

## MONTANA BOARD OF INVESTMENTS STIP PROGRAM – Updated 11/7/11

**This file was created in Microsoft Word and contains the following items:**

Page A 1 – A 2 .....	STIP Policies and Procedures
Page E 1 .....	State Agency STIP Participation Agreement
Page E 2 .....	Local Government STIP Participation Agreement
Page E 3 .....	Local Government STIP Electronic Funds Transfer Authorization

### **Important, Please Read: Using The Electronic Forms:**

All forms are Microsoft Word documents with field codes where data and checkmarks are entered.

If the field codes are visible on screen, strike Alt F9. **Codes should not be visible.**

If field codes print, select "Tools", "Options", "Print" and uncheck "Field Codes".

The F11 key will locate the first entry field in the application form.

The F11 key will locate the next data or check field in the electronic application form.

Shift F11 will locate the preceding data or check field in the electronic forms.

With the cursor on Page E1, the F11 key will locate the first entry field on the application form.

### **General Parameters of the STIP Program**

- ◆ Legislative authorization for the STIP program is under Sections 17-6-202 and 204, MCA.
- ◆ Participants in the STIP Program are qualifying state agencies, and Montana local governments.
- ◆ Participation in the Program entails purchase of shares in the Short-Term Investment Pool Fund.
- ◆ STIP Participation Agreements must be on file with the BOI prior to any purchase of shares.
- ◆ Share prices are currently fixed at \$1.00 per share.
- ◆ The STIP investment portfolio consists of securities with maximum maturity of 397 days or less unless they have rate reset dates.
- ◆ The portfolio is carried at amortized cost.

### **For additional forms and assistance call or E-mail:**

April Madden, STIP Program Manager

(406)-444-0003

E-mail: [BOI\\_STIP@mt.gov](mailto:BOI_STIP@mt.gov)

Roberta Diaz, STIP Program Support

(406)-444-0221

E-mail: [BOI\\_STIP@mt.gov](mailto:BOI_STIP@mt.gov)

## **OVERVIEW OF STIP PROGRAM**

### **A. Purpose of the STIP Program**

The purpose of the Short-Term Investment Pool is to obtain the highest possible return on investments, yet maintain a highly liquid position whereby funds may be invested for relatively short periods (one day or more) depending on the shareholder's anticipated need for the funds.

### **B. Authorized Participants in the STIP Program**

Sections 17-6-202 and 17-6-204 authorize qualifying state agencies and Montana local governments to participate in the Program. To qualify, state agencies must have appropriate written statutory, grant, or contract authority to invest their funds in the STIP Program and to receive the investment earnings. Qualifying local governments include cities, counties and school districts or other local government units or political subdivisions having funds which are available for investment and are not required by law or by any covenant or agreement with bondholders or others to be segregated and invested in a different manner.

### **C. Shares**

- ◆ The shareholder's STIP ownership is represented by shares of the Fund.
- ◆ Shareholder's having funds to invest or who own shares must give one business day's notice of their intent to buy or sell shares.
- ◆ Share prices are currently fixed at \$1.00 per share.

### **D. Investment Procedures**

- ◆ To initiate a buy or sell of STIP shares, one business day's notice is required. If phone or written instructions to initiate STIP transactions are received **after 2:00 p.m.**, these transactions will be processed on the next business day after receipt of the instructions.
- ◆ To buy shares, each shareholder must transmit funds to the State Treasurer. Only collected funds received by the State Treasurer will be available to purchase STIP shares.
- ◆ Based on the shareholder's instructions, the STIP Account Manager electronically transfers the necessary funds from the Treasurer's account or local government's bank account to the Board of Investments to buy STIP shares.
- ◆ To sell STIP shares, the STIP Account Manager electronically transfers or wires the sales proceeds to the shareholder's treasury or bank account.

### **E. Confirmations/Distributions**

- ◆ Each shareholder who buys or sells STIP shares receives a confirmation the next business day following the transaction via the Board's website at [www.investment.mt.com](http://www.investment.mt.com).
- ◆ The confirmation states the number of shares bought or sold and the transaction amount.
- ◆ Shareholders are encouraged to promptly review the confirmation to ensure the STIP transaction was processed as intended.
- ◆ Each shareholder receives a monthly Shareholder Account Statement detailing each transaction occurring during the month, their Share Balance, and Current Year's Activity for income.
- ◆ STIP income is distributed on the first calendar day of each month. Shareholders have the option to automatically reinvest their distribution income in additional shares.

## **CONTACTS**

For assistance in downloading forms or problems with the website contact:

Carol Ann Augustine  
(406) 444-0002  
[caugustine2@mt.gov](mailto:caugustine2@mt.gov)

Geri Burton  
(406) 444-1365  
[gburton@mt.gov](mailto:gburton@mt.gov)

For questions about the STIP policies and procedures or questions regarding requested information:

April Madden, STIP Program Manager  
(406) 444-0003  
E-mail: [BOI\\_STIP@mt.gov](mailto:BOI_STIP@mt.gov)

Rachel Fairbank, STIP Program Support  
(406) 444-0005  
E-mail: [BOI\\_STIP@mt.gov](mailto:BOI_STIP@mt.gov)

Roberta Diaz, STIP Program Support  
(406) 444-0221  
E-mail: [BOI\\_STIP@mt.gov](mailto:BOI_STIP@mt.gov)



## LOCAL GOVERNMENT STIP PARTICIPATION AGREEMENT

### Mail Participation Agreement Forms To:

*For Official Use Only*

STIP Program Manager

Montana Board of Investments

P.O. Box 200126

Helena, Mt. 59620-0126

Phone (406) 444-0003

Fax (406) 444-4268

STIP DATA

STIP TEMPLATE

PHOENIX

LOCAL GOVT ACCT #

**Requests must be submitted by authorized local government representative**

*The local government unit listed below hereby agrees to participate in the STIP Program as established under Section 17-6-204, MCA., and the terms and conditions of STIP operations as outlined in the Policies and Procedures and warrants as follows:*

### Section 1. Local Government Information Summary

Applicant Name →		Tax Identification Number
Mailing Address →		
Contact , Name and Title →		
Telephone number →		Fax Number →
		e-mail →

### Section 2. Investment and Earnings Information

The local government has the option to either reinvest their earnings or distribute earnings. **Check one box only.**

Reinvest Earnings

Distribute Earnings

Any sale, purchase, or distribution of funds will be made by Electronic Funds Transfer or wire debiting or crediting the appropriate treasury or shareholder bank account. Please specify the local government depository.

Name of Bank →		ABA No. →	
Account Name →		Account No. →	

### Section 3. Endorsement

The person(s) whose signature(s) appear below is (are) authorized to purchase and sell shares in STIP for the account of the shareholder, and the Board of investments shall be notified promptly of any changes in authorized personnel.

Signature →		Printed Name and Title →	
Signature →		Printed Name and Title →	
Signature →		Printed Name and Title →	

I hereby certify as preparer of this application on behalf of the Applicant that all of the information contained herein is true, accurate and complete as of the date hereof .

Dated this	Day of	20
By:	Title:	

Please print or type name

**A copy of the Electronic Funds Transfer Authorization Form must accompany the Participation Agreement.**

**SHORT-TERM INVESTMENT POOL  
ELECTRONIC FUNDS TRANSFER AUTHORIZATION**

**Mail Transfer Authorization Forms To:**

STIP Program Manager  
 Montana Board of Investments  
 P.O. Box 200126 Helena, Mt. 59620-0126  
 Phone (406) 444-0003

*This form must accompany the local government's STIP Participation Agreement and be submitted by an authorized local government representative.*

**Local Government Name:**

I, the undersigned, a duly authorized representative of the local governing board, hereby authorize the Montana Board of Investments to initiate electronic debit and/or credit to the following account. The authorized representative acknowledges the origination of ACH transactions to the listed account complies with the provisions of U.S. law.

**Check one transaction type only.**

Checking Account

Savings Account

Name of Financial Institution to debit/credit Account:

Address → City → State → Zip Code

Financial Institution Routing Number:

Account Number:

This authority remains in effect until the Montana Board of Investments and the designated Financial Institution have received timely written notification from an authorized representative of the local governing board terminating the Authorization.

Signature →

Date →

Printed Name and Title →

Please notify the Montana Board of Investments if you have applied a filter or a block to your account.

**ATTACH A VOIDED CHECK FOR THE ABOVE ACCOUNT HERE**

For BOI Office use Only

Transit Routing Number

Account Number Information