**CHECK LIST**

**Under Chapter 32B, §20**

Any Governmental Unit

| **A.** | **VOTES** *(see attached samples)* | |
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| **1.** | [**Sample of Resolution to be Adopted by Governing Body of Governmental Unit**](https://www.mass.gov/doc/sample-resolution-to-be-adopted-by-governing-body-of-governmental-unit-12116) | |
|  | Accept statute – by Governing body *(e.g. Town Meeting, City Council, Aldermen)* of Governmental Unit |  |
|  | Establish OPEB Fund |  |
|  | Appropriate funds for OPEB Fund |  |
|  | Statute designates Governmental Unit’s Treasurer as Custodian |  |
|  | Governing body appoints Trustees |  |
|  | Governing body authorizes execution of Investment Agreement |  |
| **2.** | [**Samples of Resolution to be Adopted by The Trustee(s) of The OPEB Fund**](https://www.mass.gov/doc/sample-of-resolution-of-to-be-adopted-by-the-trustees-of-the-opeb-fund-12-1-16) | |
|  | Trustees adopt Declaration of Trust |  |
|  | Trustees authorize investment in SRBTF  *[must be a post 7/1/11 vote]* |  |
|  | Trustees authorize [Investment Agreement](http://www.mass.gov/srbtf/docs/prospective-participants/srbtf-investement-agreement-with-municipalities.docx) |  |
|  | Trustees authorize Custodian to execute Investment Agreement, write checks, wire funds, make withdrawals |  |
| **B.** | **INCUMBENCY CERTIFICATES** *(see attached samples)* | |
| **1.** | [Governmental Unit’s Incumbency Certificate](https://www.mass.gov/doc/governmental-units-incumbency-certificate) |  |
| **2.** | [Trustees’ Incumbency Certificate](https://www.mass.gov/doc/trustees-incumbency-certificate) |  |
| **C.** | [**COUNSEL OPINION LETTER**](https://www.mass.gov/doc/sample-of-counsel-opinion-letter)*(see attached sample)* | |
| **D.** | [**EXECUTED INVESTMENT AGREEMENT**](https://www.mass.gov/doc/investment-agreement-among-the-srbt-fund-board-and-the-opeb-fund-trustees-and-the-governmental)*(see attached sample)* | |