



MEMORANDUM

TO: Members, Retiree Health Care Trust Fund Board

FROM: Michelle Allersma, Controller's Office

DATE: May 1, 2017

SUBJECT: Trust Administrator's Update

June and July, 2017 Investment Schedule Change

Since August, 2016 the Trust has maintained an investment schedule on which it invests cash from payroll contributions and interest earned in the City treasury once every four weeks. Following this schedule, the June, 2017 investment would occur on Wednesday, June 28. As this day coincides with the first day of a five-day blackout period planned for cutover from the existing financial system (FAMIS) to PeopleSoft financials, staff have determined that the June investment will be moved to June 21, to allow for potential changes to blackout dates while keeping changes to investment instructions to a minimum. The following investment date, July 26, is on the regular schedule.