

MASSACHUSETTS
Public Employee Retirement Administration Commission
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MEMORANDUM

TO: All Retirement Boards

FROM: James Waldman

RE: Annual Statement Presentations

DATE: December 4, 1998

The Public Employee Retirement Administration Commission will be holding a series of presentations to inform Retirement Board Administrators about how to prepare Annual Statements.

Four sessions will be held at PERAC's Somerville offices for boards in the greater Boston area and for boards north of Boston. On January 12th, 1999, for retirement boards in the greater Boston area, we have scheduled two sessions: the first session will run from 10:00 AM to Noon and the second from 2:00 to 4:00 PM. These sessions will be repeated on January 14th, 1999 at the same times for retirement boards north of Boston.

In the event that inclement weather prevents us from making the presentations on January 12th, they will offered on January 13th instead. If inclement weather is a factor on January 14th, we'll postpone those sessions to January 15th.

We are currently making arrangements for sessions to be held in Plymouth and at a location in western Massachusetts. We will advise you of the times, dates and specific locations for these sessions as soon as arrangements have been finalized.

In order to ensure that we have sufficient seating capacity for each session, each Board Administrator will be invited to attend a specific session. If the scheduled session proves to be inconvenient for you, we will attempt to accommodate requests to attend a different session.