



Dear Applicant:

Thank you for your interest in the Washington Municipal Treasurers' Association (WMTA) Investment Policy Certification Program. This program is designed to provide professional guidance and assistance in developing or revising your investment policy.

Your investment policy protects your investment officers and entity, and gives the broker/dealers who cover you clear direction of your investment goals. Certification of your policy is also important because it will ensure your policy includes the vital elements that should be addressed in a good and thorough policy. In addition, your governing board and the public will view this WMTA certification as your commitment to a quality investment program and ultimately, the safety of your entity's funds.

Enclosed you will find the documents necessary to apply for certification by WMTA. These documents include the model policy, guidelines to ensure compliance with WMTA standards, and an application form for certification.

PROGRAM PROCEDURES

1. Submit four copies of the application form, four copies of your investment policy and the \$60 program fee (make check/warrant payable to WMTA) to: Office of the State Treasurer; Attn: Douglas D. Extine, PO Box 40200; Olympia WA 98504-0200. If the first submission is unsuccessful, a re-submittal will be allowed at no charge. If a third submittal is required, an additional \$25 payment must accompany the policy.
2. All submitted applications and policies will be distributed to three reviewers who will evaluate and make a recommendation regarding certification. It must be the consensus of the three reviewers for a policy to receive WMTA certification. Policies must be received by February 15 in order for successful applicants to be recognized and receive a plaque at the Annual WMTA Conference in April in Chelan, Washington.
3. Approximately four weeks after the receipt of the investment policy packet, the individual listed on the application form as receiving the formal announcement (item #14) will be notified of the review committee's decision. For both successful and unsuccessful policies, the treasurer submitting the policy will also be notified and provided with the comments from the reviewers.

If you have any questions about the application process or the model investment policy, please call me at (360) 902-9012. In addition, any feedback about the investment policy review process is appreciated.

Sincerely,

Robbi Stedman
Investment Policy Certification Chair