STATE TREASURER OF NORTH CAROLINA
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STATE AND LOCAL GOVERNMENT FINANCE DIVISION AND THE LOCAL GOVERNMENT COMMISSION

DEBBIE TOMASKO DEPUTY TREASURER

Procedures to Confirm Continuing Disclosure Submission Date on EMMA (2024)

As part of complying with continuing disclosure requirements outlined by the Securities and Exchange Commission (SEC), issuers of publicly traded debt that is subject to these requirements are required to publish financial information on the Electronic Municipal Market Access (EMMA) website. Failure to file this information by the deadline is a contractual violation which should be noted in subsequent official statements. The steps to confirm that continuing disclosure information has been published timely on EMMA are outlined below.

If questions arise, please contact Rita Baker, Floyd Borden, or Tony Blalock via email at ContinuingDisclosure@nctreasurer.com.

Generally speaking, submissions for units with a June 30 fiscal year end are required to be published by January 31 of the following calendar year. For example, a unit with outstanding publicly traded debt subject to continuing disclosure as of June 30, 202X should publish the continuing disclosure information by January 31, 202Y. Please note that this should be done for each debt issuance on EMMA which has not matured or been defeased, and for which there are outstanding principal or interest payments. If the unit has not properly linked all Committee on Uniform Security Identification Procedures (CUSIPs) to the issuer, continuing disclosure information might not be published for those CUSIPs. Tutorials for many topics, including linking or grouping CUSIPs, can be found on the EMMA website, www.msrb.org/EducationCenter/Issuers/Disclosing.aspx.

Information that is required to be published on EMMA varies depending on the issuer and type of debt that was issued. It may include financial statements, budgets, operating information, and/or the occurrence of certain events, including ratings changes, bond redemptions, defeasances, changes in credit or liquidity providers, and issuance of installment contracts or bank placement debt (new requirement in 2019). To confirm the information that must be published on EMMA to comply with continuing disclosure requirements, please refer to the official statement for each individual security. The official statement is accessible on EMMA. The items that should be disclosed are listed in the official statement in the Continuing Disclosure section. See Step 4 below for guidance in accessing official statements.

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Objective One: Determine if unit has publicly traded debt.

Refer to list of units subject to continuing disclosure compiled annually by SLGFD at: https://www.nctreasurer.com/state-and-local-government-finance-division/local-government-finance-division/local-government-commission/local-debt-management/continuing-disclosure

Example: Cary, NC has been entered to demonstrate navigation through the EMMA website.

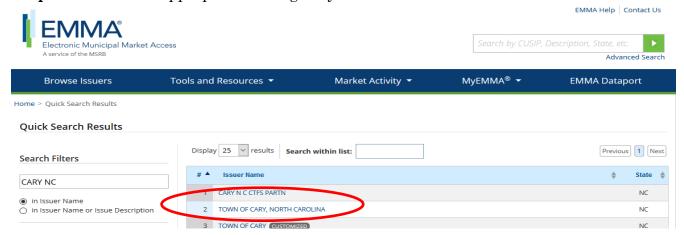
Objective Two: Confirm that complete continuing disclosure information has been published timely.

Step 1 On EMMA website, https://emma.msrb.org/Home, search for issuer name under which debt was issued.

Example: Type Cary, NC in the Advanced Search text box.

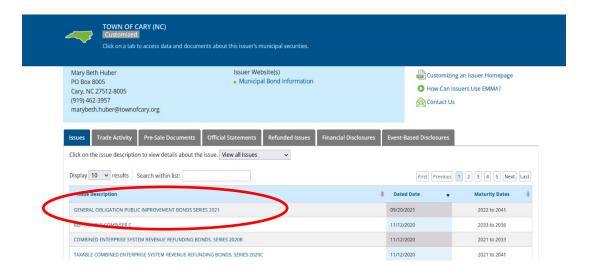


Step 2 Click on the appropriate listing for your unit.

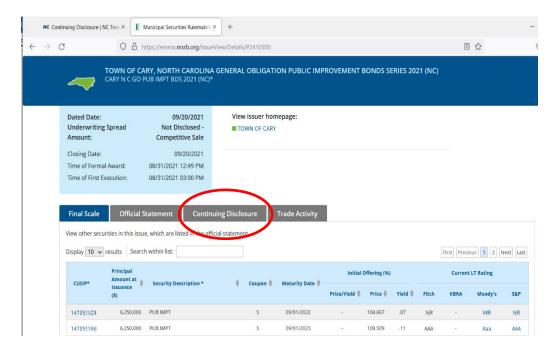


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Step 3 A list of issues for the Issuer will be generated. The Maturity Date for the selected issue should be in the future. Continuing disclosures are *not required* for debt which has matured or been defeased *and* for which there are no outstanding interest or principal payments. Click on an issue name in the Issue Description column.



Step 4 Details on the selected issue will then be shown. Notice the *Official Statement* and *Continuing Disclosure* tabs which have details regarding disclosure requirements and deadlines. Click on the **Continuing Disclosure** tab.

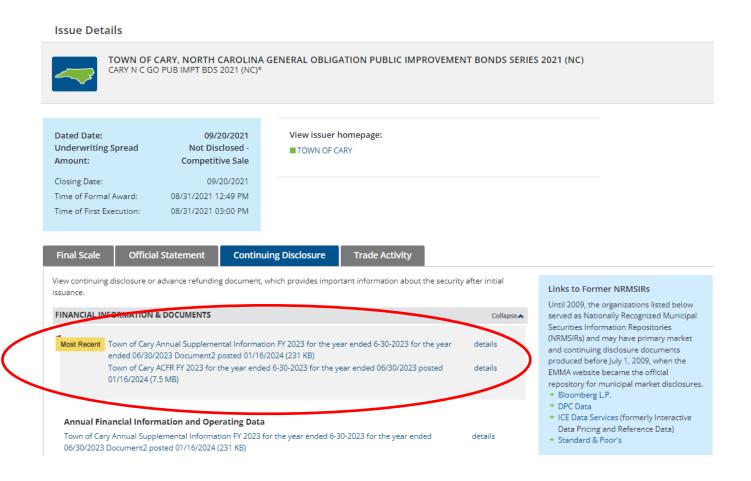


(continued)

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Step 5 Continuing disclosure activity for the unit is shown. You can now see the date on which the continuing disclosure submission was published on EMMA. As a reminder, for most units with June 30, 2024, fiscal year end, the submission deadline is January 31, 2025.

In this example, *Cary*, *NC* posted the annual submission for the fiscal year ending 6/30/2023 on 1/16/2024.



This completes the process to confirm a continuing disclosure submission date on EMMA.