

## ACTION ITEMS: KEY DATES & DEADLINES

### JUNE

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	<b>30</b>	

**June 30, 2023 – 2Q23 Member Contributions** 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 mailed to PMRS with an attached check. The **PMRB 20 form** can be found on our website.

**July 31, 2023 - 2Q23 Quarterly Report of Contributions (PMRB 21)** are due to PMRS by July 31. Please complete, sign, and return the PMRB 21. The **PMRB 21 form** can be found on our website.

### JULY

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	<b>31</b>					

**September 30, 2023 – Minimum Municipal Obligation (MMO)**

worksheets will be mailed in **August**. The MMO must be completed by the plan’s chief administrative officer and submitted to the plan’s governing body for approval by September 30. Approved forms should be submitted to PMRS by October 9, 2023.

**PMRS Board Meetings** – Board meetings are open to the public. For more information on location/virtual link, please contact PMRS.

- **September 21, 9:30 a.m.**
- **December 14, 9:30 a.m.**

### AUGUST

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## UPDATES FROM PMRS

### CEO Update

In January 2022, I introduced the PMRS’ five guiding principles to help prioritize our activities and focus on implementing long-term improvements. Our team has been working tirelessly over the past two years and has made substantial progress. Today, I am happy to report that we have nearly completed the 2021 financial reporting cycle and are working through the 2022 financial reporting cycle with an anticipated completion by the end of the year, bringing us back to a normal financial reporting cycle.

As we focus forward to our next phase of transformation, we will keep the guiding principles in the forefront as we make enhancements to provide a better service for our members, grow our plans, and continue to make thoughtful and diverse investments to maintain a strong financial position.

We are continuing to make foundational changes to improve service for our employers and members. Our team has been engaging with our members by hosting educational seminars to review pension plan benefits and are traveling to municipal tradeshow to showcase our services and plans. We’ve made an historic investment in training for our staff to advance their knowledge and understanding of our software system to better serve the needs of our members. Our team has been attending national conferences to gain knowledge from peers and learn about innovation and trends in pension systems.

In the next few months, we will begin a digital transformation with improvements for a better pension system experience for our employers and members. This is a very exciting time for PMRS as we evolve into a 21st century financial institution. These improvements will positively impact PMRS well into the future and could not be possible without the support of our staff, members, and the PMRS board.

Sincerely,



Timothy Reese, CEO

Pennsylvania Municipal Retirement System

### **PMRS Financial Statements and Reporting update**

We have made significant progress in eliminating the financial backlog. The 2021 GASB 68 reports were distributed on March 31, 2023 and the Annual Comprehensive Financial Report was completed and posted to our website on April 20, 2023. We are finalizing the SOC audit as a final step to close the 2021 cycle. Our finance team has been actively working on the 2022 financials. We anticipate distributing member and municipal statements by the end of summer and are working towards closing the 2022 financial reporting by the end of the year to return to a normal reporting cycle.

### **Check Your Email Contact Info**

In 2023, PMRS will continue to transition away from U.S. mail and increasingly rely on email to communicate with employers. While this will simplify and streamline distribution processes, it also requires that PMRS has correct email addresses for our employers. PMRS will send contact information confirmations via U.S. mail in 2023. In the meantime, please contact PMRS if you have any employer contact changes.

### **Annual Plan Amendments**

If there are any provisional changes to an employer plan document, a plan amendment must be submitted along with the ordinance/resolution. Please contact one of the Client Relations Municipal Specialists to discuss and obtain the necessary documents to add a plan amendment.

### **Withholding Contributions In Final Paycheck**

Municipalities must withhold required contributions on the pensionable earnings on all paychecks, including the final paycheck. Required pension contributions should be the first non-tax deduction from the employee's last paycheck, before health benefits or other elective withholdings are deducted.

### **Changes To Employer/Employee Contributions**

Municipalities who wish to change the required employer or employee contribution rate and/or the maximum voluntary employee contribution rate must complete a plan amendment in addition to the resolution/ordinance. Please contact PMRS to prepare and supply you with the amendment.

If an employee wishes to change their voluntary contribution amount, the employee and employer should complete the *Notice of Voluntary Contribution Amount* (PMRB 15) and submit it to PMRS.

### **New Form**

A **[Termination of Service Notification \(PMRB 3\)](#)** form has been uploaded to the website. This form is to be completed by the employer to report a member's termination from service when the member is unable to submit the applicable retirement or termination forms. This form would only be submitted if the member can not complete the *Application for Return of Contributions* (PMRB 4), *Application for Retirement Benefits* (PMRB 8), or *Retirement Benefits for Plans with Automatic Spouse's Death Benefit* (PMRB 50). The forms are available for download on our website, under the "forms" tab.

## Need Help?

To improve agency workflow and better serve our municipalities, we've assigned point of contacts based on the type of employer. The goal is to provide a relationship manager who can better assist you. Please feel free to contact them with any questions or requests.

**Rhonda Joy**  
Municipal Specialist  
Townships & Regionals  
rjoy@pa.gov  
717-772-1582

**JoAnne Meyer**  
Municipal Specialist  
Boroughs & Counties  
joameyer@pa.gov  
717-710-1204

**Vicki Long**  
Municipal Specialist  
Cities & Authorities  
vlong@pa.gov  
717-425-5527

RS-Client\_Relations@pa.gov

You are also always welcome to call 800-622-7968. Completed forms can conveniently be submitted electronically by sending to [ra-rsCompletedForms@PA.gov](mailto:ra-rsCompletedForms@PA.gov).

## Tell Us How We Can Improve...

Please complete our short anonymous survey to help us better serve you and your employees.  
<https://www.surveymonkey.com/r/PMRSEmployer>.



P.O. Box 1165 | Harrisburg, PA 17108-1165  
1-800-622-7968 | 717-787-2065 | F: 717-783-8363 | [www.pMrs.state.pa.us](http://www.pMrs.state.pa.us)

