

**MASSACHUSETTS**

Public Employee Retirement Administration Commission

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MEMORANDUM

TO: All Retirement Boards

FROM: Joseph E. Connarton, Executive Director

RE: Classes for Board Administrators

DATE: December 8, 1999

During January and early February, the Public Employee Retirement Administration Commission will be offering a new class for retirement board administrators. We will focus on preparation of the 1999 Annual Statement and present an overview of investment accounting procedures.

As you can see by the attached registration form, this class will be offered twice in January and once in February at PERAC in Somerville. It will also be offered at the Plymouth Public Library and the Framingham Public Library in January and the Inn at Northampton in February. All board administrators and staff members who are directly involved in Annual Statement preparations or who handle investment accounting are strongly urged to attend these classes.

Each participant must register for class by completing a PERAC Class Registration Form. Registration will be on a "first-come, first-served basis". Upon receipt of your registration form, PERAC will either, depending on circumstances, confirm that a seat has been reserved for you or advise that seating capacity has already been reached. Given the possibility of inclement weather, we have also scheduled snow dates. If stormy weather does develop, contact PERAC after 7:30 AM on the morning of a class to learn whether or not a postponement has been necessary.

Because seating capacity is limited, it is important to register at your earliest opportunity. We very much appreciate your registering at least one week prior to a scheduled class because that gives us sufficient time to make necessary preparations.