

### Quarterly Report of Contributions Form

- Enclosed is the Quarterly Report of Contributions Form (PMRB-21) for the Second Quarter of 2017. Please complete, date, sign, and return this form to our office **by July 31**.
- Second quarter contributions to be credited to a member's account are **due by June 30**. Interest will be charged on second quarter contributions received after June 30.
- A Revenue Transmittal Form (PMRB-20) must be completed and included with all checks submitted to PMRS. This form is available under the "Forms" section of our website ([www.pmrs.state.pa.us](http://www.pmrs.state.pa.us)) and can be completed online but will need to be printed, signed and mailed with the checks.

### 2016 Year-End Financial Activity Reports and Annual Member Statements

- PMRS will continue to use the "**first come, first served**" policy for preparing and distributing these reports and statements.
- The placement of your plan can be found by checking the municipal ranking under the "Municipalities/Year-End Financial Activity Reports" section of our website.
- The 2016 Year-End Financial Activity Reports will be distributed via email and the Annual Membership Statements will be distributed via mail as in the prior year.

### 2016 PMRS Actuarial Valuation and Comprehensive Annual Financial Report (CAFR)

- The 2016 Actuarial Valuation Report has been posted to the "Publications" section of our website.
- The 2016 CAFR will be posted to the "Publications" section of our website by June 30, 2017.

### 2018 Minimum Municipal Obligation (MMO) Worksheets

- The MMO worksheets used to calculate the plan's financial requirement for 2018 will be mailed the week of August 14.
- **Note:** This worksheet needs to be completed by the plan's chief administrative officer and submitted to the governing body for approval by September 30. Each plan's MMO becomes a part of the municipal budget process for the upcoming year.
- Please make sure the worksheet is completed, approved by your board, and returned to our office **by October 6**.

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