstanding.

**Bankers' Acceptance (BA's)** - A draft or bill of exchange drawn upon and accepted by a bank. Frequently used to finance shipping of international goods. Used as a short-term credit instrument, bankers' acceptances are traded at a discount from face value as a money market instrument in the secondary market on the basis of the credit quality of the guaranteeing bank.

**Basis Point** - One hundredth of one percent, or 0.01%. Thus 1% equals 100 basis points.

**Bearer Security** - A security whose ownership is determined by the holder of the physical security. Typically, there is no registration on the issuer's books. Title to bearer securities is transferred by delivery of the physical security or certificate. Also known as "physical securities."

**Benchmark Bills** - In November 1999, FNMA introduced its Benchmark Bills program, a short-term debt securities issuance program to supplement its existing discount note program. The program includes a schedule of larger, weekly issues in three- and six-month maturities and biweekly issues in one-year for Benchmark Bills. Each issue is brought to market via a Dutch (single price) auction. FNMA conducts a weekly auction for each Benchmark Bill maturity and accepts both competitive and non-competitive bids through a web based auction system. This program is in addition to the variety of other discount note maturities, with rates posted on a daily basis, which FNMA offers. FNMA's Benchmark Bills are unsecured general obligations that are issued in book-entry form through the Federal Reserve Banks. There are no periodic payments of interest on Benchmark Bills, which are sold at a discount from the principal amount and payable at par at maturity. Issues under the Benchmark program constitute the same credit standing as other FNMA discount notes; they simply add organization and liquidity to the short-term Agency discount note market.

**Benchmark Notes/Bonds** - Benchmark Notes and Bonds are a series of FNMA "bullet" maturities (non-callable) issued according to a pre-announced calendar. Under its Benchmark Notes/Bonds program, 2, 3, 5, 10 and 30-year maturities are issued each quarter. Each Benchmark Notes new issue has a minimum size of \$4 billion, 30-year new issues having a minimum size of \$1 billion, with re-openings based on investor demand to further enhance liquidity. The amount of non-callable issuance has allowed FNMA to build a yield curve in Benchmark Notes and Bonds in maturities ranging from 2 to 30 years. The liquidity emanating from these large size issues has facilitated favorable financing opportunities through the

development of a liquid overnight and term repo market. Issues under the Benchmark program constitute the same credit standing as other FNMA issues; they simply add organization and liquidity to the intermediate- and long-term Agency market.

**Benchmark** - A market index used as a comparative basis for measuring the performance of an investment portfolio. A performance benchmark should represent a close correlation to investment guidelines, risk tolerance and duration of the actual portfolio's investments.

**Bid Price** - Price at which a broker/dealer offers to purchase a security from an investor.

**Bond Market Association (BMA)** - The bond market trade association representing the largest securities markets in the world. In addition to publishing a Master Repurchase Agreement, widely accepted as the industry standard document for Repurchase Agreements, the BMA also recommends bond market closures and early closes due to holidays.

**Bond** - Financial obligation for which the issuer promises to pay the bondholder (the purchaser or owner of the bond) a specified stream of future cash flows, including periodic interest payments and a principal repayment.

**Book Entry Securities** - Securities that are recorded in a customer's account electronically through one of the financial markets electronic delivery and custody systems, such as the Fed Securities wire, DTC and PTC

(as opposed to bearer or physical securities). The trend is toward a certificate-free society in order to cut down on paperwork and to diminish investors' concerns about the certificates themselves. The vast majority of securities are now book entry securities.

**Book Value** - The value at which a debt security is reflected on the holder's records at any point in time. Book value is also called "amortized cost" as it represents the original cost of an investment adjusted for amortization of premium or accretion of discount. Also called "carrying value." Book value can vary over time as an investment approaches maturity and differs from "market value" in that it is not affected by changes in market interest rates.

**Broker/Dealer** - A person or firm transacting securities business with customers. A "broker" acts as an agent between buyers and sellers, and receives a commission for these services. A "dealer" buys and sells financial assets from its own portfolio. A dealer takes risk by owning inventory of securities, whereas a broker merely matches up buyers and sellers. See also "Primary Dealer."

**Bullet Notes/Bonds** - Notes or bonds that have a single maturity date and are non-callable.

**Call Date** - Date at which a call option may be or is exercised.

**Call Option** - The right, but not the obligation, of an issuer of a security to redeem a security at a specified value and at a specified date or dates prior to its stated maturity date. Most fixed-income calls are at par, but can be at any previously established price. Securities issued with a call provision typically carry a higher yield than similar securities issued without a call feature. There are three primary types of call options (1) European - one-time calls, (2) Bermudan - periodically on a predetermined schedule (quarterly, semi-annual, annual), and (3) American - continuously callable at any time on or after the call date. There is usually a notice period of at least 5 business days prior to a call date.

**Callable Bonds/Notes** - Securities, which contain an imbedded call option giving the issuer, the right to redeem the securities prior to maturity at a predetermined price and time.



**Certificate of Deposit (CD)** - Bank obligation issued by a financial institution generally offering a fixed rate of return (coupon) for a specified period of time (maturity). Can be as long as 10 years to maturity, but most CDs purchased by public agencies are one year and under.

**Collateral** - Investment securities or other property that a borrower pledges to secure repayment of a loan, secure deposits of public monies, or provide security for a repurchase agreement.

**Collateralization** - Process by which a borrower pledges securities, property, or other deposits for securing the repayment of a loan and/or security.

**Collateralized Mortgage Obligation (CMO)** - A security that pools together mortgages and separates them into short, medium, and long-term positions (called tranches). Tranches are set up to pay different rates of interest depending upon their maturity. Interest payments are usually paid monthly. In “plain vanilla” CMOs, principal is not paid on a tranche until all shorter tranches have been paid off. This system provides interest and principal in a more predictable manner. A single pool of mortgages can be carved up into numerous tranches each with its own payment and risk characteristics.

**Commercial Paper** - Short term unsecured promissory note issued by a company or financial institution. Issued at a discount and matures for par or face value. Usually a maximum maturity of 270 days, and given a short-term debt rating by one or more NRSROs.

**Convexity** - A measure of a bond's price sensitivity to changing interest rates. A high convexity indicates greater sensitivity of a bond's price to interest rate changes.

**Corporate Note** - A debt instrument issued by a corporation with a maturity of greater than one year and less than ten years.

**Counterparty** - The other party in a two party financial transaction. "Counterparty risk" refers to the risk that the other party, to a transaction, will fail in its related obligations. For example, the bank or broker/dealer in a repurchase agreement.

**Coupon Rate** - Annual rate of interest on a debt security, expressed as a percentage of the bond's face value.

**Current Yield** - Annual rate of return on a bond based on its price. Calculated as (coupon rate / price), but does not accurately reflect a bond's true yield level.

**Custody** - Safekeeping services offered by a bank, financial institution or trust company, referred to as the “custodian.” Service normally includes the holding and reporting of the customer's securities, the collection and disbursement of income, securities settlement and market values.

**Dealer** - A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

**Delivery Versus Payment (DVP)** - Settlement procedure in which securities are delivered versus payment of cash, but only after cash has been received. Most security transactions, including those through the Fed Securities Wire system and DTC, are done DVP as a protection for both the buyer and seller of securities.

**Depository Trust Company (DTC)** - A firm through which members can use a computer to arrange for securities to be delivered to other members without physical delivery of certificates. A member of the Federal Reserve System and owned mostly by the New York Stock Exchange,

the Depository Trust Company uses computerized debit and credit entries. Most corporate securities, commercial paper, CDs and BAs clear through DTC.

**Derivatives** - For hedging purposes, common derivatives are options, futures, swaps and swaptions. All Collateralized Mortgage Obligations (“CMOs”) are derivatives. (1) Financial instruments whose return profile is linked to, or derived from, the movement of one or more underlying index or security, and may include a leveraging factor, or (2) financial contracts based upon notional amounts whose value is derived from an underlying index or security (interest rates, foreign exchange rates, equities or commodities).

**Derivative Security** - Financial instrument created from, or whose value depends upon, one or more underlying assets or indexes of asset values.

**Designated Bond** - FFCB’s regularly issued, liquid, non-callable securities that generally have a 2 or 3 year original maturity. New issues of Designated Bonds are \$1 billion or larger. Re-openings of existing Designated Bond issues are generally a minimum of \$100 million. Designated Bonds are offered through a syndicate of two to six dealers. Twice each month the Funding Corporation announces its intention to issue a new Designated Bond, reopen an existing issue, or to not issue or reopen a Designated Bond. Issues under the Designated Bond program constitute the same credit standing as other FFCB issues; they simply add organization and liquidity to the intermediate- and long-term Agency market.

**Discount Notes** - Unsecured general obligations issued by Federal Agencies at a discount. Discount notes mature at par and can range in maturity from overnight to one year. Very large primary (new issue) and secondary markets.

**Discount Rate** - Rate charged by the system of Federal Reserve Banks on overnight loans to member banks. Changes to this rate are administered by the Federal Reserve and closely mirror changes to the “fed funds rate.”

**Discount Securities** - Non-interest bearing money market instruments that are issued at discount and redeemed at maturity for full face value. Examples include: U.S. Treasury Bills, Federal Agency Discount Notes, Bankers' Acceptances and Commercial Paper.

**Discount** - The amount by which a bond or other financial instrument sells below its face value. See also "Premium."

**Diversification** - Dividing investment funds among a variety of security types, maturities, industries and issuers offering potentially independent returns.

**Dollar Price** - A bond’s cost expressed as a percentage of its face value. For example, a bond quoted at a dollar price of 95 ½, would have a principal cost of \$955 per \$1,000 of face value.

**Duff & Phelps** - One of several NRSROs that provide credit ratings on corporate and bank debt issues.

**Duration** - The weighted average maturity of a security’s or portfolio’s cash flows, where the present values of the cash flows serve as the weights. The greater the duration of a security/portfolio, the greater its percentage price volatility with respect to changes in interest rates. Used as a measure of risk and a key tool for managing a portfolio versus a benchmark and for hedging risk. There are also different kinds of duration used for different purposes (e.g. MacAuley Duration, Modified Duration).

**Fannie Mae** - See "Federal National Mortgage Association."

**Fed Money Wire** - A computerized communications system that connects the Federal Reserve System with its member banks, certain U. S. Treasury offices, and the Washington D.C. office of the Commodity Credit Corporation. The Fed Money Wire is the book entry system used to transfer cash balances between banks for themselves and for customer accounts.

**Fed Securities Wire** - A computerized communications system that facilitates book entry transfer of securities between banks, brokers and customer accounts, used primarily for settlement of U.S. Treasury and Federal Agency securities.

**Fed** - See "Federal Reserve System."

**Federal Agency Security** - A debt instrument issued by one of the Federal Agencies. Federal Agencies are considered second in credit quality and liquidity only to U.S. Treasuries.

**Federal Agency** - Government sponsored/owned entity created by the U.S. Congress, generally for the purpose of acting as a financial intermediary by borrowing in the marketplace and directing proceeds to specific areas of the economy considered to otherwise have restricted access to credit markets. The largest Federal Agencies are GNMA, FNMA, FHLMC, FHLB, FFCB, SLMA, and TVA.

**Federal Deposit Insurance Corporation (FDIC)** - Federal agency that insures deposits at commercial banks, currently to a limit of \$250,000 per depositor per bank.

**Federal Farm Credit Bank (FFCB)** - One of the large Federal Agencies. A government sponsored enterprise (GSE) system that is a network of cooperatively-owned lending institutions that provides credit services to farmers, agricultural cooperatives and rural utilities. The FFCBs act as financial intermediaries that borrow money in the capital markets and use the proceeds to make loans and provide other assistance to farmers and farm-affiliated businesses. Consists of the consolidated operations of the Banks for Cooperatives, Federal Intermediate Credit Banks, and Federal Land Banks. Frequent issuer of discount notes, agency notes and callable agency securities. FFCB debt is not an obligation of, nor is it guaranteed by the U.S. government, although it is considered to have minimal credit risk due to its importance to the U.S. financial system and agricultural industry. Also issues notes under its "designated note" program.

**Federal Funds (Fed Funds)** - Funds placed in Federal Reserve Banks by depository institutions in excess of current reserve requirements, and frequently loaned or borrowed on an overnight basis between depository institutions.

**Federal Funds Rate (Fed Funds Rate)** - The interest rate charged by a depository institution lending Federal Funds to another depository institution. The Federal Reserve influences this rate by establishing a "target" Fed Funds rate associated with the Fed's management of monetary policy.

**Federal Home Loan Bank System (FHLB)** - One of the large Federal Agencies. A government sponsored enterprise (GSE) system, consisting of wholesale banks (currently twelve district banks) owned by their member banks, which provides correspondent banking services and credit to various financial institutions, financed by the issuance of securities. The principal purpose of the FHLB is to add liquidity to the mortgage markets. Although FHLB does not directly fund mortgages, it provides a stable supply of credit to thrift institutions that make new mortgage loans. FHLB debt is not an obligation of, nor is it guaranteed by the U.S. government, although it is considered to have minimal credit risk due to its importance to the U.S. financial system and housing market. Frequent issuer of discount notes, agency notes and callable agency securities. Also issues notes under its "global note" and "TAP" programs.

**Federal Home Loan Mortgage Corporation (FHLMC or "Freddie Mac")** - One of the large Federal Agencies. A government sponsored public corporation (GSE) that provides stability and assistance to the secondary market for home mortgages by purchasing first mortgages and participation interests financed by the sale of debt and guaranteed mortgage backed securities. FHLMC debt is not an obligation of, nor is it guaranteed by the U.S. government, although it is considered to have minimal credit risk due to its importance to the U.S. financial system and housing market. Frequent issuer of discount notes, agency notes, callable agency securities and MBS. Also issues notes under its “reference note” program.

**Federal National Mortgage Association (FNMA or "Fannie Mae")** - One of the large Federal Agencies. A government sponsored public corporation (GSE) that provides liquidity to the residential mortgage market by purchasing mortgage loans from lenders, financed by the issuance of debt securities and MBS (pools of mortgages packaged together as a security). FNMA debt is not an obligation of, nor is it guaranteed by the U.S. government, although it is considered to have minimal credit risk due to its importance to the U.S. financial system and housing market. Frequent issuer of discount notes, agency notes, callable agency securities and MBS. Also issues notes under its “benchmark note” program.

**Federal Reserve Bank** - One of the 12 distinct banks of the Federal Reserve System.

**Federal Reserve System (the Fed)** - The independent central bank system of the United States that establishes and conducts the nation's monetary policy. This is accomplished in three major ways: (1) raising or lowering bank reserve requirements, (2) raising or lowering the target Fed Funds Rate and Discount Rate, and (3) in open market operations by buying and selling government securities. The Federal Reserve System is made up of twelve Federal Reserve District Banks, their branches, and many national and state banks throughout the nation. It is headed by the seven member Board of Governors known as the “Federal Reserve Board” and headed by its Chairman.

**Financial Industry Regulatory Authority, Inc (FINRA)** - is a private corporation that acts as a self-regulatory organization (SRO). FINRA is the successor to the National Association of Securities Dealers, Inc. (NASD). Though sometimes mistaken for a government agency, it is a non-governmental organization that performs financial regulation of member brokerage firms and exchange markets. The government also has a regulatory arm for investments, the Securities and Exchange Commission.

**Fiscal Agent/Paying Agent** - A bank or trust company that acts, under a trust agreement with a corporation or municipality, in the capacity of general treasurer. The agent performs such duties as making coupon payments, paying rents, redeeming bonds, and handling taxes relating to the issuance of bonds.

**Fitch Investors Service, Inc** - One of several NRSROs that provide credit ratings on corporate and municipal debt issues.

**Floating Rate Security (FRN or “floater”)** - A bond with an interest rate that is adjusted according to changes in an interest rate or index. Differs from variable-rate debt in that the changes to the rate take place immediately when the index changes, rather than on a predetermined schedule. See also “Variable Rate Security.”

**Freddie Mac** - See "Federal Home Loan Mortgage Corporation".

**Ginnie Mae** - See "Government National Mortgage Association".

**Global Notes** - Notes designed to qualify for immediate trading in both the domestic U.S. capital market and in foreign markets around the globe. Usually large issues that are sold to investors worldwide and therefore have excellent liquidity. Despite their global sales, global notes sold in the U.S. are typically denominated in U.S. dollars.

**Government National Mortgage Association (GNMA or "Ginnie Mae")** - One of the large Federal Agencies. Government-owned Federal Agency that acquires, packages, and resells mortgages and mortgage purchase commitments in the form of mortgage-backed securities. Largest issuer of mortgage pass-through securities. GNMA debt is guaranteed by the full faith and credit of the U.S. government (one of the few agencies that is actually full faith and credit of the U.S.).

**Government Securities** - An obligation of the U.S. government, backed by the full faith and credit of the government. These securities are regarded as the highest quality of investment securities available in the U.S. securities market. See "Treasury Bills, Notes, Bonds, and SLGS."

**Government Sponsored Enterprise (GSE)** - Privately owned entity subject to federal regulation and supervision, created by the U.S. Congress to reduce the cost of capital for certain borrowing sectors of the economy such as students, farmers, and homeowners. GSEs carry the implicit backing of the U.S. Government, but they are not direct obligations of the U.S. Government. For this reason, these securities will offer a yield premium over U.S. Treasuries. Some consider GSEs to be stealth recipients of corporate welfare. Examples of GSEs include: FHLB, FHLMC, FNMA and SLMA.

**Government Sponsored Enterprise Security** - A security issued by a Government Sponsored Enterprise. Considered Federal Agency Securities.

**Index** - A compilation of statistical data that tracks changes in the economy or in financial markets.

**Interest-Only (IO) STRIP** - A security based solely on the interest payments from the bond. After the principal has been repaid, interest payments stop and the value of the security falls to nothing. Therefore, IOs are considered risky investments. Usually associated with mortgage-backed securities.

**Internal Controls** - An internal control structure ensures that the assets of the entity are protected from loss, theft, or misuse. The internal control structure is designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that 1) the cost of a control should not exceed the benefits likely to be derived and 2) the valuation of costs and benefits requires estimates and judgments by management. Internal controls should address the following points:

1. **Control of collusion** - Collusion is a situation where two or more employees are working in conjunction to defraud their employer.
2. **Separation of transaction authority from accounting and record keeping** - By separating the person who authorizes or performs the transaction from the people who record or otherwise account for the transaction, a separation of duties is achieved.
3. **Custodial safekeeping** - Securities purchased from any bank or dealer including appropriate collateral (as defined by state law) shall be placed with an independent third party for custodial safekeeping.

4. **Avoidance of physical delivery securities** - Book-entry securities are much easier to transfer and account for since actual delivery of a document never takes place. Delivered securities must be properly safeguarded against loss or destruction. The potential for fraud and loss increases with physically delivered securities.
5. **Clear delegation of authority to subordinate staff members** - Subordinate staff members must have a clear understanding of their authority and responsibilities to avoid improper actions. Clear delegation of authority also preserves the internal control structure that is contingent on the various staff positions and their respective responsibilities.
6. **Written confirmation of transactions for investments and wire transfers** - Due to the potential for error and improprieties arising from telephone and electronic transactions, all transactions should be supported by written communications and approved by the appropriate person. Written communications may be via fax if on letterhead and if the safekeeping institution has a list of authorized signatures.
7. **Development of a wire transfer agreement with the lead bank and third-party custodian** - The designated official should ensure that an agreement will be entered into and will address the following points: controls, security provisions, and responsibilities of each party making and receiving wire transfers.

**Inverse Floater** - A floating rate security structured in such a way that it reacts inversely to the direction of interest rates. Considered risky as their value moves in the opposite direction of normal fixed-income investments and whose interest rate can fall to zero.

**Investment Advisor** - A company that provides professional advice managing portfolios, investment recommendations and/or research in exchange for a management fee.

**Investment Adviser Act of 1940** - Federal legislation that sets the standards by which investment companies, such as mutual funds, are regulated in the areas of advertising, promotion, performance reporting requirements, and securities valuations.

**Investment Grade** - Bonds considered suitable for preservation of invested capital; bonds rated a minimum of Baa3 by Moody's, BBB- by Standard & Poor's, or BBB- by Fitch. Although "BBB" rated bonds are considered investment grade, most public agencies cannot invest in securities rated below "A."

**Liquidity** - Relative ease of converting an asset into cash without significant loss of value. Also, a relative measure of cash and near-cash items in a portfolio of assets. Also, a term describing the marketability of a money market security correlating to the narrowness of the spread between the bid and ask prices.

**Local Government Investment Pool (LGIP)** - An investment by local governments in which their money is pooled as a method for managing local funds, (i.e., Florida State Board of Administration's Florida Prime Fund).

**Long-Term Core Investment Program** - Funds that are not needed within a one year period.

**Market Value** - The fair market value of a security or commodity. The price at which a willing buyer and seller would pay for a security.

**Mark-to-market** - Adjusting the value of an asset to its market value, reflecting in the process unrealized gains or losses.

**Master Repurchase Agreement** - A widely accepted standard agreement form published by the Bond Market Association (BMA) that is used to govern and document Repurchase Agreements and protect the interest of parties in a repo transaction.

**Maturity Date** - Date on which principal payment of a financial obligation is to be paid.

**Medium Term Notes (MTN's)** - Used frequently to refer to corporate notes of medium maturity (5-years and under). Technically, any debt security issued by a corporate or depository institution with a maturity from 1 to 10 years and issued under an MTN shelf registration. Usually issued in smaller issues with varying coupons and maturities, and underwritten by a variety of broker/dealers (as opposed to large corporate deals issued and underwritten all at once in large size and with a fixed coupon and maturity).

**Money Market** - The market in which short-term debt instruments (bills, commercial paper, bankers' acceptance, etc.) are issued and traded.

**Money Market Mutual Fund (MMF)** - A type of mutual fund that invests solely in money market instruments, such as: U.S. Treasury bills, commercial paper, bankers' acceptances, and repurchase agreements. Money market mutual funds are registered with the SEC under the Investment Company Act of 1940 and are subject "rule 2a-7" which significantly limits average maturity and credit quality of holdings. MMF's are managed to maintain a stable net asset value (NAV) of \$1.00. Many MMFs carry ratings by a NRSRO.

**Moody's Investors Service** - One of several NRSROs that provide credit ratings on corporate and municipal debt issues.

**Mortgage Backed Securities (MBS)** - Mortgage-backed securities represent an ownership interest in a pool of mortgage loans made by financial institutions, such as savings and loans, commercial banks, or mortgage companies, to finance the borrower's purchase of a home or other real estate. The majority of MBS are issued and/or guaranteed by GNMA, FNMA and FHLMC. There are a variety of MBS structures, some of which can be very risky and complicated. All MBS have reinvestment risk as actual principal and interest payments are dependent on the payment of the underlying mortgages which can be prepaid by mortgage holders to refinance and lower rates or simply because the underlying property was sold.

**Mortgage Pass-Through Securities** - A pool of residential mortgage loans with the monthly interest and principal distributed to investors on a pro-rata basis. Largest issuer is GNMA.

**Municipal Note/Bond** - A debt instrument issued by a state or local government unit or public agency. The vast majority of municipals are exempt from state and federal income tax, although some non-qualified issues are taxable.

**Mutual Fund** - Portfolio of securities professionally managed by a registered investment company that issues shares to investors. Many different types of mutual funds exist (bond, equity, money fund); all except money market funds operate on a variable net asset value (NAV).

**Negotiable Certificate of Deposit (Negotiable CD)** - Large denomination CDs (\$100,000 and larger) that are issued in bearer form and can be traded in the secondary market.

**Net Asset Value** -The market value of one share of an investment company, such as a mutual fund. This figure is calculated by totaling a fund's assets which includes securities, cash, and any accrued earnings, subtracting this from the fund's liabilities and dividing this total by the number of shares outstanding. This is calculated once a day based on the closing price for each security in the fund's portfolio. (See below.)

$[(\text{Total assets}) - (\text{Liabilities})]/(\text{Number of shares outstanding})$

**NRSRO** - A “Nationally Recognized Statistical Rating Organization.” A designated rating organization that the SEC has deemed a strong national presence in the U.S. NRSROs provide credit ratings on corporate and bank debt issues. Only ratings of a NRSRO may be used for the regulatory purposes of rating. Includes Moody’s, S&P, Fitch and Duff & Phelps.

**Offered Price** - See also "Ask Price."

**Open Market Operations** - Federal Reserve monetary policy tactic entailing the purchase or sale of government securities in the open market by the Federal Reserve System from and to primary dealers in order to influence the money supply, credit conditions, and interest rates.

**Par Value** - Face value, stated value or maturity value of a security.

**Physical Delivery** - Delivery of readily available underlying assets at contract maturity.

**Portfolio** - Collection of securities and investments held by an investor.

**Premium** - The amount by which a bond or other financial instrument sells above its face value. See also "Discount."

**Primary Dealer** - Any of a group of designated government securities dealers designated by to the Federal Reserve Bank of New York. Primary dealers can buy and sell government securities directly with the Fed. Primary dealers also submit daily reports of market activity and security positions held to the Fed and are subject to its informal oversight. Primary dealers are considered the largest players in the U.S. Treasury securities market.

**Prime Paper** - Commercial paper of high quality. Highest rated paper is A-1+/A-1 by S&P and P-1 by Moody’s.

**Principal** - Face value of a financial instrument on which interest accrues. May be less than par value if some principal has been repaid or retired. For a transaction, principal is par value times price and includes any premium or discount.

**Prudent Investor Standard** - Standard that requires that when investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency. More stringent than the “prudent person” standard as it implies a level of knowledge commensurate with the responsibility at hand.

**Qualified Public Depository** - Per Florida Statute 280, means any bank, saving bank or savings association that:

1. Is organized and exists under the laws of the United States, the laws of this state or any other state or territory of the United States;
2. Has its principal place of business in this state or has a branch office in this state which is authorized under the laws of this state or of the United States to receive deposits in this state.



3. Has deposit insurance under the provision of the Federal Deposit Insurance Act, as amended, 12 U.S.C. ss.1811 seq.
4. Meets all requirements of F.S. 280
5. Has been designed by the Treasurer as a qualified public depository.

**Range Note** - A type of structured note that accrues interest daily at a set coupon rate that is tied to an index. Most range notes have two coupon levels; a higher accrual rate for the period the index is within a designated range, the lower accrual rate for the period that the index falls outside the designated range. This lower rate may be zero and may result in zero earnings.

**Rate of Return** - Amount of income received from an investment, expressed as a percentage of the amount invested.

**Realized Gains (Losses)** - The difference between the sale price of an investment and its book value. Gains/losses are “realized” when the security is actually sold, as compared to “unrealized” gains/losses which are based on current market value. See “Unrealized Gains (Losses).”

**Reference Bills** - FHLMC’s short-term debt program created to supplement its existing discount note program by offering issues from one month through one year, auctioned on a weekly or on an alternating four-week basis (depending upon maturity) offered in sizeable volumes (\$1 billion and up) on a cycle of regular, standardized issuance. Globally sponsored and distributed, Reference Bill issues are intended to encourage active trading and market-making and facilitate the development of a term repo market. The program was designed to offer predictable supply, pricing transparency and liquidity, thereby providing alternatives to U.S. Treasury bills. FHLMC’s Reference Bills are unsecured general corporate obligations. This program supplements the corporation’s existing discount note program. Issues under the Reference program constitute the same credit standing as other FHLMC discount notes; they simply add organization and liquidity to the short-term Agency discount note market.

**Reference Notes** - FHLMC’s intermediate-term debt program with issuances of 2, 3, 5, 10 and 30-year maturities. Initial issuances range from \$2 - \$6 billion with re-openings ranging \$1 - \$4 billion.

The notes are high-quality bullet structures securities that pay interest semiannually. Issues under the Reference program constitute the same credit standing as other FHLMC notes; they simply add organization and liquidity to the intermediate- and long-term Agency market.

**Repurchase Agreement (Repo)** - A short-term investment vehicle where an investor agrees to buy securities from a counterparty and simultaneously agrees to resell the securities back to the counterparty at an agreed upon time and for an agreed upon price. The difference between the purchase price and the sale price represents interest earned on the agreement. In effect, it represents a collateralized loan to the investor, where the securities are the collateral. Can be DVP, where securities are delivered to the investor’s custodial bank, or “tri-party” where the securities are delivered to a third party intermediary. Any type of security can be used as “collateral,” but only some types provide the investor with special bankruptcy protection under the law. Repos should be undertaken only when an appropriate BMA approved master repurchase agreement is in place.

**Reverse Repurchase Agreement (Reverse Repo)** - A repo from the point of view of the original seller of securities. Used by dealers to finance their inventory of securities by essentially

borrowing at short-term rates. Can also be used to leverage a portfolio and in this sense, can be considered risky if used improperly.

**Safekeeping** - Service offered for a fee, usually by financial institutions, for the holding of securities and other valuables. Safekeeping is a component of custody services.

**Secondary Market** - Markets for the purchase and sale of any previously issued financial instrument.

**Securities Lending** - An arrangement between an investor and a custody bank that allows the custody bank to "loan" the investor's investment holdings, reinvest the proceeds in permitted investments, and share any profits with the investor. Should be governed by a securities lending agreement. Can increase the risk of a portfolio in that the investor takes on the default risk on the reinvestment at the discretion of the custodian.

**Sinking Fund** - A separate accumulation of cash or investments (including earnings on investments) in a fund in accordance with the terms of a trust agreement or indenture, funded by periodic deposits by the issuer (or other entity responsible for debt service), for the purpose of assuring timely availability of moneys for payment of debt service. Usually used in connection with term bonds.

**Spread** - The difference between the price of a security and similar maturity U.S. Treasury investments, expressed in percentage terms or basis points. A spread can also be the absolute difference in yield between two securities. The securities can be in different markets or within the same securities market between different credits, sectors, or other relevant factors.

**Standard & Poor's** - One of several NRSROs that provide credit ratings on corporate and municipal debt issues.

**STRIPS (Separate Trading of Registered Interest and Principal of Securities)** - Acronym applied to U.S. Treasury securities that have had their coupons and principal repayments separated into individual zero-coupon Treasury securities. The same technique and "strips" description can be applied to non-Treasury securities (e.g. FNMA strips).

**Structured Notes** - Notes that have imbedded into their structure options such as step-up coupons or derivative-based returns.

**Swap** - Trading one asset for another.

**TAP Notes** - Federal Agency notes issued under the FHLB TAP program. Launched in 6/99 as a refinement to the FHLB bullet bond auction process. In a break from the FHLB's traditional practice of bringing numerous small issues to market with similar maturities, the TAP Issue Program uses the four most common maturities and reopens them up regularly through a competitive auction. These maturities (2, 3, 5 and 10 year) will remain open for the calendar quarter, after which they will be closed and a new series of TAP issues will be opened to replace them. This reduces the number of separate bullet bonds issued, but generates enhanced awareness and liquidity in the marketplace through increased issue size and secondary market volume.

**Tennessee Valley Authority (TVA)** - One of the large Federal Agencies. A wholly owned corporation of the United States government that was established in 1933 to develop the resources of the Tennessee Valley region in order to strengthen the regional and national economy and the national defense. Power operations are separated from non-power operations. TVA securities represent obligations of TVA, payable solely from TVA's net power proceeds,

and are neither obligations of nor guaranteed by the United States. TVA is currently authorized to issue debt up to \$30 billion. Under this authorization, TVA may also obtain advances from the U.S. Treasury of up to \$150 million. Frequent issuer of discount notes, agency notes and callable agency securities.

**Total Return** - Investment performance measured over a period of time that includes coupon interest, interest on interest, and both realized and unrealized gains or losses. Total return includes, therefore, any market value appreciation/depreciation on investments held at period end.

**Treasuries** - Collective term used to describe debt instruments backed by the U.S. Government and issued through the U.S. Department of the Treasury. Includes Treasury bills, Treasury notes, and Treasury bonds. Also a benchmark term used as a basis by which the yields of non-Treasury securities are compared (e.g., "trading at 50 basis points over Treasuries").

**Treasury Bills (T-Bills)** - Short-term direct obligations of the United States Government issued with an original term of one year or less. Treasury bills are sold at a discount from face value and do not pay interest before maturity. The difference between the purchase price of the bill and the maturity value is the interest earned on the bill. Currently, the U.S. Treasury issues 4-week, 13-week and 26-week T-Bills

**Treasury Bonds** - Long-term interest-bearing debt securities backed by the U.S. Government and issued with maturities of ten years and longer by the U.S. Department of the Treasury. The Treasury stopped issuing Treasury Bonds in August 2001.

**Treasury Notes** - Intermediate interest-bearing debt securities backed by the U.S. Government and issued with maturities ranging from one to ten years by the U.S. Department of the Treasury. The Treasury currently issues 2-year, 5-year and 10-year Treasury Notes.

**Trustee** - A bank designated by an issuer of securities as the custodian of funds and official representative of bondholders. Trustees are appointed to insure compliance with the bond documents and to represent bondholders in enforcing their contract with the issuer.

**Uniform Net Capital Rule** - SEC regulation 15C3-1 that outlines the minimum net capital ratio (ratio of indebtedness to net liquid capital) of member firms and non-member broker/dealers.

**Unrealized Gains (Losses)** - The difference between the market value of an investment and its book value. Gains/losses are "realized" when the security is actually sold, as compared to "unrealized" gains/losses which are based on current market value. See also "Realized Gains (Losses)."

**Variable-Rate Security** - A bond that bears interest at a rate that varies over time based on a specified schedule of adjustment (e.g., daily, weekly, monthly, semi-annually or annually). See also "Floating Rate Note."

**Weighted Average Maturity (or just "Average Maturity")** - The average maturity of all securities and investments of a portfolio, determined by multiplying the par or principal value of each security or investment by its maturity (days or years), summing the products, and dividing the sum by the total principal value of the portfolio. A simple measure of risk of a fixed-income portfolio.

**Weighted Average Maturity to Call** - The average maturity of all securities and investments of a portfolio, adjusted to substitute the first call date per security for maturity date for those securities with call provisions.

**Yield Curve** - A graphic depiction of yields on like securities in relation to remaining maturities spread over a time line. The traditional yield curve depicts yields on U.S. Treasuries, although yield curves exist for Federal Agencies and various credit quality corporates as well. Yield curves can be positively sloped (normal) where longer-term investments have higher yields, or “inverted” (uncommon) where longer-term investments have lower yields than shorter ones.

**Yield to Call (YTC)** - Same as “Yield to Maturity,” except the return is measured to the first call date rather than the maturity date. Yield to call can be significantly higher or lower than a security’s yield to maturity.

**Yield to Maturity (YTM)** - Calculated return on an investment, assuming all cash flows from the security are reinvested at the same original yield. Can be higher or lower than the coupon rate depending on market rates and whether the security was purchased at a premium or discount. There are different conventions for calculating YTM for various types of securities.

**Yield** - There are numerous methods of yield determination. In this glossary, see also "Current Yield," "Yield Curve," "Yield to Call" and "Yield to Maturity."

**Attachment B**  
**Investment Pool/Fund Questionnaire**

1. A description of eligible investment securities, and a written statement of investment policy and objectives.
2. A description of interest calculations and how it is distributed, and how gains and losses are treated.
3. A description of how the securities are safeguarded (including the settlement processes), and how often the securities are priced and the program audited.
4. A description of who may invest in the program, how often, what size deposit and withdrawal are allowed.
5. A schedule for receiving statements and portfolio listings.
6. Are reserves, retained earnings, etc. utilized by the pool/fund?
7. A fee schedule, and when and how is it assessed.
8. Is the pool/fund eligible for bond proceeds and/or will it accept such proceeds?