

OWRB – FINANCIAL ANALYST SECTION – SOP’S

Quarterly Disclosure Reports process for Analyst

Purpose

To provide ongoing documentation and information about our FAP portfolios to various entities for FAP loans issued prior to 2016. In 2016, a new general bond indenture was issued that does not have the same reporting requirements, so no FAP loans issued under that indenture will need to be included on any of the reports.

Procedures

To be processed within 30 days of the end of the quarter. Typically around the 15th of the following month.

1. After verifying with the Lending Manager that the all IFS data is up to date, place the following IFS reports in S:\Analysts\Reports\Quarterly Disclosure Reports\20XX\XX-XX-XX (where XX represents the calendar year and date of the quarter during which the report was sent) in pdf format.
 - Approved and funded report – all loans (From “*Approved & Funded*” IFS report)
 - Collateral and maturity report – bond loans, pre-2016 (From *End User Reporting Engine* report named “Collateral and Maturity Quarterly Disclosure”)
 - Trustee listing (From *End User Reporting Engine* report named “Trustee Listing – All Loans”)
 - Bond Loans – Balance – Reserve – Maturity (update the spreadsheet at S:\Analysts\Reports\Quarterly Disclosure Reports\INVSTMNTRPT w Reserve maturity investment (final) with current balances)
2. Place a pdf copy of the “Compliance letter – Bond program” letter received from our trustee in the same folder. If you did not receive that letter, ask the Lending Manager for a copy.
3. For the Quarterly Disclosure ending June 30, you will also include the budget for the Financial Assistance Division. You can obtain a copy of the budget from the Accountant.
4. Once all reports are in the folder (there should be 5 items (4 reports plus the letter), email the Lending Manager and cc the Analyst Admin Assistant and ask the Lending Manager to review the reports. Once approved, they will be forwarded on to the Division Chief for approval.

Quarterly Disclosure Reports process for the Analyst Admin Assistant

1. Upon approval from Chief and Lending Manager, email the 5 pdfs to:
 - James Breeding – james.breeding@spglobal.com
 - Scott Garrigan – scott.garrigan@spglobal.com
 - Erin Boeke Burke – erin.boeke-burke@spglobal.com
 - Dave Helfer – dbhelfer@statestreet.com
 - Robert Woods – r.fwoods@statestreet.com
 - Tammy Engles – tengles@bancfirst.com
 - Deena Suddath – dsuddath@bancfirst.com

- Cc: Joe Freeman, Lori Johnson, Charles de Coune
2. Print the email as a pdf and save it in the same folder for that quarter
 3. Set reminder for the next quarter

Example of email

Subject : Quarterly reports

Dear service providers,

Please find enclosed the quarterly reports for the period ending March 30, 20XX for the Oklahoma Water Resources Board state revenue bond loan programs.

If you have any questions, please don't hesitate to call me at (405) 530-8800.

Sincerely,

Christi Koehn on behalf of Joe Freeman
Oklahoma Water Resources Board
Financial Assistance Division