



ILLINOIS POLICE OFFICERS' PENSION INVESTMENT FUND

IPOPIF Transfer Checklist

For 10/1/24 Transfer

Review Process Documents As Soon as Possible

1. Share Transfer Documents or a link to the [Transition Page](#) with supporting entities (Attorneys, Municipal Finance Officers, Investment Fiduciaries)
2. Review Transfer Notification Letter
3. Review [Transfer of Assets Rule \(AR-2021-02\)](#)
4. Review [Authorized Agents Rule \(AR-2021-03\)](#)
5. Review [Cash Management Policy \(PP-2022-01\)](#) and Cash Management Memo
6. Review Asset Certification Process Memo and CPA Assignments
7. Review IPOPIF Transfer Checklist (this document)
8. Contact IPOPIF with any questions

Article 3 Board Actions Needed Before 5/31/24

(Second Quarter Board Meetings)

9. Pass Board Resolution appointing Authorized Agents (Exhibit A).
10. Consider need for local Cash Management Policy
11. Consider Board resolution to Appoint "Account Representatives" as needed to initiate and approve cash withdrawals. If needed by the Fund, a sample of the resolution is included for reference.

Following Second Quarter Board Meetings

12. Send a signed copy of the Resolution Appointing Authorized Agents (Exhibit A) to info@ipopif.org.
13. Notify all fiduciary entities (Custodians, Banks, Brokers, Investment Managers and Consultants) of the upcoming transfer using the notification template (Exhibit B).
14. Send all copies of Exhibit B to info@ipopif.org.
15. Provide contact information (phone and email) for all fiduciary entities by email to info@ipopif.org.
16. Send a copy of the Cash Access (eCFM) form (Exhibit C) to cashinstructions@ipopif.org.



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Before 8/31/24

17. Assist IPOPIF and State Street Bank and Trust as requested to obtain data feeds for investment holdings.
18. Review and finalize transfer letters of direction (LODs) for all entities holding investment assets. The LODs are specific to the transferring entity and will be provided by IPOPIF following receipt of initial asset lists from current banks, brokers, and investment managers.

September, 2024

19. Retain sufficient cash to pay three months of benefits and expenses until cash access is established.
20. Review Certified Investment Asset List (CIAL), to be delivered by 9/13/24.
21. Sign and send transfer LOD to all entities holding investment assets ASAP following CIAL review.
22. Review CIAL v2 if applicable, to be delivered by 9/20/24, if the CPA observes trading activity following initial asset certification.

November, 2024

23. Review Reconciliation Receipt
24. Review First Monthly Statement
25. Contact cashinstructions@ipopif.org for cash transaction orientation training.
26. Test the cash transfer platform with a small test transaction.
27. Transfer any excess cash to IPOPIF consistent with local cash management policies and Illinois Department of Insurance guidance (see IDOI Money Market [Siren](#) dated 2/8/24).

Please contact IPOPIF at 309-280-6464 or info@ipopif.org with any transition questions.