

## ACTION ITEMS: KEY DATES & DEADLINES

### SEPTEMBER

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

**September 30, 2023 – The 3rd quarter payment of contributions** are due to PMRS. A [Revenue Transmittal Form \(PMRB-20\)](#) must accompany all payments. If you are submitting a check, please complete the PMRB-20 and mail with an attached check. If you are making an ACH payment, please submit your PMRB-20 form through email to [RA-rscompletedforms@pa.gov](mailto:RA-rscompletedforms@pa.gov). Interest will be charged on 3rd quarter contributions received after September 30.

**October 4, 2023 – 2024 Minimum Municipal Obligation (MMO) worksheets** are due to PMRS. The MMO worksheets must be completed by the plan’s chief administrative officer and approved by the plan’s governing body prior to submitting to PMRS.

### OCTOBER

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

**October 31, 2023 – The 3rd Quarter 2023 Quarterly Report of Contributions (PMRB-21) forms** are due to PMRS. Please complete, sign, and return the PMRB-21 form to PMRS. If you haven’t received the prepopulated form, [a blank PMRB-21 form](#) can be found on our website.

**PMRS Board Meetings** – Board meetings are open to the public and held at our headquarters. Board meeting agendas are posted to the [website](#).

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

### NOVEMBER

Su	Mo	Tu	We	Th	Fr	Sa
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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		

## UPDATES FROM PMRS

### CEO Update

In January 2022, I introduced five guiding principles to our staff to help direct our priorities. In each of the five guiding principles, we are focusing on:

- Increasing our members understanding about retirement so they can make informed decisions about their future. (Empower Members)
- Building a stronger relationship and better service with our employers. (Improving Employer Experience)
- Leveraging the best investment managers to diversify and grow our portfolio. (Optimizing Investment Management)
- Shifting our mindset from status quo to taking thoughtful risks to work smarter, more efficiently, and effectively. (Instill an Innovative Mindset)
- Building a culture where we encourage feedback from members, employers, and each other. Asking questions like: How are we doing? What can we do better? (Promote Inclusiveness & Transparency)

Our executive team recently met with staff to share our accomplishments so far in 2023 and align our focus to close out the year. We have made tremendous progress since I came to PMRS in December of 2020. We are very proud of how hard the team has been working and would like to share a few highlights from our meeting:

- In the past two years, our team worked through almost four years of financial data to bring PMRS up to date. This required collaboration across the divisions and using

innovative mindsets. Our finance team identified processes that could be simplified, like the payroll process which included the monthly pension payments and lump sum payments. Previously, these payroll batches were run separately. Now the process is done at the same time creating a more efficient process, freeing up staff time to focus on other tasks.

- When the pandemic hit, our seminars were halted, and our face-to-face time was limited to a virtual presence. This past year, we have attended municipal conferences across the commonwealth to re-engage and meet with our members and municipalities. Additionally, our Client Relations team has traveled across the state to give benefit plan presentations to our members and municipalities.
- Our Board of Trustees and our investment managers have made strategic decisions with diversifying and de-risking our portfolio and protecting our investments.

These examples are a small sample of improvements our team have made this year. PMRS' staff are committed to focus on improving and evolving our business practices into 2024 and beyond. Our team looks forward to working with you to provide a better pension administration system.

Thank you for your continued support.

Sincerely,

  
Tim Reese, CEO

Pennsylvania Municipal Retirement System

### **2022 PMRS Financial Reporting update**

Our finance team has made significant progress this quarter. The last milestone in the 2021 financial reporting process was the completion of the 2021 SOC audit in July. While we were wrapping up the 2021 fiscal year, our team was actively working on processing the 2022 financial data.

In July, we distributed the 2022 annual member statements, and in August the 2022 annual municipal financial activity reports were sent. We sent the 2022 financial data to our actuary, and they are actively preparing the GASB 68 and Act 205 reports. GASB 68 reports will be distributed via email and published to our website as they become available. We anticipate all of the GASB 68 reports to be distributed by the end of the year. We are actively working on the 2022 ACFR and SOC audit and anticipate closing of the 2022 fiscal cycle in January 2024.

We are pleased to report that our team has been processing the 2023 quarterly reports received by municipalities and in August distributed the 2024 MMO worksheets via email to all plans. These efforts will have us back on track for normal financial reporting in 2024. We want to thank you for your patience throughout this process.

***Changes to employer/employee contributions*** – Municipalities who wish to change the employer or employee contribution rate must complete a plan amendment in addition to a resolution/ordinance authorizing the change. Please contact PMRS for assistance in preparing the amendment.

**2024 MMO worksheets – MMO worksheets were distributed through email.** MMO worksheets detail the amount a municipality must contribute to the pension plan next year. The completed MMO worksheet must be approved by an organization's governing body by **September 30, 2023**, and returned to PMRS by **October 4, 2023**.

Completed MMO worksheets should be emailed to [Ra-rscompletedforms@pa.gov](mailto:Ra-rscompletedforms@pa.gov), or by mail to PMRS P.O. Box 1165, Harrisburg PA 17108-1165. Please only send the information once via email or U.S. mail. For more information, please see the attached [FAQs](#).

When completing the MMO, please round to the nearest dollar prior to submitting and double check to ensure the calculations are correct. If you have questions concerning the MMO please contact PMRS at 800-622-7968.

***Withholding contributions in final paycheck*** – Municipalities must withhold required contributions on the pensionable earnings on all paychecks, including the final paycheck. The requirement to stay in compliance with their plan document should be the first non-tax deduction considered on an employees' paycheck. Health benefit and other elective withholdings should be considered after their pension required contributions.

## 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

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

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

**Vicki Long**  
Client Relations Director  
vilong@pa.gov  
717-425-5527

You are also always welcome to call 800-622-7968. Completed forms can conveniently be submitted electronically by sending to 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.pmr.state.pa.us](http://www.pmr.state.pa.us)

