

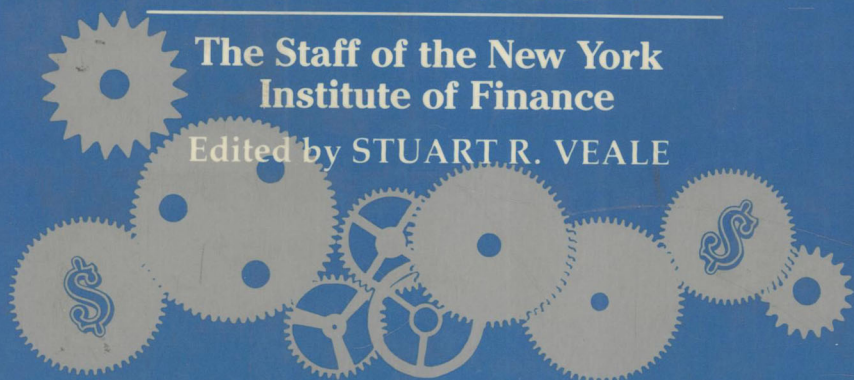
# STOCKS BONDS OPTIONS FUTURES

## Investments and Their Markets

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The Staff of the New York  
Institute of Finance

Edited by STUART R. VEALE



- Take this tour through the securities industry; learn
- the language of "the street"
  - the mechanisms of issuing, trading, and clearing securities
    - rules, regulations, and practices
    - how the capital markets function.



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*From a Declaration of Principles Jointly Adopted by a Committee of the American Bar Association and a Committee of Publishers and Associations*

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# Foreword

The securities industry is more visible today than at any time in the last fifty years, not only in the United States but around the world. Certainly, more people are employed in this field, directly or indirectly, than ever before. Consequently, the number of people interested in learning about the industry—the products, the markets, the mechanisms, the procedures, the players—grows daily.

*Stocks, Bonds, Options, Futures* is the long-needed primer for those many people who want or need to know about this exciting and ever-changing business. If you are:

- A securities industry entrant.
- A banking employee.
- A practitioner in a related financial service, such as insurance or accounting.

- An investor, either in the United States or overseas.
- A vendor to the industry.
- Anyone who wants to better understand the financial news—and headlines.

Then this book is the one to read.

The New York Institute of Finance—whose business is to provide the training, publish the books, and design the self-study and custom programs that prepare people to become practicing professionals in the securities industry—is particularly suited to create this book. Behind all its offerings are over sixty years of experience in training more than a quarter-million members of the securities industry.

A special thanks go to the individuals who contributed the extra effort to achieve our objective—a book that is comprehensive, lucid, and fun to read.

- To **Fred Dahl**, our Director of Publishing, who quarterbacked the book from inception.
- To **Bill Rini**, for his valuable critiques on content.
- To **Fred Eickelberg, Bob Gulick and Jane Hamingson**—our steering committee—for feedback on presentation and organization.
- To **Dawn Bushey and Mary Ann Pietromonaco**, our inhouse readers, whose final review under pressure of the printing deadline proved invaluable.

After the many drafts, reviews, and rewrites, however, it remained for someone to pull it all together into a coherent, enlightening reading experience. That someone turned out to be **Stuart R. Veale**, whose final, word-by-word edit of the manuscript brought it to the point that we were ready to commit it to type. Our thanks go to Stu for that awesome job—as always, under pressure of the printer's deadline.

The people at the Institute hope you find this book informative

and pleasant reading. We hope further that you will continue to pursue your training needs with us. Please call us if you have any questions.

STEPHEN P. WININGS  
*President*  
*New York Institute of Finance*

# STOCKS BONDS OPTIONS FUTURES

Investments and Their Markets



# Contents

**Foreword, xv**

**Chapter 1**

***The New Financial Marketplace, 1***

- The Securities Industry, 3
- Organization of Brokerage Firms, 3
  - Venture Capital, 4
  - Corporate Finance, 4
  - Municipal Finance, 4
- The Syndicate Department, 5
  - Institutional Sales, 5
  - Retail Sales, 5
  - Portfolio Management, 5
  - Trading Department, 5
  - Operations, 6
  - Compliance, 6
  - Research, 6
- Types of Brokerage Firms, 6
- The Industry Service Companies, 7

**Chapter 2**

**Common Stocks, 9**

- The Number of Shares Outstanding, 10
- Why Buy Common Stock?, 12
  - Types of Stock, 13
- Characteristics of Common Stock, 17
  - Limited Liability, 17
  - Voting Privileges, 17
  - Claims in Bankruptcy, 19
  - Dividend Policy, 19
- Stock Prices, 20

**Chapter 3**

**Analyzing Common Stocks, 23**

- Fundamental Analysis, 24
  - Step One: The Business Environment, 29
  - Step Two: The Company's Performance, 30
  - Step Three: The Stock's Future Market Value, 35
  - Predicting a Future Price, 37
- Technical Analysis, 39
  - Theories, 39
  - Charting, 42
  - The Role of Technical Analysis, 50
- Role of Analysis, 50

**Chapter 4**

**Preferred Stocks, 51**

- Returns, 52
- Types of Preferred, 53
  - Prior Preferreds, 53
  - Preference Preferred, 53
  - Convertible Preferred, 54
  - Participating Preferred, 54
  - Cumulative Preferred, 54

*Chapter 5*

**Equity-Related Investments, 57**

- Subscription Rights, 57
- Warrants, 61
  - Valuing Warrants, 66
  - Why Corporations Issue Warrants, 66
- American Depository Receipts (ADRs), 67
- Convertible Bonds, 68
- Determining How Much Premium to Pay, 70

*Chapter 6*

**Corporate Bonds, 73**

- Corporations Issue Bonds, 73
- Describing Corporate Bonds, 77
- Categorizing Corporate Bonds, 80
- Valuing Corporate Bonds in the Secondary Market, 83
  - Changes in Interest Rates, 83
  - Credit Rating, 84
  - Supply and Demand, 84
- Bond Trading and Settlement, 85
- Accrued Interest, 86
- Yields, 89
  - Coupon Yield, 89
  - Current Yield, 90
  - Yield to Maturity, 90
- Conclusion, 92

*Chapter 7*

**U.S. Government and Agency Securities, 93**

- The Variety of U.S. Government Debt Instruments, 94
  - Treasury Bills, 94
  - Savings Bonds, 95
  - Treasury Notes and Bonds, 95
  - Pricing, 96
  - Settlement and Accrued Interest, 96

- U.S. Agency Securities, 98
  - Issuing Agency Securities, 99
  - Trading Agency Securities, 99
- Money Markets, 99
  - Money Market Vehicles, 100
- Repurchase Agreements, 105

**Chapter 8**

**Municipal Bonds and Special Bond Types, 111**

- Municipal Bonds, 111
  - Denominations, 113
  - Types of Municipals, 113
  - Serial Issues, 115
  - Competitive Bidding, 116
  - “Taxable” Municipals, 117
- Special Bond Types, 117
  - Mortgage-Backed Securities, 118
  - Zero Coupon Bonds, 125

**Chapter 9**

**Mutual Funds, 129**

- Diversification—Using More Than One Basket, 129
- Understanding the Investment, 131
  - Monitoring the Investment, 131
- Why Mutual Funds?, 131
- Structure of a Mutual Fund, 133
- Advantages of a Mutual Fund, 134
- The Management Fee, 134
  - Size of the Fund, 135
  - Type of Investment Vehicle, 135
  - The Fund’s Investment Objectives, 135
  - Prior Track Record, 135
- Finding the “Right” Mutual Fund, 136
- Sales and Distribution of Mutual Funds, 138
  - No-Load Funds, 138
  - Load Funds, 138
- Open-End Vs. Closed-End Funds, 140
- Regulation of Mutual Funds, 141
- Services That Mutual Funds Provide, 141

**Chapter 10**

**Margin Accounts, 143**

- Leverage, 143
- Regulation T, 145
- Initial Margin Requirement, 147
- Maintenance Margin, 148
- Extensions and Sellouts, 148
  - House Calls, 149
- Short Sales, 150
  - Initial Requirement, 150
  - Maintenance Requirement, 152
- Special Memorandum Account, 152

**Chapter 11**

**Options, 155**

- Leverage, 155
- Arbitrage with Options, 157
- The Components of an Option's Price, 160
  - Intrinsic Value, 160
  - Premium, 161
  - Option Pricing, 162
- Breakeven, 164
- Selling Options, 165
- Puts, 166
- Trading Options, 168
  - Listed Options, 168
- Over-the-Counter Options, 170
- Special Option Contracts, 171
  - Stock Index Options, 172
- Treasury Bond Options, 174

**Chapter 12**

**Forwards and Futures, 175**

- The Forward Contract, 175
- The Futures Contract, 178
- Futures Contracts as Hedging Tools, 187
- Speculating in the Futures Market, 187

- Contract Specifications, 189
- The Variety of Futures Contracts, 191
- Pricing of Futures Contracts, 192
- Floor Trading, 194
- Other Types of Futures Contracts, 195
  - Financial Futures, 196
  - Stock Index Futures, 196
- Conclusions, 197

**Chapter 13**

***Underwriting: Raising Capital, 199***

- Raising Capital for Industry (The Private Sector), 199
  - Common Stock, 199
- Raising Capital for Government (The Public Sector), 200
- The Primary Market, 201
- The Investment Banker, 202
- Full Disclosure, 202
- Contacting Customers, 203
- The Final Prospectus, 207
  - Issues by a Political Unit, 209
- Types of Underwritings, 209
  - Firm Underwritings, 209
    - Negotiated Versus Competitive Underwritings, 211
- Hot Issues, 212
- After the Offering Is Completed, 212
- Shelf Distributions, 213

**Chapter 14**

***Exchange Markets, 215***

- The Exchange Floor, 216
- Types of Members, 216
  - Floor Brokers, 217
  - Two-Dollar Broker, 217
  - Specialist, 218
  - Competitive Trader, 222
  - Competitive Market-Market, 222

- Types of Orders, 223
  - Market Order, 223
  - Limit Order, 224
  - Stop Order, 224
  - Additional Instructions, 225
  - Execution of Different Size Orders, 227
- Shorting Stock, 230
  - Borrowing Stock, 232
  - Margin Requirements, 233
  - Timing, 234
- Other Exchanges, 234
- Conclusion, 235

## **Chapter 15**

### **The Over-the-Counter Securities Market, 237**

- A Market Without Geographic Boundaries, 237
- Broker/Dealers, 238
- Market Making, 239
- Posting Quotes, 242
  - The Pink Sheets, 242
  - The NASDAQ System, 244
- Types of Quotations, 245
  - Firm Quotes, 246
  - Subject Quotes, 246
  - Workout Quotes, 246
  - National Market System (NMS), 246
- Third Market Transactions, 247
- Fourth Market Transactions, 247
- The National Association of Security Dealers (NASD), 248
  - Purposes of the NASD, 248
  - How the NASD Is Organized, 249
- NASD Rules of Fair Practice, 250
  - NASD Member Firm Advertising, 251
  - Execution of Retail Trades, 251
  - Receipt and Delivery of Securities, 251
  - Forwarding of Reports and Proxy Material, 256
  - Recommendations to Customers, 257
- NASD Uniform Practice Code, 257
  - Delivery of Securities, 258

- Don't Know (DK) Procedures, 259
- Dividends, 260
- Due Bills, 260
- Good Delivery, 261
- The NASD Code of Procedure, 262

**Chapter 16**

**Operations—Order Processing, 263**

- Operations Departments, 265
  - New Accounts (Name and Address) Department, 265
  - Order Department, 270
  - Purchase and Sales Department, 271
  - Cashiering Department, 276
  - Margin Department, 278
  - Dividend Department, 279
  - Proxy Department, 282
  - Reorganizations Department, 283
  - Stock Record Department, 286
  - Accounting Department, 287
- In Closing . . . , 289

**Chapter 17**

**Government Regulations, 291**

- The Federal Reserve (The Fed), 293
  - Organization, 294
  - Monetary Policy, 294
  - Federal Open Market Committee, 296
  - Other Controls, 296
  - Fed Watching, 298
- Securities and Exchanges Commission (SEC), 298
  - The Securities Act of 1933, 298
  - The Securities Act of 1934, 299
  - The Maloney Act, 303
  - Municipal Securities Rulemaking Board (MSRB), 303
  - Glass-Steagall Act of 1933, 304
- New York Stock Exchange, 305
  - Regulation and Surveillance Department, 305
  - Fidelity Bond Insurance and Broker's Blanket Bond Coverage, 305



- Early Warning System, 305
- Securities Investor Protection Corporation (SIPC), 306
- Regulation of Personnel, 307
- Chief Examiner's Department, 307
- Marketing Department: Public Relations, 308
- Arbitration, 309
- Municipal Securities Rulemaking Board (MSRB), 310
- Municipal Bond Insurance Association (MBIA), 310

## **Chapter 18**

### **Taxation, 311**

- Determining the Holding Period, 312
  - Long Positions, 312
  - Securities Acquired by Exercising Options Warrants, Rights, and When-Issued Contracts, 313
  - Convertible Securities, 314
- Gifts, Inheritances, Tax-Free Exchanges, Security Dividends, 314
- Determining the Amount of Gain or Loss, 315
  - Securities Acquired as a Gift, 316
  - Securities Acquired by Inheritance, 316
- Identifications of Securities, 317
- Wash Sales, 317
  - Basis Following a Wash Sale, 318
- Tax Swapping, 319
- Short Sale Rule, 319
- Shorting Against the Box, 320
- Put and Call Options, 320
- Dividends, 321

### **Index, 323**