

### 2017 Year-End Financial Activity Reports and Annual Member Statements

The following information must be provided by the respective due dates.

PMRB Form	Due Date*
2017 Member Contributions (PMRB-20)	December 31, 2017
2017 Minimum Municipal Obligation (PMRB-20)	December 31, 2017
2017 Quarterly Reports (PMRB-21)	January 31, 2018
2017 Enrollments (PMRB-1 & 2)	January 31, 2018
2017 Terminations/Deaths (PMRB-4 & 13)	January 31, 2018
2017 Retirements/Vestees (PMRB-8 or 50)	January 31, 2018

***\*Note: Failure to submit the information above by the respective due dates will result in the financial information not being reflected in the 2017 Year-End Financial Activity Reports.***

- PMRS will continue to use the “**first come, first served**” policy for preparing and distributing the Year-End Financial Activity Reports and the Annual Member Statements.
  - Preparation of these reports and statements will be processed in the order that municipalities provide complete and accurate information to PMRS.
  - Once our staff verifies that all information is complete for all Quarterly Reports of Contributions (PMRB-21) for the year, the municipality’s pension plan will be ranked. **This ranking process takes about four weeks from receipt of the completed PMRB-21 until the plan is put into the queue.**
  - The placement of a plan can be found by checking the municipal ranking under the “*Municipalities/Year-End Financial Activity Reports*” section of the PMRS website ([www.pmrs.state.pa.us](http://www.pmrs.state.pa.us)) beginning in February.
  - If a problem is discovered, the municipality will be contacted and the plan’s processing will be delayed until the problem is resolved.
  - A plan will not go into the queue until the municipality has provided us with all of the information we need to properly administer the pension plan.
  - The Annual Member Statements will be processed after the Year-End Financial Activity Reports are complete.

### 2016 GASB 68 Reports

- The “first come, first served” policy **does not** pertain to the GASB 68 reports.
- PMRS will post the 2016 GASB 68 Reports to the “*Municipalities/GASB 68 Reports*” section of the PMRS website as they are completed. PMRS anticipates all reports will be posted by March 30, 2018.

- The 2016 GASB 68 Report based on a measurement date of December 31, 2016 should be used for your **2017** Financial Audit and **2017** Pennsylvania Department of Community and Economic Development Municipal Annual Audit and Financial Report (DCED Report).
  - The measurement date for the Net Pension Liability (NPL) will always be one year less than the year of your audit and DCED report (see paragraph 20 of GASB 68).
  - A **DCED Report Mapping Tool** has been posted to the “*Municipalities/GASB 68 Reports*” section of the PMRS website to assist you in completing the DCED Report based upon the financial information included in your GASB 68 Report.

### **Information Important to Your Auditor**

Many of the records and calculations necessary for your auditor to issue an opinion on the net pension liability and related disclosures are maintained only by PMRS.

- PMRS engaged its external auditor, Clifton Larson Allen, to issue an **SSAE 16 (SOC 1 Type 2) Report** on controls over census data maintained by the plan and the allocation of additions and deductions to municipality accounts.
  - Clifton Larson Allen issued a clean audit opinion on the SSAE 16 report for the 10-month period of May 1, 2016 through February 28, 2017.
  - Clifton Larson Allen will be issuing a report for the 11-month period of March 1, 2017 through March 31, 2018 and PMRS anticipates this report will be posted to the PMRS website in April 2018.
- Clifton Larson Allen will also be issuing an opinion on the **system-wide Statement of Changes in Fiduciary Net Position by Participating Plan**.
  - PMRS anticipates the 2016 Statement of Changes in Fiduciary Net Position by Participating Plan will be posted to the PMRS website in April 2018.
- The **system-wide Actuarial Valuation, Comprehensive Annual Financial Report (CAFR)**, Statement of Changes in Fiduciary Net Position by Participating Plan, and SSAE 16 (SOC 1 Type 2) Report can be found under the “*Publications*” section of the PMRS website.
- A **Market Value of Asset Reconciliation** is included on the last page of the 2016 GASB 68 Reports to assist you and your auditors in reconciling to the Year-End Financial Activity Statements.
  - Please note that the Year-End Financial Activity Reports only include the member and municipal account assets while the GASB 68 reporting package is more comprehensive and includes all assets and liabilities of the plan.
- An **Assets, Liabilities, and Funded Ratios graph** has been added to the 2016 GASB 68 Reports providing the Total Pension Liability (TPL), Market Value of Assets (MVA), Actuarial Value of Assets (AVA), and the Funding Ratio of the MVA and AVA.
  - Please note that the MVA is the Plan Net Fiduciary Position for GASB 68 purposes and the AVA is the asset value used for determining the Actuarially Determined Contributions (i.e. Minimum Municipal Obligation).

For additional information or assistance, please visit the PMRS website or contact the PMRS Investment and Financial Management Division at (800) 622-7968.