

MEMORANDUM

DATE: Monday, March 14, 2022
TO: Certain Article-3 Pension Fund Representatives
FROM: Richard A. White, Jr., Executive Director
SUBJECT: Notice of Certified Public Accountant for Certified Investment Asset List

This memo is being sent to the Article 3 pension funds (pension funds) that are scheduled to transfer assets to the Illinois Police Officers' Pension Investment Fund (IPOPIF) on May 2, 2022 (the Tranche-3 Transfer Date) to provide Notice of the Certified Public Accountant that will conduct the audit of the investment assets for each fund. We also are providing additional information about the transfer process.

Background

IPOPIF [Transfer of Assets Rule, AR-2021-02](#), details procedures to ensure that the transfer of assets from transferor pension funds to IPOPIF implements investment asset transition best practices and adheres to the statutory requirements of the Illinois Pension Code.

In accordance with the Transfer of Assets Rule, IPOPIF sent letters to all Article 3 pension funds on December 20, 2021, providing the Notice of Transfer Date. Key actions requested in those letters included passing Board resolutions appointing [Authorized Agents](#) and directing investment fiduciaries to work with IPOPIF's custodian, State Street Bank and Trust (State Street), to share investment information and plan the transfer of assets. Copies of this letter and related communications, including the Transfer of Assets Rule, are available at <https://www.ipopif.org/resources/communication/>.

This memo will serve as the Notice of the Certified Public Accountant as required by the Transfer of Assets Rule.

Notice of Certified Public Accountants

Certified Public Accountants (CPAs) have been assigned to each Tranche-3 pension fund. These assignments are detailed in Exhibit 1.

Process Summary

- CPAs have been assigned to audit the investment assets of Tranche-3 pension funds. The audit process will begin on Friday, April 8, 2022.
- To ensure the audit process can begin as scheduled, investment asset data feeds will need to be established for each transferor pension fund.
- Additionally, to ensure efficient utilization of audit resources, IPOPIF will need to be in receipt of the Board Resolution appointing Authorized Agents.
- If the data feed is not established or Authorized Agent Resolutions have not been received for a Tranche-3 pension fund by April 8, 2022, the pension fund's transfer will be postponed to a later date.
- IPOPIF will send the Certified Investment Asset List (CIAL) to pension fund Authorized Agents on Friday, April 15, 2022. The CIAL will identify transferrable and non-transferrable assets.
- The following assets will generally be considered non-transferrable assets: cash, Money Market Mutual Funds, Certificates of Deposit, annuity contracts, insurance contracts, and assets with invalid

identifiers or zero shares. See below for additional discussion regarding non-transferrable assets and exceptions.

- Asset trading should be avoided during the audit process to promote CIAL accuracy and reduce workload for transferor agents and fiduciaries. In accordance with the Transfer of Assets Rule and transition provisions of the pension code ([40 ILCS 5/22B120\(c\)](#)), trading will be prohibited after delivery of the CIAL on April 15, 2022.
- Also included in the CIAL communication will be a “Letter of Direction” (LOD) prepared by the IPOPIF Custodian (State Street Bank and Trust) with instructions for your local custodian regarding the transfer of assets process. This will need to be signed and forward to your local custodian. Transferrable investment assets will be transferred to IPOPIF's custodian, State Street, on May 2, 2022.
- IPOPIF will provide a receipt for the transfer to the pension fund within 30 days of the transfer date, June 1, 2022.
- The initial value for each pension fund account will be determined based on the custodian’s (State Street) valuation of the assets transferred on the transfer date.
- Transferred assets will be transitioned into the IPOPIF investment pool. Each participating fund’s value will reflect their percentage ownership of the IPOPIF investment pool based on the value of assets contributed to the pool.

Non-Transferrable Assets

Non-transferrable assets are those investment assets that cannot or should not be transferred to IPOPIF on April 1. Non-transferrable assets are categorized as follows.

1. Cash and Money Market Mutual Funds will be considered non-transferrable to prevent taking funds that will be needed to pay benefits and expenses after the transfer date. IPOPIF encourages pension funds to hold back sufficient cash to pay expenses for 90 days following the transfer date.
2. Certificates of Deposit may be held as a cash equivalent, may not be transferrable, or may incur a penalty upon transfer or liquidation.
3. Insurance contracts and annuities will be considered non-transferrable, except for positions in the Principal U.S. Property Account (USPA), which have been approved for transfer by Principal and the IPOPIF Board of Trustees.
4. Assets with bad or no identifiers and assets with zero shares held by the legacy custodian.
5. Investments involved in securities litigation may be identified by the pension fund to IPOPIF as a non-transferrable asset.
6. Please contact IPOPIF as detailed below to discuss or request further evaluation regarding non-transferrable assets for your fund.
7. IPOPIF will conduct additional evaluation of non-transferrable assets to determine if and when there is a prudent method to transfer these assets to IPOPIF.

Account Access and Cash Management

The IPOPIF [Cash Management Policy](#) establishes guidance and requirements for cash management. IPOPIF and State Street have finalized procedures for pension funds to access to their account information and the cash management portal on State Street’s online platform. Additional information, including an Account Access Form, was provided earlier.

Required Actions

1. Complete actions outlined in the [IPOPIF letter of December 20, 2021](#).
 - a. Adopt the Resolution Appointing Authorized Agents and email an executed copy, including the secretary's certificate, to IPOPIF at info@ipopif.org. A new resolution may need to be adopted if Board members have changed due to elections.
 - b. Send the required notice to all custodians and investment managers directing them to provide information in a timely fashion. Please copy IPOPIF via email at info@ipopif.org,
 - c. Assist in the provision of investment data or transfer approvals as needed by your current fiduciaries or IPOPIF's custodian, State Street.
 - d. Provide IPOPIF any investment information regarding assets not held by a custodian. Examples could include mutual funds held directly at the mutual fund company or insurance contracts.
2. Make plans to hold cash sufficient to pay 90 days of benefits and expenses in an account to ensure funds are available to pay benefits during the transition period. Based on your fund's individual cash management needs, you may need to explore account collateralization options with your vendors.

Additional Information

Please refer to the [IPOPIF website](#) for additional information including [Frequently Asked Questions](#) (FAQs) and the library of [Communications](#) related to the asset transition.

Specific questions can be directed to info@ipopif.org or 331-472-1080.

I speak for all of us involved in the transfer of assets process in thanking you for your cooperation in ensuring that we meet the statutory requirements set for us by the Illinois General Assembly. While there are many steps to be taken, we adopted best practices to ensure the transition goes smoothly. As always, we are dedicated to safeguarding the assets that are being entrusted to us.

IPOPIF TRANSFER OF ASSETS
MAY 2, 2022
CPA FIRMS ASSIGNMENTS FOR
THE CERTIFIED INVESTMENT ASSET LIST

Article 3 Fund	Transfer Date	CPA FIRM
ARLINGTON HEIGHTS POLICE PENSION FUND	May 2, 2022	KEB
BARRINGTON HILLS POLICE PENSION FUND	May 2, 2022	KEB
BLOOMINGDALE POLICE PENSION FUND	May 2, 2022	Sikich
BLUE ISLAND POLICE PENSION FUND	May 2, 2022	BakerTilly
BRIDGEVIEW POLICE PENSION FUND	May 2, 2022	Sikich
BROOKFIELD POLICE PENSION FUND	May 2, 2022	BakerTilly
BUFFALO GROVE POLICE PENSION FUND	May 2, 2022	BakerTilly
BURBANK POLICE PENSION FUND	May 2, 2022	KEB
CARMi POLICE PENSION FUND	May 2, 2022	BakerTilly
CENTRALIA POLICE PENSION FUND	May 2, 2022	Sikich
CICERO POLICE PENSION FUND	May 2, 2022	BakerTilly
CLARENDON HILLS POLICE PENSION FUND	May 2, 2022	KEB
COLLINSVILLE POLICE PENSION FUND	May 2, 2022	Sikich
DECATUR POLICE PENSION FUND	May 2, 2022	KEB
DEERFIELD POLICE PENSION FUND	May 2, 2022	KEB
DEKALB POLICE PENSION FUND	May 2, 2022	KEB
DES PLAINES POLICE PENSION FUND	May 2, 2022	KEB
DOWNERS GROVE POLICE PENSION FUND	May 2, 2022	Sikich
DUQUOIN POLICE PENSION FUND	May 2, 2022	BakerTilly
EAST MOLINE POLICE PENSION FUND	May 2, 2022	KEB
EAST ST LOUIS POLICE PENSION FUND	May 2, 2022	Sikich
ELGIN POLICE PENSION FUND	May 2, 2022	Sikich
ELMHURST POLICE PENSION FUND	May 2, 2022	KEB
GENESEO POLICE PENSION FUND	May 2, 2022	BakerTilly
GLEN CARBON POLICE PENSION FUND	May 2, 2022	Sikich
GLENCOE POLICE PENSION FUND	May 2, 2022	KEB
HIGHLAND PARK POLICE PENSION FUND	May 2, 2022	BakerTilly
HODGKINS POLICE PENSION FUND	May 2, 2022	KEB
HUNTLEY POLICE PENSION FUND	May 2, 2022	Sikich

ILLINOIS POLICE OFFICERS' PENSION INVESTMENT FUND

IPOPIF

JACKSONVILLE POLICE PENSION FUND	May 2, 2022	BakerTilly
LOCKPORT POLICE PENSION FUND	May 2, 2022	KEB
LOMBARD POLICE PENSION FUND	May 2, 2022	Sikich
LOVES PARK POLICE PENSION FUND	May 2, 2022	KEB
LYONS POLICE PENSION FUND	May 2, 2022	BakerTilly
MCCOOK POLICE PENSION FUND	May 2, 2022	KEB
MOKENA POLICE PENSION FUND	May 2, 2022	KEB
MONTICELLO POLICE PENSION FUND	May 2, 2022	IDOI
MORTON GROVE POLICE PENSION FUND	May 2, 2022	Sikich
MT PROSPECT POLICE PENSION FUND	May 2, 2022	Sikich
MT ZION POLICE PENSION FUND	May 2, 2022	KEB
NORTHLAKE POLICE PENSION FUND	May 2, 2022	BakerTilly
OAK BROOK POLICE PENSION FUND	May 2, 2022	KEB
OAK LAWN POLICE PENSION FUND	May 2, 2022	BakerTilly
OAK PARK POLICE PENSION FUND	May 2, 2022	Sikich
ORLAND PARK POLICE PENSION FUND	May 2, 2022	KEB
PALOS HEIGHTS POLICE PENSION FUND	May 2, 2022	KEB
PARK FOREST POLICE PENSION FUND	May 2, 2022	Sikich
PEOTONE POLICE PENSION FUND	May 2, 2022	IDOI
ROSCOE POLICE PENSION FUND	May 2, 2022	Sikich
SOUTH BELOIT POLICE PENSION FUND	May 2, 2022	KEB
SOUTH CHICAGO HEIGHTS POLICE PENSION FUND	May 2, 2022	BakerTilly
STREATOR POLICE PENSION FUND	May 2, 2022	KEB
URBANA POLICE PENSION FUND	May 2, 2022	KEB
VILLA PARK POLICE PENSION FUND	May 2, 2022	KEB
WEST CHICAGO POLICE PENSION FUND	May 2, 2022	KEB
WESTERN SPRINGS POLICE PENSION FUND	May 2, 2022	KEB
WHEELING POLICE PENSION FUND	May 2, 2022	BakerTilly
WILLOW SPRINGS POLICE PENSION FUND	May 2, 2022	Sikich
WILMETTE POLICE PENSION FUND	May 2, 2022	BakerTilly
WOODRIDGE POLICE PENSION FUND	May 2, 2022	BakerTilly