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December 31, 2019

Hand Composite Employee Benefit Trust  
HB&T Short Term Income Fund

Dear HB&T Short Term Income Fund Investor,

Hand Benefits & Trust Company has been serving as trustee and manager for the HB&T Short Term Income Fund (“HB&T STIF”) since 1971.

In 2013, the office of the Comptroller of Currency (OCC) published a final rule that revised the requirements imposed on Banks sponsoring short term income funds within their collective investment fund offerings. Pursuant to 12 CFR 9.18(b)(4)(ii)(B), the Short-Term Investment Fund rule became effective July 1, 2013.

The OCC’s new STIF rules include that STIFs have a primary objective to operate with a stable value of \$1.00 per unit and the STIF maintain a dollar-weighted average maturity of 60 days or less (down from 90 days or less from the previous OCC STIF rule). In addition, the OCC added additional administrative procedures and reporting requirements for monthly reporting to Unit holders of this type of fund.

Based on these rules, Hand Benefits & Trust Company’s Investment Review Committee monitors the duration of the portfolio, which currently has a 6-day average maturity. The 12/31/19 valuation is 0.997823 per unit, well within the acceptable range of between \$.9950 per unit value and \$1.00 per unit. During the last 42 years, this fund has maintained the \$1.00 per unit value and we will continue to manage the portfolio to meet these regulatory standards.

In response to the reporting requirements, Hand Benefits & Trust is providing monthly HB&T STIF reports which include the characteristics of the fund on the HB&T Institutional Trust Services section of the BPAS website. The reporting requirements are also included on the fund’s fact sheet. For more information regarding our collective investment offerings, go to [www.bpas.com/employers/services/hbt/institutionaltrustservices](http://www.bpas.com/employers/services/hbt/institutionaltrustservices). This report can be located under Collective fund notices.

Your business is appreciated. If you have any questions about the HB&T STIF, please contact Stephen Hand at (713) 744-3826 or at [shand@bpas.com](mailto:shand@bpas.com)

Sincerely,

Stephen S. Hand  
President, CIMA

<https://www.bpas.com/employers/services/hbt/institutionaltrustservices/>



**HB&T SHORT TERM INCOME FUND**

CUSIP: 41023R578

Collective Investment Fund 12 CFR 9.18(a)(2)

CUSIP	Description	Maturity Date	Units	Tax Cost	Market Value	Pct of MV
	CASH			\$ 1,202,016.79	\$1,202,016.79	6.55%
608919684	FEDERATED GOVT OBLIGATIONS FUND CS			\$ 22,909.89	\$22,909.89	0.12%
857492706	STATE STREET INSTL US GOVT MMF			\$ 7,165,652.01	\$7,165,652.01	39.04%
Commercial Paper/Repo Agreements						
30229AB32	EXXON MOBIL CORP	2/3/2020	1,000,000.00	\$ 996,290.56	\$998,480.47	5.44%
64105RC99	NESTLE FINANCE INTL	3/9/2020	1,000,000.00	\$ 994,659.72	\$996,877.29	5.43%
9113A2A22	UNITED PARCEL SERVICE INC	1/2/2020	1,000,000.00	\$ 995,870.56	\$999,930.39	5.45%
Guaranteed Contracts						
852320423	UNION BOND & TRUST CO STABLE VALUE FUND		3,741,525.18	\$ 3,741,525.18	3,741,525.18	20.39%
Common Trust Funds - Fixed Income						
912828PA2	GOLDMAN SACHS STABLE VALUE COLLECTIVE TR IV		3,226,729.05	\$ 3,226,729.05	\$3,226,729.05	17.58%
<b>Total Portfolio</b>				<b>\$ 18,345,653.76</b>	<b>\$18,354,121.07</b>	<b>100.00%</b>
<b>SHAREHOLDER UNITS</b>			<b>18,394,164.08</b>			
<b>MV NAV CALCULATION</b>			<b>0.997823</b>	48,510.32		
<b>UNIT VALUE</b>			<b>\$1.00</b>			
<b>WEIGHTED AVERAGE MATURITY IN DAYS</b>			<b>6</b>			