



**Nancy K. Kopp**  
State Treasurer

**Bernadette T. Benik**  
Chief Deputy Treasurer

**INVESTMENT POLICY**  
**MARYLAND STATE TREASURER'S OFFICE**

**I. POLICY**

It is the policy of the Maryland State Treasurer's Office (hereinafter referred to as "the STO") to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the anticipated daily cash flow requirements of the State. The STO will not borrow funds for the express purpose of investing those funds. The policy will conform to all State laws governing the investment of public funds.

**II. SCOPE**

This investment policy applies to unexpended or surplus money over which the Treasurer has custody as authorized by State Finance and Procurement Article §6-222.

- A. General Fund
- B. Funds invested on behalf of other State agencies and other outside parties
- C. Bond Sale Proceeds

**III. PRUDENCE**

Investment shall be made with judgement 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.

The "prudent person" standard shall be applied in the context of managing an overall portfolio. Investment officers shall act in accordance with written procedures and the investment policy and while exercising due diligence. Deviations from expectations are to be reported in a timely fashion and appropriate action should be taken to control adverse developments.

#### **IV. OBJECTIVE**

The primary objectives of the State's investment activities, in order of priority shall be:

A. **Safety:** Safety of principal is the foremost objective of the investment program. To attain this objective, diversification, collateralization, third party safekeeping and delivery versus payment (DVP) will be required.

B. **Liquidity:** The State's investment portfolio will remain sufficiently liquid to enable the State to meet all operating requirements which might be reasonably anticipated plus a reasonable amount for unanticipated needs.

C. **Return on Investment:** The State's investment portfolio shall be designed with the objective of attaining a market rate of return at least equal to the three month U.S. Treasury bill yield, with due regard for minimizing risk while maximizing return and considering the cash flow characteristics of the portfolio.

#### **V. DELEGATION OF AUTHORITY**

Authority over the State's investment program is delegated to the State Treasurer in the Annotated Code of Maryland – State Finance & Procurement – Section §6-222. Management responsibility for the investments is delegated to the Director of Investments who shall establish written procedures for the operation of the investment program consistent with this investment policy.

Procedures should include reference to cash flow requirements, competitive bidding procedures, broker/dealer relationships, safekeeping, securities lending, Master Repurchase Agreements, security, collateral and mark to market requirements as well as oversight for the Local Government Investment Pool.

The procedures shall also include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Director of Investments. The Director shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

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

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Investment officials shall disclose to the State Ethics Commission any material financial interest in financial institutions that conduct business within the jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the State's portfolio. Employees and officers shall subordinate their personal investment transactions to those of the State, particularly with regard to the time of purchases and sales.

## **VII. AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS**

The Treasurer shall maintain a list of financial institutions authorized to provide investment services. The following is a breakdown of the types of institutions used by the State along with the type of investment transactions handled by those institutions.

### **A. Primary Government Dealers:**

The Federal Reserve Bank of New York designates primary government dealers in government securities. The State can purchase all authorized and suitable investments as listed in Section VIII of this policy, except for certificates of deposit and the Maryland Local Government Investment Pool, from primary dealers.

### **B. Other Security Dealers:**

The State may purchase repurchase agreements, U.S. Government securities, U.S. Government agency securities, commercial paper and bankers' acceptances from dealers other than primary government dealers and from dealer banks that market these securities. The Treasurer's policy is to make sure that local, regional and minority firms have an opportunity to bid on a portion of the State's investable funds.

All dealers must agree to the State's policy of delivery versus payment as described in Section X of this policy. Firms must have adequate capital to fulfill their commitments under adverse market conditions. All non-primary firms must provide copies of their audited financial statements and Financial and Operational Combined Uniform Single Report (FOCUS

Report) for review and approval before initiating any transactions and annually thereafter.

### **VIII. AUTHORIZED AND SUITABLE INVESTMENTS**

The State Treasurer is authorized by statute to invest in the following types of securities subject to the restrictions in the statute, State Finance and Procurement Article §6-222.

- A. U.S. Treasury Obligations
- B. Certificates of Deposit
- C. Federal Agency or Instrumentality Obligations
- D. Repurchase Agreements  
Master Repurchase Agreement and Addendum must be signed before any repurchase transactions are entered into.
- E. Banker's Acceptances
- F. Municipal Securities and Municipal Mutual Funds for bond sale proceeds only
- G. Commercial Paper limited to 10% of the total portfolio
- H. Money Market Mutual Funds
- I. Maryland Local Government Investment Pool

### **IX. COLLATERALIZATION**

Collateralization will be required on two types of permitted investments: Certificates of Deposit and Repurchase Agreements. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be at least 102% of the market value of the principal and accrued interest for Repurchase Agreements and 100% of the market value of the principal and accrued interest for Certificates of Deposit. State law limits acceptable collateral to U.S. Government Treasuries, Agencies and instrumentalities as defined in the statute, State Finance and Procurement Article §6-222. An independent third party with whom the State has a current custodial agreement will always hold the collateral. Clearly marked evidence of ownership must be supplied to the State and retained.

The right of collateral substitution is granted and the seller will pay all associated costs. Collateral will be priced on a mark-to-market basis when the investment is initiated and daily for the term of the investment.

## **X. SAFE KEEPING AND CUSTODY**

All security transactions, including collateral for repurchase agreements, entered into by the State shall be conducted on a delivery versus payment (DVP) basis. A third party custodian designated by the Treasurer and evidenced by safe keeping receipts will hold securities.

## **XI. DIVERSIFICATION**

The state will diversify its investments by security type and institution in the following manner:

Diversification by Security Type		Maximum % of Portfolio
1.	U.S. Treasury Obligations	100%
2.	Agencies & Instrumentalities	80%
3.	Repurchase Agreements	75%
4.	Bankers' Acceptances	20%
5.	Municipal Bonds & Municipal Funds	20%
6.	Commercial Paper	10%
7.	Money Market Funds	30%
8.	Local Government Investment Pool	
	Less than 10% of total LGIP Assets	

### Diversification by Institution

1.	Repurchase Agreements	30%
----	-----------------------	-----

## **XII. MAXIMUM MATURITIES**

To the extent possible, the State will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the State will not directly invest in securities maturing more than five years from the date of purchase.

## **XIII. INTERNAL CONTROL**

The Treasurer's Office and the Investment Division are audited annually by an independent auditor and biannually by the legislative audit staff. These reviews assess internal controls by examining compliance with written policies and procedures.

#### **XIV. PERFORMANCE STANDARDS**

The investment portfolio is designed to obtain an average market rate of return during budgetary and economic cycles, taking into account the State's investment risk constraints and cash flow needs. The State's investment strategy is passive and the benchmark yield comparison shall be the yield on the three-month U.S. Treasury Bill.

#### **XV. REPORTING**

Section §6-222 of the State Finance and Procurement Article requires the Treasurer to file a report with the General Assembly on General Fund investments and all other investments by January 3<sup>rd</sup> of each year. At a minimum, the report shall specify the

- inventory of investments as of June 30
- net income earned for the fiscal year
- percentage share of each type of security in the portfolio
- any sale of investments prior to maturity.

#### **XVI. INVESTMENT POLICY ADOPTION**

The Treasurer shall approve the State's investment policy. The policy shall be reviewed on an annual basis.

DATE: June 30, 2015

  
\_\_\_\_\_  
NANCY K. KOPP  
State Treasurer