

The logo for the Firefighters' Pension Investment Fund (FIF) is centered in the background. It features the letters 'FIF' in a large, light blue, serif font. A stylized flame in shades of red and orange is positioned behind the 'I'.

# Notice of Transfer Date Update

William R. Atwood, Executive Director

Steve Zahn, Chief Operating Officer

July 9, 2021

FIREFIGHTERS' PENSION INVESTMENT FUND



## Notice of Transfer Date

- FPIF provided written notice of each Pension Fund's Transfer Date on June 25, 2021.
  - Delivered to each Pension Fund's Authorized Agents via email and mail service.
  
- Each Pension Fund was assigned to one of four tranches:
  - October 1, 2021
  - November 1, 2021
  - December 1, 2021
  - January 4, 2022
  
- Each Notice of Transfer Date was delivered in accordance with the Transfer of Assets Rule published on the FPIF website.



## Transfer of Assets Rule

- **Notice of the Transfer Date-** FPIF shall send notice of Transfer Date to each Authorized Agent of the Pension Fund of FPIF's intent to assume fiduciary control of the Pension Fund's assets. Such written notice shall be sent no fewer than 30 calendar days prior to the Transfer Date. The notice will include a resolution provided by FPIF that includes authorizations necessary for the administration of the transfer of assets to FPIF, a Form of Notice to be executed and shared with any entity with fiduciary control of any portion of the Pension Fund's assets, and other materials necessary for the administration of the transfer of assets.
  
- **Transition Order -** FPIF shall determine a Transition Order by utilizing the following criteria that is listed in order of importance:
  - Fiscal Year End FPIF shall attempt to limit disruption to each Pension Fund's end of plan year reporting by attempting to reasonably maximize the amount of time between a Pension Fund's Transfer Date and its next Fiscal Year End.
  - Prior Custodian FPIF shall attempt to maximize operational efficiencies by reasonably assigning Pension Funds with shared custodians and Fiscal Year Ends the same Transfer Date.
  - Amount of Assets FPIF shall limit portfolio trading costs by ensuring that sufficient amounts of assets are included in each Transfer Date.



## Transfer of Assets Rule

- **Certified Investment Asset Lists-** FPIF will determine a Certified Investment Asset List for each Pension Fund. The Certified Investment Asset List shall include all reserves, funds, assets, securities, and moneys of the Pension Fund, minus any amounts of cash held by the Pension Fund in a local account to pay its benefit payments and other reasonable expenses. FPIF shall send notice of the Certified Investment Asset List to the Pension Fund, and shall, within 10 business days, or as soon thereafter as may be practicable, initiate the transfer of assets from the Pension Fund. A Pension Fund in receipt of a Certified Investment Asset List shall not purchase assets or sell any of its pension fund assets.
- **Non-Transferable Asset List -** FPIF shall, when determining the Certified Investment Asset List of a Pension Fund, determine if a Pension Fund has Non-Transferable Assets. Any asset determined to be a Non-Transferable Asset shall be included on a Non-Transferable Asset List. Assets contained on the Non-Transferable Asset List will not be transferred to the FPIF on the Pension Fund's Transfer Date. Those assets will continue to be held by the Pension Fund until FPIF determines a prudent method for transferring such assets to the FPIF.



## Transfer of Assets Rule

- **Fiduciary Responsibility-** Each Pension Fund shall have sole fiduciary and statutory responsibility for the management of its assets included on the Certified Investment Asset List until the Transfer Date. As of the start of business on the Transfer Date, statutory and fiduciary responsibility for the investment of the Pension Fund's assets included on the Certified Investment Asset List shall shift exclusively to FPIF. Upon receipt of the written notice of the Transfer Date, the Pension Fund shall send prompt written notice to any entity with fiduciary control of any portion of its assets and shall instruct such entities that FPIF will assume fiduciary control of its assets on the Transfer Date.
- **Transfer of Assets & Receipt -** FPIF shall initiate the transfer of assets from a Pension Fund on the Pension Fund's Transfer Date. FPIF shall provide a receipt for the transfer to the Pension Fund within 30 days of the Transfer Date.
- **Written Notice-** Notices of Transfer Date, Certified Investment Asset Lists, and Receipts of Transfer shall be sent by either fax or email and by mail.



## Cash Management Policy

- **Purpose-** Establish the procedures and best practices for interaction between Pension Funds and FPIF after the transition of assets to ensure an efficient working process that allows Participating Pension Funds to meet monthly benefit obligations and transfer excess funds to FPIF for investment while also allowing FPIF to effectively plan for the liquidity needs of Pension Funds.
- **Account Representatives-** FPIF will process all transfer requests properly submitted by Account Representatives of Pension Funds through the FPIF custodian. Account Representatives of Pension Funds include the Treasurer, the Pension Fund's Authorized Agents, and Pension Funds may name an Account Representative who is not a voting member to facilitate transfers.
- **Local Accounts-** Each Pension Fund shall keep no less than 60 days of expenses in a local account for payment of benefits and other expenses during the 60-day period following the Pension Fund's Transfer Date. FPIF recommends that Pension Funds keep an estimated 3 months of expenses in a local account.



## Cash Management Policy

- **Transfers to/from FPIF-** Requests to redeem cash from FPIF can be made on a monthly basis. Requests for transfers from FPIF to the Pension Fund must be sent to FPIF on or before the 1st of each of month in order to be processed for transfer by the 1<sup>st</sup> of the following month. The request for transfer must be made in the manner prescribed by FPIF. Transfers to FPIF shall be sent in the manner prescribed by FPIF.
- **Expedited Transfers-** If a Pension Fund believes an unforeseen circumstance dictates an expedited transfer from FPIF in a manner inconsistent with this Policy, the Pension Fund shall submit a request for an expedited transfer in the manner prescribed by FPIF. A request for an expedited transfer shall include a detailed explanation of the need for an expedited transfer and FPIF shall, in its sole discretion, determine whether the reason provided is sufficient cause for an expedited transfer.
- **Cash Flow Planning-** Each Pension Fund shall provide FPIF with an estimated cash flow projection by the end of each calendar year for the upcoming calendar year.



## Account Reporting

- Monthly/Quarterly/Annual Financial Reporting provided to Article 4 pension funds.
  
- Statement of Changes in Fiduciary Net Position
  - Beginning Period Net Asset Value
  - Investment Income
  - Administrative Expenses
  - Additional Cash Contributions/Withdrawals
  - Ending Period Net Asset Value





## Investment Performance Reporting

- Monthly/Quarterly/Annual investment performance reporting to be published on the FPIF website.
- Quarterly presentations recorded and published on the FPIF website.
- Presentation on the FPIF Investment Policy to be published on the FPIF website in Summer 2021.

The logo for the Firefighters' Pension Investment Fund (IFPIF) features the letters 'IFPIF' in a large, light blue, serif font. A stylized torch with a red and orange flame is positioned behind the 'P' and 'I'.

Please subscribe to our  
newsletter at [www.ifpif.org](http://www.ifpif.org)

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# FPIF Contact Information

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