

January 15, 2026

**M E M O R A N D U M**

TO: District Board of Trustees  
Florida State College at Jacksonville

FROM: John Avendano, Ph.D.  
College President 

RE: Administrative Procedure Act – February 2026

The Board Rule shown below is governed by the Administrative Procedure Act and will appear on the agenda for the February 17, 2026, 1 p.m. regular meeting of the District Board of Trustees.

The Board meeting will be held at the College's Administrative Offices, Board Room 405, located at 501 West State Street, Jacksonville, FL 32202.

Any individual wishing to address the proposed item will be provided an opportunity to do so in person during the meeting.

**BOARD RULE:**

6Hx7-4.7 – Investment of Surplus Funds



**Florida State College at Jacksonville  
District Board of Trustees**

**AGENDA ITEM NO. APA 1.**

Subject:	Administrative Procedure Act – Board Rules, Section 4 – Finance
Meeting Date:	February 17, 2065

**RECOMMENDATION:** It is recommended that the District Board of Trustees approve the attached revisions to the following Board Rule under Section 4 – Finance, effective with this action.

**6Hx7-4.7 – Investment of Surplus Funds**

**BACKGROUND:** The College periodically reviews Board Rules and administrative procedures for currency, accuracy, and to ensure compliance with state and federal law, as applicable. Proposed revisions to a Board Rule or an administrative procedure (APM) are reviewed through the shared governance process after Executive Leadership Team has reviewed and approved unless the proposed changes are non-substantive.

- Edits to Board Rule 6Hx7-4.10 – Recommends modifications to the Rule to reflect appropriate clarifications and updates to College practices

**RATIONALE:** Approval of this item brings the Rule up to date with Florida Statutes and State Board of Education Rules as depicted within and provides for efficient College business practices.

**FISCAL NOTES:** There is no economic impact as a result of these revisions.



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(1) The District Board of Trustees (DBOT) of Florida State College at Jacksonville (FSCJ/College) shall approve a policy statement for the investment of surplus funds of the College consistent with Chapter 218.415, Florida Statutes.

(2) The College President is responsible for preparing a written investment plan in accordance with the requirements of state law which shall include, but are not limited to, setting the scope, investment objectives, performance measurements, types of authorized investments and adoption of the Prudent Person Rule as the standard for making such investments.

(3) The College President is responsible for the development and implementation of procedure regarding the investment of College funds. The College President shall review this procedure annually and will submit an annual investment report to the DBOT.

(1) ~~The District Board of Trustees (DBOT) shall approve a policy statement for the investment of surplus funds of the College consistent with Chapter 218.415, Florida Statutes.~~

(2) ~~The College President may designate investment responsibilities to appropriate staff, such as the Associate Vice President for Finance or Chief Investment Officer (CIO). This individual, heretofore known as the "Responsible Person" will have the authority to make investments of College funds consistent with Investment Policy (5A, 5B) and approved investments (5M).~~

(3) ~~The DBOT will approve selections and contracts of investment advisory firms (Investment Manager) for the College who is responsible for activities associated with the management of the portfolio, including but not limited to the buying and selling of securities on a day-to-day basis, the settlement of transactions, performance measuring, compliance monitoring and regulatory and internal reporting.~~

(4) ~~The Responsible Person must submit an annual investment report to the College President and the DBOT.~~

(5) ~~The Investment Policy Statement is shown below:~~

A. Scope and General Guidelines:

- ~~1. This Investment Policy applies to the surplus funds (Fund) managed by the Responsible Person and the Investment Manager for the benefit of Florida State College at Jacksonville (College).~~
- ~~2. Subject to the limitations provided below, the Responsible Person and the Investment Manager shall have full discretion in terms of asset mix, security selection and timing of transactions.~~



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3. ~~Management of the Fund shall be in accordance with Chapter 218.415, Florida Statute, certain rules governing such investments as maybe promulgated by the State Board of Administration from time to time and as may be superseded by this policy, local statute(s) and bond trust indenture(s) or resolution(s).~~

### B. Investment Objective:

1. ~~The Fund's primary objective is to maximize income (Book Yield) while providing minimal risk of market value volatility and adequate short term liquidity to meet the demands of the College. Investments shall emphasize preservation of capital and diversity with regards to specific security types, issuers and maturity.~~

2. ~~As a secondary objective, the Fund seeks to outperform its benchmark on a total return basis. The target benchmark to be used for maturity and risk management is the BofA Merrill Lynch 1-5 Year AAA-A US Corporate & Government Index (BV10).~~

### C. Standards of Prudence

1. ~~The standard of prudence to be used by the Authorized Staff shall be the "Prudent Person" standard and shall be applied in the context of managing an overall portfolio. Authorized Staff acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectation are reported in a timely fashion to the Responsible Person and the liquidity and the sale of securities are carried out in accordance with the terms of this policy. The "Prudent Person" rule states the following:~~

~~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.~~

2. ~~While the standard of prudence to be used by Authorized Staff who are officers or employees 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 Investment Manager 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~~



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~~minimize the risk, considering the probable income as well as the probable safety of their capital.~~

~~D. Ethics and Conflicts of Interest~~ Employees 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 Responsible Person and the DBOT any material financial interests in financial institutions that conduct business with the DBOT, and they shall further disclose any material personal financial/investment positions that could be related to the performance of the DBOT's portfolio.

~~E. Internal Controls and Investment Procedures~~ The Responsible Person shall establish a system of internal controls and procedures, which will be documented in writing and maintained by the Director of Treasury Operations. The controls and procedures will be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets or imprudent actions by employees and officers of the College or other entities.

~~F. Continuing Education~~ The Responsible Person shall be principally responsible for making investment decisions, and shall annually complete not less than eight (8) hours of continuing education in subjects or courses of study related to investment practices and products.

~~G. Authorized Investment Institutions and Dealers~~

- ~~1. Authorized Staff shall only purchase securities from financial institutions, which are qualified as public depositories by the Treasurer, or CFO of the State of Florida, "Primary Dealers" as designated by the Federal Reserve Bank of New York or from direct issuers of commercial paper and bankers' acceptances.~~
- ~~2. Authorized Staff shall only enter into Repurchase agreements with "Primary Dealers" as designated by the Federal Reserve Bank of New York and financial institutions that are state qualified public depositories.~~
- ~~3. The College's Investment Manager shall utilize and maintain its own list of approved primary and non-primary dealers.~~

~~H. Maturity and Liquidity Requirements~~ 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 no longer than twenty four (24) months. Investments of non-operating funds ("core funds") maturities shall not exceed five and one half (5.50) years. The maturities of the underlying securities of a repurchase agreement will follow the requirements of the Securities Industry and Financial Markets



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### Association (SIFMA) Master Repurchase Agreements.

- I. Risk and Diversification Assets held shall be diversified to control risks resulting from over concentration of assets in a specific maturity, issuer, instruments, dealer or bank through which these instruments are bought and sold. The Responsible Person and/or Investment Manager shall determine diversification strategies within the established guidelines.
- J. Master Repurchase Agreement The Responsible Person will require all approved institutions and dealers transacting repurchase agreements to execute and perform as stated in the SIFMA Master Repurchase Agreement. All repurchase agreement transactions will adhere to requirements of the SIFMA Master Repurchase Agreement.
- K. Derivatives and Reverse Repurchase Agreements Investment in any complex derivative products or the use of reverse repurchase agreements is specifically prohibited by this investment policy, unless otherwise stated in Section M. 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.
- L. Competitive Selection of Investment Instruments
  1. After the Investment Manager and/or Responsible Person 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) reputable, qualified and financially sound banks and/or dealers must be contacted and asked to provide bids on securities in question. Bids will be held in confidence until the highest bid is determined and awarded.
  2. However, on an exception basis, securities may be purchased utilizing the comparison to current market price method. Acceptable current market price providers include, but are not limited to:
    - a. Tradeweb,
    - b. Bloomberg Information Systems,
    - c. The Wall Street Journal or a comparable nationally recognized financial publication providing daily market pricing,
    - d. Daily market pricing provided by the College's custody agents or their correspondent institutions.
  3. Selection by comparison to a current market price, as indicated above, shall only be utilized when, in the judgment of the Investment Manager, or Responsible Person, competitive bidding would inhibit the selection process.
    - a. Examples of when this method may be used include:



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- i. When time constraints due to unusual circumstances preclude the use of the competitive bidding process.
- ii. When no active market exists for the issue being traded due to the age or depth of the issue.
- iii. When a security is unique to a single dealer, for example, a private placement.
- iv. When the transaction involves new issues or issues in the “when issued” market.

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

### M. Authorized Investments and Portfolio Composition:

Sector	Sector Maximum (%)	Per Issuer Maximum (%)	Minimum Ratings Requirement <sup>†</sup>	Maximum Maturity
U.S. Treasury	100%	100%	N/A	5.50 Years (5.50 Years avg. life <sup>4</sup> for GNMA)
GNMA		40%		
Other U.S. Government Guaranteed (e.g. AID, GTC)		10%		
Federal Agency/GSE: FNMA, FHLMC, FHLB, FECB*	75%	40% <sup>3</sup>	N/A	5.50 Years
Federal Agency/GSE other than those above		10%		
Supranationals where U.S. is a shareholder and voting member	25%	10%	Highest ST or Two Highest LT Rating Categories (A-1/P-1, AA/Aa3, or equivalent)	5.50 Years
Supranationals other than those above		5%		
Corporates	50% <sup>2</sup>	5%	Highest ST or Three Highest LT Rating Categories (A-1/P-1, A/A3 or equivalent)	5.50 Years
Municipals	25%	5%	Highest ST or Three Highest LT Rating Categories (SP-1/MIG-1, A/A3 or equivalent)	5.50 Years
Agency Mortgage Backed Securities (MBS)	25%	40% <sup>3</sup>	N/A	5.50 Years Avg. Life <sup>4</sup>
Asset Backed Securities (ABS)	25%	5%	Highest ST or LT Rating (A-1+/P-1, AAA/Aaa, or equivalent)	5.50 Years Avg. Life <sup>4</sup>
Non-Negotiable Collateralized Bank Deposits or Savings Accounts	50%	None, if fully collateralized	None, if fully collateralized	2 Years
Commercial Paper (CP)	50% <sup>2</sup>	5%	Highest ST Rating Category (A-1/P-1, or equivalent)	270 Days
Bankers' Acceptances (BAs)	10% <sup>2</sup>	5%	Highest ST Rating Category (A-1/P-1, or equivalent)	180 Days



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Sector	Sector Maximum (%)	Per Issuer Maximum (%)	Minimum Ratings Requirement <sup>1</sup>	Maximum Maturity
Repurchase Agreements (Repo or RP)	40%	20%	Counterparty (or if the counterparty is not rated by an NRSRO, then the counterparty's parent) must be rated in the Highest ST Rating Category (A-1/P-1, or equivalent) If the counterparty is a Federal Reserve Bank, no rating is required	1 Year
Money Market Funds (MMFs)	50%	25%	Highest Fund Rating by all NRSROs who rate the fund (AAAm/Aaa mf, or equivalent)	N/A
Intergovernmental Pools (LGIPs)	50%	25%	Highest Fund Quality and Volatility Rating Categories by all NRSROs who rate the fund (AAAm/AAAf, S1, or equivalent)	N/A

Notes:

<sup>1</sup> Rating by at least one SEC registered Nationally Recognized Statistical Rating Organization ("NRSRO"), unless otherwise noted. ST=Short term; LT=Long term.

<sup>2</sup> Maximum allocation to all corporate and bank credit instruments is 50% combined.

<sup>3</sup> Maximum exposure to any one Federal agency, including the combined holdings of Agency debt and Agency MBS, is 40%.

<sup>4</sup> The maturity limit for MBS and ABS is based on the expected average life at time of purchase, measured using Bloomberg or other industry standard methods.

\* Federal National Mortgage Association (FNMA); Federal Home Loan Mortgage Corporation (FHLMC); Federal Home Loan Bank or its District banks (FHLB); Federal Farm Credit Bank (FFCB).

1. Investments should be made subject to the cash flow needs and such cash flows are subject to revisions as market conditions and the College'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 Responsible Person and/or Investment Manager may sell the investment at the then prevailing market price and place the proceeds into the proper account at the College's custodian.
2. The following are the guidelines for investments and limits on security types, issuers, and maturities as established by the DBOT. The Responsible Person and/or Investment Manager shall have the option to further restrict investment percentages from time to time based on market conditions. The percentage allocations requirements for investment types and issuers are calculated based on the original cost of each investment, at the time of purchase. Investments shall be limited to fixed income securities selected from the following types:
  - a. Permitted Investments:
    - i. U.S. Treasury & Government Guaranteed U.S. Treasury obligations and obligations the principal and interest of which are backed or guaranteed by the full faith and credit of the U.S. Government.



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- ii. ~~Federal Agency/GSE~~ ~~Debt obligations, participations or other instruments issued or fully guaranteed by any U.S. Federal agency, instrumentality or government-sponsored enterprise (GSE).~~
- iii. ~~Supranationals~~ ~~U.S. dollar denominated debt obligations of a multilateral organization of governments where U.S. is a shareholder and voting member.~~
- iv. ~~Corporates~~ ~~U.S. dollar denominated corporate notes, bonds or other debt obligations issued or guaranteed by a domestic or foreign corporation, financial institution, non profit or other entity.~~
- v. ~~Municipals~~ ~~Obligations, including both taxable and tax exempt, issued or guaranteed by any State, territory or possession of the United States, political subdivision, public corporation, authority, agency board, instrumentality or other unit of local government of any State or territory.~~
- vi. ~~Agency Mortgage Backed Securities~~ ~~Mortgage-backed securities (MBS), backed by residential, multi family or commercial mortgages, that are issued or fully guaranteed as to principal and interest by a U.S. Federal agency or government sponsored enterprise, including but not limited to pass-throughs, collateralized mortgage obligations (CMOs) and REMICs.~~
- vii. ~~Asset Backed Securities~~ ~~Asset-backed securities (ABS) whose underlying collateral consists of loans, leases or receivables, including but not limited to auto loans/leases, credit card receivables, student loans, equipment loans/leases or home equity loans.~~
- viii. ~~Non-Negotiable Certificate of Deposit and Savings Accounts~~ ~~Non-negotiable interest bearing time certificates of deposit, or savings accounts in banks organized under the laws of this state or in national banks organized under the laws of the United States and doing business in this state, provided that any such deposits are secured by the Florida Security for Public Deposits Act, Chapter 280, Florida Statutes.~~
- ix. ~~Commercial Paper~~ ~~U.S. dollar denominated commercial paper issued or guaranteed by a domestic or foreign corporation, company, financial institution, trust or other entity, including both unsecured debt and asset backed programs.~~
- x. ~~Bankers' Acceptances~~ ~~Bankers' acceptances issued, drawn on or guaranteed by a U.S. bank or U.S. branch of a foreign bank.~~
- xi. ~~Repurchase Agreements~~ ~~Repurchase agreements (Repo or RP) that meet the following requirements:
  - 1) Must be governed by a written SIFMA Master Repurchase Agreement which specifies securities eligible for purchase and resale, and which provides the unconditional right to liquidate the underlying securities should the Counterparty default or fail to provide full timely repayment.
  - 2) Counterparty must be a Federal Reserve Bank, a Primary Dealer as designated by the Federal Reserve Bank of New York or a nationally chartered commercial bank.
  - 3) Securities underlying repurchase agreements must be delivered to a third party custodian under a written custodial agreement and may be of deliverable or tri-~~



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party form. Securities must be held in the College's custodial account or in a separate account in the name of the College.

- 4) Acceptable underlying securities include only securities that are direct obligations of, or that are fully guaranteed by, the United States or any agency of the United States or U.S. Agency backed mortgage related securities.
- 5) Underlying securities must have an aggregate current market value of at least 102% (or 100% if the counterparty is a Federal Reserve Bank) of the purchase price plus current accrued price differential at the close of each business day.
- 6) Final term of the agreement must be one (1) year or less.

- xii. Money Market Funds—Shares in open end and no load money market mutual funds, provided such funds are registered under the Investment Company Act of 1940 and operate in accordance with Rule 2a-7. A thorough investigation of any money market fund is required prior to investing. Attachment B is a questionnaire that contains a list of questions, to be answered prior to investing, that cover the major aspects of any investment pool/fund. A current prospectus must be obtained.
- xiii. Local Government Investment Pools—State, local government or privately sponsored investment pools that are authorized pursuant to state law. A thorough investigation of any intergovernmental investment pool is required prior to investing. Attachment B is a questionnaire that contains a list of questions, to be answered prior to investing, that cover the major aspects of any investment pool/fund. A current prospectus must be obtained.

### b. General Investment and Portfolio Limits

#### i. General investment limitations:

- 1) Investments must be denominated in U.S. dollars and issued for legal sale in U.S. markets.
- 2) Minimum ratings are based on the highest rating by any one Nationally Recognized Statistical Ratings Organization ("NRSRO"), unless otherwise specified.
- 3) All limits and rating requirements apply at time of purchase.
- 4) Should a security fall below the minimum credit rating requirement for purchase, the Investment Advisor will notify the Responsible Person.
- 5) The maximum maturity (or average life for MBS/ABS) of any investment is 5.50 years. Maturity and average life are measured from settlement date. The final maturity date can be based on any mandatory call, put, pre-refunding date or other mandatory redemption date.

#### ii. General portfolio limitations:

- 1) The maximum effective duration of the aggregate portfolio is three (3) years.



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2) ~~Maximum exposure to issuers in any non-U.S. country cannot exceed ten percent (10%) per country.~~

iii. ~~Investment in the following are permitted, provided they meet all other policy requirements:~~

- 1) ~~Callable, step-up callable, called, pre-refunded, putable and extendable securities, as long as the effective final maturity meets the maturity limits for the sector.~~
- 2) ~~Variable rate and floating rate securities.~~
- 3) ~~Subordinated, secured and covered debt, if it meets the ratings requirements for the sector.~~
- 4) ~~Zero coupon issues and strips, excluding agency mortgage backed Interest only structures (I/Os).~~
- 5) ~~Treasury TIPS.~~

iv. ~~The following are NOT PERMITTED investments, unless specifically authorized by statute and with prior approval of the governing body:~~

- 1) ~~Trading for speculation.~~
- 2) ~~Derivatives (other than callables and traditional floating or variable rate instruments).~~
- 3) ~~Mortgage backed interest only structures (I/Os).~~
- 4) ~~Inverse or leveraged floating rate and variable rate instruments.~~
- 5) ~~Currency, equity, index and event linked notes (e.g. range notes), or other structures that could return less than par at maturity.~~
- 6) ~~Private placements and direct loans, except as may be legally permitted by Rule 144A or commercial paper issued under a 4(2) exemption from registration.~~
- 7) ~~Convertible, high yield and non-U.S. dollar denominated debt.~~
- 8) ~~Short sales.~~
- 9) ~~Use of leverage.~~
- 10) ~~Futures and options.~~
- 11) ~~Mutual funds.~~
- 12) ~~Equities, commodities currencies and hard assets.~~

N. ~~Performance Measurements~~ In order to assist in the evaluation of the portfolio's performance, the Responsible Person and Investment Manager will use performance benchmarks. The use of benchmarks will allow the Responsible Person to measure its returns against other investors in the same markets.

1. ~~Investment performance of funds designated as short term funds and other funds that must maintain a high degree of liquidity will be compared to the return of the S&P Rated GIP Index Government 30-Day Gross of Fees Yield. Investments of current operating funds shall have maturities of no longer than twenty-four (24) months.~~



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2. ~~Investment performance of funds designated as core funds and other non-operating funds that have a longer term investment horizon will be compared to the BofA Merrill Lynch 1-5 Year AAA-A US Corporate & Government Index (BV10). The portfolio's total rate of return will be compared to this benchmark. The appropriate index will have a duration and asset mix that approximates the portfolios and will be utilized as a benchmark to be compared to the portfolio's total rate of return. Investments of core funds shall have a term appropriate to the need for funds, but in no event shall exceed five and one half (5.50) years.~~

### O. Reporting Requirements of the Investment Manager:

1. ~~Monthly reporting of holdings and transactions occurring in the Fund. This report is to include at least (1) all assets held by the Fund with their book value, approximate market value, accrued income and (2) all transactions occurring in the Fund during the month.~~
2. ~~Quarterly reporting of the Fund's performance. The Investment Manager shall report the Fund's total rate of return which reflects the true earnings of the Fund and incorporates cash flows, changes in market value and income earned. Calculation of the Fund's total rate of return will comply with the Global Investment Performance Standards (GIPS) as defined by the CFA Institute.~~

### P. Custodial Arrangement(s) and Agreement(s):

1. ~~All securities, with the exception of certificates of deposits, shall be held with a third party eustodian; and all securities purchased by, and all collateral obtained by the College should be properly designated as an asset of the College. The securities must be held in an account separate and apart from the assets of the financial institution. A third party eustodian 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 Chapter 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.~~
2. ~~The Responsible Person will execute on behalf of the DBOT, third party custodial agreement(s) with its bank(s) and depository institution(s). Such agreements may include letters of authority from the Responsible Person, 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.~~



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3. The custodian shall accept transaction instructions only from those persons who have been duly authorized by the Responsible Person 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.
4. The custodian shall provide the College with safekeeping receipts that provide detailed information on the securities held by the custodian. Security transactions between a broker/dealer 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.

Q. Investment Policy Adoption The investment policy shall be adopted by the DBOT. The Responsible Person shall review the policy annually and, if necessary, present modifications to the DBOT for approval.

**RELEVANT INFORMATION CONTAINED IN THIS BOARD RULE AND ITS ATTACHMENTS HAS BEEN MOVED TO A DESKTOP PROCEDURE.**

(General Authority: F.S. 163.01, 218.415, Chapter 280, 658.12, 1001.64, SBE Rule 6A-14.0765)

(Adopted 07/01/72, Revised 07/01/74, 06/23/80, 11/17/82, 11/14/84, 10/21/93, 11/02/99, 01/11/00, 12/02/03, 04/04/06, 1/13/09, 02/11/14, 08/11/15, 10/10/17, 02/17/26, Formerly 2.14)



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

The following is a glossary of key investing terms, many of which appear in Florida State College at Jacksonville's investment policy. This glossary clarifies the meaning of investment terms generally used in cash and investment management. This glossary has been adapted from the GFOA Sample Investment Policy and the Association of Public Treasurers of the United States and Canada's Model Investment Policy.

**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



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~~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** ~~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.~~



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**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 five (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 ten (10) years to maturity, but most CDs purchased by public agencies are one (1) 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 (1) year and less than ten (10) 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.

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**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/her 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** – (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). For hedging purposes, common derivatives are options, futures, interest rate swaps and swaptions.

**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 two (2) or three (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



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~~notes mature at par and can range in maturity from overnight to one (1) year. Very large primary (new issue) and secondary markets exist.~~

**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 1/2, 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.~~



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**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 the 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

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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 twelve (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 (12) Federal Reserve District Banks, their branches and many national and state banks throughout the nation. It is headed by the seven (7) member Board of Governors known as the “Federal Reserve Board” and headed by its Chairman.

**Financial Industry Regulatory Authority, Inc. (FINRA)** 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 (SEC).

**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.”



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**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 are actually full faith and credit of the U.S. government).

**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. 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.



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2. **Separation of transaction authority from accounting and record keeping** A separation of duties is achieved by separating the person who authorizes or performs the transaction from the people who record or otherwise account for the transaction.
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, including 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."



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**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. Additionally, it is 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, (e.g., 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 Securities Industry and Financial Markets Association (SIFMA) 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 one (1) to ten (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 to “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.



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**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 with varying levels of risk and complexity. 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. The 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 (e.g., bond, equity, and money market funds); 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 including securities, cash and any accrued earnings, then subtracting the total assets 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” (NRSRO) is 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**—A 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**—The face value, stated value or maturity value of a security.

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



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**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** – A designation given to certain government securities dealer by 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 the largest buyers and sellers by volume 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 Expert Rule** – Standard that requires that a fiduciary manage a portfolio with the care, skill, prudence and diligence, under the circumstances then prevailing, that a prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims. This statement differs from the "prudent person" rule in that familiarity with such matters suggests a higher standard than simple prudence.

**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 Subsection 280.02(26), F.S., "qualified public depository" means any bank, savings 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.



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3. Has deposit insurance under the provision of the Federal Deposit Insurance Act, as amended, 12 U.S.C. ss.1811 et seq.
4. Has procedures and practices for accurate identification, classification, reporting, and collateralization of public deposits.
5. Meets all requirements of Chapter 280, F.S.
6. Has been designated by the Chief Financial Officer 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 (1) month through one (1) 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

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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 Securities Industry and Financial Markets Association (SIFMA) 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 Industry and Financial Markets Association (SIFMA)** – 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 SIFMA also recommends bond market closures and early closes due to holidays.

**Securities Lending** – An arrangement between an investor and a custody bank that allows the custody bank to "loan" the investors investment holdings, reinvest the proceeds in permitted investments, and shares 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-



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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.

**Supranational** Supranational organizations are international financial institutions that are generally established by agreements among nations, with member nations contributing capital and participating in management. These agreements provide for limited immunity from the laws of member countries. Bonds issued by these institutions are part of the broader class of Supranational, Sovereign and Non-U.S. Agency (SSA) sector bonds. Supranational bonds finance economic and infrastructure development and support environmental protection, poverty reduction and renewable energy around the globe. For example, the World Bank, International Finance Corporation (IFC), and African Development Bank (AfDB) have “green bond” programs specifically designed for energy resource conservation and management. Supranational bonds, which are issued by multi-national organizations that transcend national boundaries. Examples include the World Bank, African Development Bank and European Investment Bank.

**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. The 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



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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 (1) 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.

**Treasury Notes** Intermediate interest bearing debt securities backed by the U.S. government and issued with maturities ranging from one (1) to ten (10) years by the U.S. Department of the Treasury. The Treasury currently issues 2 year, 3 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 Rule 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** There are numerous methods of yield determination. In this glossary, see also "Current Yield," "Yield Curve," "Yield to Call" and "Yield to Maturity".

**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



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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.

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**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. ~~Does the pool have a stable net asset value or floating net asset value?~~
5. ~~What are the liquidity gates?~~
6. ~~A description of who may invest in the program, how often, what size deposit and withdrawal are allowed.~~
7. ~~A schedule for receiving statements and portfolio listings.~~
8. ~~Are reserves, retained earnings, etc. utilized by the pool/fund?~~
9. ~~A fee schedule, and when and how is it assessed.~~
10. ~~Is the pool/fund eligible for bond proceeds and/or will it accept such proceeds?~~