

# Sample Annual Statement 2011

**Commonwealth of Massachusetts**  
**Public Employee Retirement Administration Commission**  
Five Middlesex Avenue, Suite 304 | Somerville, MA 02145  
Phone 617 666 4446 Fax 617 628 4414  
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**Public Employee Retirement Administration**

**Commission Members**

**The Honorable Domenic J. F. Russo**

*Chairman*

**The Honorable Suzanne Bump**

Auditor of the Commonwealth

*Vice Chairman*

**Alan G. Macdonald**

President Emeritus

Massachusetts Business Roundtable

**James M. Machado**

Sergeant

Fall River Police Department

**Donald R. Marquis**

Former Town Manager

Arlington

**Robert B. McCarthy**

President Emeritus Professional

Firefighters of Massachusetts

**Gregory R. Mennis**

Assistant Secretary, Finance and Infrastructure

Executive Office of Administration & Finance

**Joseph E. Connarton**

*Executive Director*

**Audit Unit Staff**

**Harry Chadwick**, *Chief Auditor* | **James Tivnan**, *Deputy Chief Auditor*

**Martin Feeney**, *Auditor* | **Scott Henderson**, *Auditor* | **Susan Kerr**, *Auditor* | **James Ryan**, *Auditor*

**John Shea**, *Auditor* | **James Sweeney**, *Auditor*

You may leave messages for any member of PERAC's Audit Staff at telephone extension 924 in our Somerville offices.



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## Instructions to Retirement Systems

(Henceforth called Systems)

- (1) **Date of Filing:** The statement is required by law to be filed on or before May 1st.
- (2) **The Name of the System** must be typed or stamped at the top of all pages and schedules (and duplicate schedules), and on all inserted schedules and loose sheets.
- (3) This statement must be typewritten or prepared legibly using electronic media.
- (4) **Blank Schedules** will not be accepted. If no entries are to be made, type "NONE" across the schedule in question.
- (5) Each category of investment must be grouped alphabetically on appropriate schedules as listed below. Group totals in each category must be shown (sub-totals should be identified as such). Investments must be listed on a trade date basis (as opposed to the cashbook, which is on a settlement date basis). Purchases made prior to January 1st, but not settled until after December 31st, should be recorded as accounts payable and, as such, should be listed as purchased and owned. Sales made prior to January 1st, but not settled until after December 31st, should be recorded as accounts receivable and, as such, should be listed as sold and no longer owned.\*

### Schedule 1

Cash

### Schedule 2

Short Term Securities (Treasury Bills, Commercial Paper, Repurchase Agreements, CDs, Term Deposits, Money Market Accounts, Cooperative Shares, and Savings and Loan Shares).

### Schedule 3 (A, B, and C)

Fixed Income Securities

### Schedule 4 (A, B, and C)

- (a) Stocks
- (b) Options

### Schedule 5

Pooled Funds, PRIT Fund, Mutual or Commingled Funds, International Investments, Alternative Investments, and Real Estate Investments

### Schedule 6

Recap of Schedules 1 through 5

### Supplementary Schedule

We are now requesting that you provide us with a supplemental schedule for Members' Balances in the Annuity Savings Account. Previously, there was some confusion as to whether this information was required. **It is required.**

- (6) If the Annual Statement and Schedules do not contain the information asked for in the blanks, or are not prepared as requested above, they will NOT be accepted by the Commission.

**Note: In accordance with the provisions of section 20(5)(h) and section 23(1)(c) and section 23(2)(e) of Chapter 32 of the General Laws, this statement must be filed in the office of the Public Employee Retirement Administration Commission no later than May 1, 2012. The due date for filing will be strictly enforced.**

\*It is critical that you determine the status of all pending transactions reported by your custodian on supplemental schedules provided by them. If any adjustments are required, these should be disclosed either in the details of accounts due in receivables, or payments pending in accounts payable. Otherwise, the supplemental schedules need to be notated for pending settlements. It may be necessary to revisit pending transactions from prior periods to properly reconcile these financial results.

**Annual Statement for the Year Ended December 31, 2011 of the Conditions and Affairs of** \_\_\_\_\_  
(Name of Retirement System)

**Organized Under the Laws of the Commonwealth of Massachusetts to the Public Employee Retirement Administration Commission**

Date of Certificate \_\_\_\_\_ Effective Date \_\_\_\_\_

**ADMINISTRATION OFFICE**

\_\_\_\_\_  
Street & Number City/Town, State and Zip Code Telephone Number

We, the undersigned, members of the \_\_\_\_\_ Board of Retirement certify under the penalties of perjury, that we are the official board members of said retirement system, and that on the thirty-first day of December last, all of the herein-described assets were the absolute property of said retirement system, free and clear from any liens or claims thereon, except as stated, and the following statements, with the schedules and explanations therein contained, annexed, or referred to, are a full and correct exhibit of all the assets, liabilities, income and disbursements, changes in fund balances, and of the conditions and affairs of the said retirement system on the said thirty-first day of December last, and for the year ended on that date, according to the best of our information, knowledge, and belief, respectively.

**BOARD OF RETIREMENT**

*Please identify the name of the Board Member who serves as Chairperson by inserting the title next to his or her name.*

**Ex-Officio Member**

\_\_\_\_\_  
(Name Typed) (Signature)

**Appointed Member**

\_\_\_\_\_  
(Name Typed) (Signature)

**Term Expires** \_\_\_\_\_

**Elected Member**

\_\_\_\_\_  
(Name Typed) (Signature)

**Term Expires** \_\_\_\_\_

**Elected Member**

\_\_\_\_\_  
(Name Typed) (Signature)

**Term Expires** \_\_\_\_\_

**Member Appointed by Other Members**

\_\_\_\_\_  
(Name Typed) (Signature)

**Term Expires** \_\_\_\_\_

**INVESTMENT MANAGERS**

*Please compile/submit a complete list. Attach the list to this page.*

\_\_\_\_\_  
(Name) (Address)

\_\_\_\_\_  
(Name) (Address)

\_\_\_\_\_  
(Name) (Address)

**INVESTMENT CONSULTANT**

\_\_\_\_\_  
(Name) (Address)

**CUSTODIAN**

\_\_\_\_\_  
(Name) (Address)

**ANNUAL STATEMENT BALANCE TESTS**

**1. ASSET BALANCE**

Assets Previous Year	<u>From Page 2, 2010 Column Total</u>
Income Current Year	<u>From Page 4, 2011 Column, Total</u>
Disbursements Current Year	<u>( From Page 5, 2011 Column, Total )</u>
Assets Current Year	<u>Must equal Page 2, 2011 Column Total</u>

**2. ASSET DIFFERENCE**

Assets Current Year	<u>From Page 2, 2011 Column, Total</u>
Assets Previous Year	<u>( From Page 2, 2010 Column, Total )</u>
Difference	<u>Calculated, must agree with Test #3 below and Test #4 below</u>

**3. INCOME DIFFERENCE**

Income Current Year	<u>From Page 4, 2011 Column, Total</u>
Disbursements Current Year	<u>( From Page 5, 2011 Column, Total )</u>
Difference	<u>Calculated, must agree with Test #2 above and Test #4 below</u>

**4. FUND CHANGE DIFFERENCE - Add interfund transfer credits and debits respectively to Income and Disbursement activities.**

Total Fund Change Credits Current Year	<u>From Page 3, Total Receipts plus the total of credits from Interfund Transfers</u>
Total Fund Change Debits Current Year	<u>( From Page 3, Total Disbursements plus the total of debits from Interfund Transfers )</u>
Difference	<u>Calculated, must agree with Test #2 above and Test #3 above</u>

**NOTE: The difference as a result of tests 2, 3, and 4 should be the same.**

Annual Statement of the \_\_\_\_\_ Retirement System for the Year Ended December 31, 2011

**ASSETS & LIABILITIES**

		<b>2011</b>	<b>2010</b>	<b>2009</b>
		<b>FROM:</b> <i>Schedule 1, Column E</i>	<b>FROM:</b> <i>Prior year</i>	<b>FROM:</b> <i>Prior year</i>
1.	1049 Cash			
2.	1100 Individually Owned Short Term Investments	<i>Schedule 2, Column E</i>	<i>Prior year</i>	<i>Prior year</i>
3.	1180 Fixed Income Securities (Market Value)	<i>Schedule 3A, Column E</i>	<i>Prior year</i>	<i>Prior year</i>
4.	1101 Pooled Short Term Funds	<i>Schedule 5, Column K</i>	<i>Prior year</i>	<i>Prior year</i>
5.	1170 Equities	<i>Schedule 4A, Column F</i>	<i>Prior year</i>	<i>Prior year</i>
6.	1172 Pooled Domestic Equity Funds	<i>Schedule 5, Column K</i>	<i>Prior year</i>	<i>Prior year</i>
7.	1173 Pooled International Equity Funds	<i>Schedule 5, Column K</i>	<i>Prior year</i>	<i>Prior year</i>
8.	1174 Pooled Global Equity Funds	<i>Schedule 5, Column K</i>	<i>Prior year</i>	<i>Prior year</i>
9.	1181 Pooled Domestic Fixed Income Funds	<i>Schedule 5, Column K</i>	<i>Prior year</i>	<i>Prior year</i>
10.	1182 Pooled International Fixed Income Funds	<i>Schedule 5, Column K</i>	<i>Prior year</i>	<i>Prior year</i>
11.	1183 Pooled Global Fixed Income Funds	<i>Schedule 5, Column K</i>	<i>Prior year</i>	<i>Prior year</i>
12.	1193 Pooled Alternative Investments / Private Equity	<i>Schedule 5, Column K</i>	<i>Prior year</i>	<i>Prior year</i>
13.	1194 Pooled Real Estate Funds	<i>Schedule 5, Column K</i>	<i>Prior year</i>	<i>Prior year</i>
14.	1195 Pooled Domestic Balanced Funds	<i>Schedule 5, Column K</i>	<i>Prior year</i>	<i>Prior year</i>
15.	1196 Pooled International Balanced Funds	<i>Schedule 5, Column K</i>	<i>Prior year</i>	<i>Prior year</i>
16.	1197 Hedge Funds	<i>Schedule 5, Column K</i>	<i>Prior year</i>	
17.	1198 PRIT Cash Fund	<i>Schedule 5, Column K</i>	<i>Prior year</i>	<i>Prior year</i>
18.	1199 PRIT Core Fund	<i>Schedule 5, Column K</i>	<i>Prior year</i>	<i>Prior year</i>
19.	1350 Prepaid Expenses	<i>Current Year</i>	<i>Prior year</i>	<i>Prior year</i>
20.	1398 Accounts Receivable (A)	<i>Schedule A</i>	<i>Prior year</i>	<i>Prior year</i>
21.	1550 Interest Due and Accrued	<i>Int. Due &amp; Accrued Current Year (Page 6).</i>	<i>Prior year</i>	<i>Prior year</i>
22.	2020 Accounts Payable (A)	( <u>    <i>Schedule A</i>    </u> ) ( <u>    <i>Prior year</i>    </u> ) ( <u>    <i>Prior year</i>    </u> )		
<b>TOTAL</b>		<i>Must agree with Total below</i>	( <u>    <i>Prior year</i>    </u> ) ( <u>    <i>Prior year</i>    </u> )	

**FUNDS**

1.	3293 Annuity Savings Fund	<i>Page 3</i>	<i>Prior year</i>	<i>Prior year</i>
2.	3294 Annuity Reserve Fund	<i>Page 3</i>	<i>Prior year</i>	<i>Prior year</i>
3.	3295 Special Military Service Credit Fund	<i>Page 3</i>	<i>Prior year</i>	<i>Prior year</i>
4.	3296 Pension Fund	<i>Page 3</i>	<i>Prior year</i>	<i>Prior year</i>
5.	3298 Expense Fund	<i>Page 3</i>	<i>Prior year</i>	<i>Prior year</i>
6.	3297 Pension Reserve Fund	<i>Page 3</i>	<i>Prior year</i>	<i>Prior year</i>
<b>TOTAL ASSETS AT MARKET VALUE</b>		<i>Must agree with Total above</i>	<i>Prior year</i>	<i>Prior year</i>

(A) Specific details for Accounts Receivable and Accounts Payable are to be disclosed on Schedule A.

Annual Statement of the \_\_\_\_\_ Retirement System for the Year Ended December 31, 2011

	Balance Dec. 31 Prior Year	Receipts	Interfund Transfers	Disbursements	Balance Dec. 31 Current Year
Annuity Savings Fund	From prior year	Page 4 ASF Total	From below	Page 5 ASF Total	To page 2
Annuity Reserve Fund	From prior year	Page 4 ARF Total	From below	Page 5 ARF Total	To page 2
Special Military Service Credit Fund	From prior year	Page 4 MSF Total	From below	Page 5 MSF Total	To page 2
Pension Fund	From prior year	Page 4 PF Total	From below	Page 5 PF Total	To page 2
Expense Fund	From prior year	Page 4 EF Total	From below	Page 5 EF Total	To page 2
Pension Reserve Fund	From prior year	Page 4 PRF Total	From below		To page 2
<b>TOTAL ALL FUNDS</b>	From prior year	Page 4 Total	Total must = 0	Page 5 Total	To page 2

List below all transfers:

Transfer from ASF Fund to the ARF Fund in the Amount of \$ \_\_\_\_\_ on Account of retirements \_\_\_\_\_.

Transfer from \_\_\_\_\_ Fund to the \_\_\_\_\_ Fund in the Amount of \$ \_\_\_\_\_ on Account of \_\_\_\_\_.

Transfer from \_\_\_\_\_ Fund to the \_\_\_\_\_ Fund in the Amount of \$ \_\_\_\_\_ on Account of \_\_\_\_\_.

Transfer from \_\_\_\_\_ Fund to the \_\_\_\_\_ Fund in the Amount of \$ \_\_\_\_\_ on Account of \_\_\_\_\_.

Transfer from \_\_\_\_\_ Fund to the \_\_\_\_\_ Fund in the Amount of \$ \_\_\_\_\_ on Account of \_\_\_\_\_.

Transfer from \_\_\_\_\_ Fund to the \_\_\_\_\_ Fund in the Amount of \$ \_\_\_\_\_ on Account of \_\_\_\_\_.

Annual Statement of the \_\_\_\_\_ Retirement System for the Year Ended December 31, 2011

RECEIPTS

		<u>2011</u>	<u>2010</u>	<u>2009</u>
<b>1. Annuity Savings Fund:</b>				
(a)	4891 Members' Deductions	<i>Must agree with Supplementary Membership Schedule</i>		
(b)	4892 Transfers from Other Systems	<i>Must agree with Supplementary Membership Schedule</i>		
(c)	4893 Members' Make up Payments and Re-deposits	<i>Must agree with Supplementary Membership Schedule</i>		
(d)	4900 Member Payments from Rollovers	<i>Must agree with Supplementary Membership Schedule</i>		
(e)	Investment Income Credited to Members' Accounts	<i>From Page 6 and must agree with Supplementary Membership Schedule</i>		
<b>Subtotal</b>		<i>To Page 3</i>		
<b>2. Annuity Reserve Fund:</b>				
(a)	Investment Income Credited to Annuity Reserve Fund	<i>From Page 6 and from ARF Worksheet</i>		
<b>Subtotal</b>		<i>To Page 3</i>		
<b>3. Pension Fund:</b>				
(a)	4898 3(8)(c) Reimbursements from Other Systems			
(b)	4899 Received from Commonwealth for COLA and Survivor Benefits			
(c)	4894 Pension Fund Appropriation			
(d)	4840 Workers' Compensation Settlements			
<b>Subtotal</b>		<i>To Page 3</i>		
<b>4. Military Service Fund:</b>				
(a)	4890 Contributions Received (4880) for Military Service			
(b)	Investment Income Credited	<i>From Page 6</i>		
<b>Subtotal</b>		<i>To Page 3</i>		
<b>5. Expense Fund:</b>				
(a)	4896 Expense Fund Appropriation			
(b)	Investment Income Credited to Expense Fund	<i>From Page 6</i>		
<b>Subtotal</b>		<i>To Page 3</i>		
<b>6. Pension Reserve Fund:</b>				
(a)	4897 Federal Grant Reimbursement			
(b)	4895 Pension Reserve Appropriation			
(c)	4822 Interest Not Refunded			
(d)	4825 Miscellaneous Income			
(e)	Excess Investment Income	<i>From Page 6</i>		
<b>Subtotal</b>		<i>To Page 3</i>		
<b>TOTAL RECEIPTS</b>		<i>To Page 3</i>		

Annual Statement of the \_\_\_\_\_ Retirement System for the Year Ended December 31, 2011

**DISBURSEMENTS**

	<u>2011</u>	<u>2010</u>	<u>2009</u>
<b>1. Annuity Savings Fund:</b>			
(a) 5757 Refunds to Members	<i>Must agree with Supplementary Membership Schedule</i>		
(b) 5756 Transfers to Other Systems	<i>Must agree with Supplementary Membership Schedule</i>		
<b>Subtotal</b>	<i>To Page 3</i>		
<b>2. Annuity Reserve Fund:</b>			
(a) 5750 Annuities Paid			
(b) 5759 Option B Refunds			
<b>Subtotal</b>	<i>To Page 3</i>		
<b>3. Pension Fund:</b>			
(a) 5751 Pensions Paid	<i>Figures must be broken down by category</i>		
Regular Pension Payments			
Survivorship Payments			
Ordinary Disability Payments			
Accidental Disability Payments			
Accidental Death Payments			
Section 101 Benefits			
(b) 5755 3(8)(c) Reimbursements to Other Systems			
(c) 5752 COLAs Paid	<i>Should correspond with #4899 Received from the Commonwealth for COLA and Survivor Benefits Reimbursed by the State Retirement Board</i>		
(d) 5753 Chapter 389 Beneficiary Increase Paid			
<b>Subtotal</b>	<i>To Page 3</i>		
<b>4. Military Service Fund:</b>			
(a) 4890 Return to Municipality for Members who Withdrew their Funds			
<b>Subtotal</b>	<i>To Page 3</i>		
<b>5. Expense Fund:</b>			
(a) 5118 Board Members' Stipend			
(b) 5119 Staff Salaries			
(c) 5304 Management Fees			
(d) 5305 Custodial Fees			
(e) 5307 Investment Consultant Fees			
(f) 5308 Legal Expenses			
(g) 5309 Medical Expenses			
(h) 5310 Fiduciary Insurance			
(i) 5311 Service Contracts			
(j) 5312 Rent Expense			
(k) 5315 Professional Services			
(l) 5320 Education and Training			
(m) 5589 Administrative Expenses			
(n) 5599 Furniture and Equipment			
(o) 5719 Travel			
(p) 5829 Depreciation Expense: Building			
<b>Subtotal</b>	<i>To Page 3</i>		
<b>TOTAL DISBURSEMENTS</b>	<i>To Page 3</i>		

Annual Statement of the \_\_\_\_\_ Retirement System for the Year Ended December 31, 2011

**INVESTMENT INCOME**

	<u>2011</u>	<u>2010</u>	<u>2009</u>
Investment Income received from:			
(a) Cash (from Schedule 1)			
(b) Short Term Investments (from Schedule 2)			
(c) Fixed Income Securities (from Schedules 3A and 3C)			
(d) Equities (from Schedules 4A and 4C)			
(e) Pooled Funds (from Schedule 5)			
(f) Commission Recapture			

**4821 TOTAL INVESTMENT INCOME**

**Plus:**

4884 Realized Gains (Profits)	<i>From Schedule 3C, Column H; From Schedule 4C, Column H; and Schedule 5, Column D (Sum of gains only)</i>		
4886 Unrealized Gains (Increase in Market Value)	<i>From Schedule 3A, Column C; From Schedule 4A, Column G; and Schedule 5, Column F (Sum of increases in market value only)</i>		
1550 Interest/Dividends Due and Accrued-Current Year	<i>From Schedule 1,2, and 3A, Column H</i>		

**Less:**

4823 Paid Accrued Interest on Fixed Income Securities	<i>From Schedule 3B, Column F</i>		
4885 Realized Losses	<i>From Schedule 3C, Column I; From Schedule 4C, Column I; and Schedule 5, Column E (Sum of losses only)</i>		
4887 Unrealized Losses (Decrease in Market Value)	<i>From Schedule 3A, Column D; From Schedule 4A, Column H; and Schedule 5, Column G (Sum of decreases in market value only)</i>		
1550 Interest/Dividends Due and Accrued-Prior Year	<i>From last year</i>		

**NET INVESTMENT INCOME**

*See below*

Income Required:

Annuity Savings Fund (from Supplementary Schedule)	<i>To Page 4, Line 1(e)</i>		
Annuity Reserve Fund	<i>To Page 4, Line 2(a)</i>		
Special Military Service Credit Fund	<i>To Page 4, Line 4(b)</i>		
Expense Fund	<i>To Page 4, Line 5(b)</i>		

*See below*

**TOTAL INCOME REQUIRED**

*From above*

Net Investment Income

*From above*

Less Income Required

*To Page 4, Line 6(e)*

**EXCESS INCOME TO PENSION RESERVE FUND**

Annual Statement of the \_\_\_\_\_ Retirement System for the Year Ended December 31, 2011

**MEMBERSHIP FOR CURRENT YEAR**

<b>ACTIVE MEMBERS</b>	<b>Group 1</b>	<b>Group 2 &amp; 4</b>	<b>TOTAL</b>
Active Membership, Dec. 31st, Previous Year	_____	_____	_____
Inactive Membership, Dec. 31st, Previous Year	_____	_____	_____
Enrolled During Current Year	_____	_____	_____
Transfers Between Groups	_____	_____	_____
Reinstatements of Disabled Members	_____	_____	_____
<b>SUBTOTAL</b>	_____	_____	_____
Deduct:			
Death	_____	_____	_____
Withdrawals	_____	_____	_____
Retirements	_____	_____	_____
<b>SUBTOTAL</b>	_____	_____	_____
Active Membership, Dec. 31st, Current Year	_____	_____	_____
Inactive Membership, Dec. 31st, Current Year	_____	_____	_____

**RETIRED MEMBERS, BENEFICIARIES & SURVIVORS**

<b>Retired, Beneficiary, and Survivor Membership, Dec. 31, previous year</b>	_____	_____	_____
Retirements During the Year:			
Superannuation	_____	_____	_____
Ordinary Disability	_____	_____	_____
Accidental Disability	_____	_____	_____
Termination Retirement Allowance	_____	_____	_____
Beneficiary of Deceased Retiree	_____	_____	_____
Survivor Benefits from Active Membership	_____	_____	_____
<b>SUBTOTAL</b>	_____	_____	_____
Deduct:			
Deaths of Retired Members	_____	_____	_____
Terminations of Survivor Benefits	_____	_____	_____
Reinstatements of Disabled Pensions	_____	_____	_____
<b>SUBTOTAL</b>	_____	_____	_____
<b>Retired Membership, Dec. 31, current year</b>			
Superannuation	_____	_____	_____
Ordinary Disability	_____	_____	_____
Accidental Disability	_____	_____	_____
Termination	_____	_____	_____
Beneficiaries from Accidental Deaths	_____	_____	_____
Beneficiaries from Section 100	_____	_____	_____
Beneficiaries from Section 101	_____	_____	_____
Beneficiaries under Option (C)	_____	_____	_____
Option (D) Survivor Allowance	_____	_____	_____
Section 12B Survivor Allowance	_____	_____	_____

<b>Total Retired, Beneficiary, and Survivor Membership, Dec. 31, Current Year</b>	_____	_____	_____
<b>TOTAL MEMBERSHIP:</b>			
<b>Active, Inactive, Retired, Beneficiary, and Survivor, Dec. 31, Current Year</b>	_____	_____	_____

**Schedule A: Detail of Accounts Receivable and Accounts Payable**

<b>Accounts Receivable</b>	<b>Amount</b>	<b>Original Date</b>
4891 Members' Deductions	_____	_____
4892 Transfers From Other Systems	_____	_____
4893 Members' Make Up Payments and Redeposits	_____	_____
4900 Members' Payments from Rollovers	_____	_____
4898 3(8)(c) Reimbursements from Other Systems	_____	_____
4899 Received from Commonwealth for COLA and Survivor Benefits	_____	_____
4884 Realized Profits on Sale of Investments Credit	_____	_____
4894 Pension Fund Appropriation (Current Fiscal Year)	_____	_____
4894 Pension Fund Appropriation (Previous Fiscal Year)	_____	_____
4880 Contributions Received from Municipality on Account of Military Service	_____	_____
4897 Federal Grant Reimbursement	_____	_____
4895 Pension Reserve Appropriation	_____	_____
Investments Sold But Funds Not Received (list individually)	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
<b>TOTAL RECEIVABLES</b>	<i>To Page 2, Line 20</i>	_____

<b>Accounts Payable</b>	<b>Amount</b>	<b>Original Date</b>
5757 Refunds to Members	_____	_____
5756 Transfers to Other Systems	_____	_____
5750 Annuities Paid	_____	_____
5759 Option B Refunds	_____	_____
5751 Pensions Paid	_____	_____
5755 3(8)(c) Reimbursements to Other Systems	_____	_____
5752 COLAs Paid	_____	_____
5753 Chapter 389 Beneficiary Increase Paid	_____	_____
4885 Realized Loss on Sale of Investments	_____	_____
4890 Return to Municipality for Members Who Withdraw Their Funds (Military Service)	_____	_____
5118 Board Members' Stipend	_____	_____
5119 Staff Salaries	_____	_____
5304 Management Fees	_____	_____
5305 Custodial Fees	_____	_____
5307 Investment Consultant Fees	_____	_____
5308 Legal Expenses	_____	_____
5309 Medical Expenses	_____	_____
5310 Fiduciary Insurance	_____	_____
5311 Service Contracts	_____	_____
5312 Rent Expense	_____	_____
5315 Professional Services	_____	_____
5320 Education and Training	_____	_____
5589 Administrative Expenses	_____	_____
5599 Furniture and Equipment	_____	_____
5719 Travel Expense	_____	_____
Investments Purchased But Funds Not Paid (list individually)	_____	_____
_____	_____	_____
_____	_____	_____
<b>TOTAL PAYABLES</b>	<i>To Page 2, Line 22</i>	_____

**Schedule No. 1**

Annual Statement of the \_\_\_\_\_ Retirement System for the Year Ended December 31, 2011

**Cash Account Activity During Year**

\*Cash defined in ledger #1040 as Savings or Checking

<b>Description:</b>	<b>(A)</b>	<b>(B)</b>	<b>(C)</b>	<b>(D)</b>	<b>(E)</b>	<b>(F)</b>	<b>(G)</b>
Type of Account, Account Number, Interest Rate (List alphabetically)	Book Value at End of Previous Year	Total Deposits this Year	Income Reinvested/ Redeposited into Account	Withdrawals during Year	=A+B+C-D Total Book Value Dec 31st This Year	Cash Income Paid to System Not Reinvested or Redeposited	Interest Due and Accrued December 31st
	From Page 2, 2010 Column		To Page 6, Line A		To Page 2, 2011 Column, Line 1	To Page 6, Line A	To Page 6 Interest Due and Accrued, Current year
							To Page 2, Line 21 Interest Due and Accrued, Current year

## Schedule No. 2

Annual Statement of the \_\_\_\_\_ Retirement System for the Year Ended December 31, 2011

### Short Term Securities\* Bought and Sold or Matured During the Year as well as Still Held on December 31st

\*Short Term defined in ledger #1100 as U.S. Treasury Bills, Commercial Paper, Repurchase Agreements, CDs, Term Deposits, Money Market, Cooperative Shares, Savings and Loan Shares

Description:	(A)	(B)	(C)	(D)	(E)	(F)	(G)
Including CUSIP or Account No., Interest Rate, Maturity Date (List alphabetically. Rolled over securities must be listed as <u>sold and then repurchased.</u> )	Date <u>Acquired</u>	<u>Par Value*</u>	<u>Cost Including Commissions</u>	<u>Amount Received at Maturity (Expiration or Upon Liquidation) Less Commissions and Excluding Interest</u>	<u>Market Value Dec. 31st Current Year</u>	<u>Interest Received During Year</u>	<u>Due and Accrued Dec. 31st</u>
					To Page 2, 2011 Column, Line 2	To Page 6, Line B	To Page 6, Interest Due and Accrued, Current year
							To Page 2, Line 21 Interest Due and Accrued, Current year

\*Optional Entry

**Schedule No. 3A**

Annual Statement of the \_\_\_\_\_ Retirement System for the Year Ended December 31, 2011

**Domestic Fixed Income Securities Owned at End of Year**  
 (Foreign Fixed Income Securities must be listed on Schedule 5)

<b>Description:</b>	<b>(A)</b>	<b>(B)</b>	<b>(C)</b>	<b>(D)</b>	<b>(E)</b>	<b>(F)</b>	<b>(G)</b>
Including Maturity Date and Interest Rate (List alphabetically)	CUSIP Number	Cost or Market Value at End Of Prior Year	Unrealized Gain	Unrealized Loss	Market Value	Interest Received During Year	Interest Due and Accrued Dec. 31st
			To Page 6, Line 4886	To Page 6, Line 4887	To Page 2, 2011 Column, Line 3	To Page 6, Line C	To Page 6, Interest Due and Accrued, Current year
							To Page 2, Line 21 Interest Due and Accrued, Current year

**Schedule No. 3B**

Annual Statement of the \_\_\_\_\_ Retirement System for the Year Ended December 31, 2011

**Domestic Fixed Income Securities Purchased During Year**  
(Foreign Fixed Income Securities must be listed on Schedule 5)

<b>Description:</b> Including Date of Maturity and Interest Rate (List alphabetically)	<b>(A)</b> CUSIP Number	<b>(B)</b> Par Value*	<b>(C)</b> Date Acquired (Trade Date)	<b>(D)</b> Name of Broker	<b>(E)</b> Commissions Paid	<b>(F)</b> Paid Accrued Interest	<b>(G)</b> Cost Excluding Accrued Interest, but Including Commissions
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To Page 6, Line 4823

\*Optional Entry

**Schedule No. 3C**

Annual Statement of the \_\_\_\_\_ Retirement System for the Year Ended December 31, 2011

**Domestic Fixed Income Securities Sold During Year**

(Foreign Fixed Income Securities must be listed on Schedule 5)

Description:	(A)	(B)	(C)	(E)	(F)	(G)	(H)	(I)	(J)
Including Date of Maturity and Interest Rate (List alphabetically)	CUSIP Number	Par Value*	Date Sold or Matured (Trade Date)	Name of Broker	Market Value Previous Dec 31st	Amount Received on Sale Less Commissions Excluding Accrued Interest	= G - F Realized Gain	= G - F Realized Loss	Interest Received During Year Including Interest Sold
							To Page 6, Line 4884	To Page 6, Line 4885	To Page 6, Line C

\*Optional Entry

**Schedule No. 4A**

**Annual Statement of the \_\_\_\_\_ Retirement System for the Year Ended December 31, 2011**

**Equities Owned at End of Year**

Equities defined as stocks or options (Pooled Funds must be listed on Schedule 5)

<b>Description:</b>	<b>(A)</b>	<b>(B)</b>	<b>(C)</b>	<b>(D)</b>	<b>(E)</b>	<b>(F)</b>	<b>(G)</b>	<b>(H)</b>	<b>(I)</b>
	CUSIP	Number	Rate Per Share	Market Value at End	Net Purchases	Market Value at	= F - D - E	= F - D - E	Dividends
(List alphabetically)	Number	of Shares	Used to Obtain	of Previous Year	and (Sales) at	End of Current Year	Unrealized Gain	Unrealized Loss	Received During
			Current Market		Book Value				Year
			Value		Current Year				
				<i>From Page 2, 2010</i>		<i>To Page 2, 2011</i>	<i>To Page 6, Line</i>	<i>To Page 6, Line</i>	<i>To Page 6, Line D</i>
				<i>Column Line 5</i>		<i>Column, Line 5</i>	<i>4886</i>	<i>4887</i>	

**Schedule No. 4B**

Annual Statement of the \_\_\_\_\_ Retirement System for the Year Ended December 31, 2011

**Equities Purchased During Year**

Equities defined as stocks or options (Pooled Funds must be listed on Schedule 5)

<b>Description:</b> Give Complete Description (List alphabetically)	<b>(A)</b> CUSIP Number	<b>(B)</b> Number of Shares	<b>(C)</b> Date Acquired (Trade Date)	<b>(D)</b> Name of Broker	<b>(E)</b> Commissions and Fees Paid	<b>(F)</b> Cost to System Including Commissions and Fees
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**Schedule No. 4C**

Annual Statement of the \_\_\_\_\_ Retirement System for the Year Ended December 31, 2011

**Equities Sold During Year**

Equities defined as stocks or options (Pooled Funds must be listed on Schedule 5)

<b>Description:</b>	<b>(A)</b>	<b>(B)</b>	<b>(C)</b>	<b>(D)</b>	<b>(E)</b>	<b>(F)</b>	<b>(G)</b>	<b>(H)</b>	<b>(I)</b>	<b>(J)</b>
	CUSIP Number	Number of Shares	Name of Broker	Date Sold	Commissions Paid	Proceeds from Sale	Market Value at Prior Year-end or Cost if Purchased in Current Year	= F - G Realized Gain	= F - G Realized Loss	Dividends Received During Year
								To Page 6, Line 4884	To Page 6, Line 4885	To Page 6, Line D

**Schedule No. 5**

**Annual Statement of the \_\_\_\_\_ Retirement System for the Year Ended December 31, 2011**

**Schedule of Pooled Funds**

This schedule is to be used for the PRIT Fund and Pooled Funds (e.g., Venture Capital, Real Estate, Mutual Funds, Commingled Funds).

<u>Description:</u>	<u>(A)</u> Market Value at End of Previous Year	<u>(B)</u> Total Purchases This Year at Cost	<u>(C)</u> Reinvested Investment Income	<u>(D)</u> Realized Gain*	<u>(E)</u> Realized Loss*	<u>(F)</u> Unrealized Gain*	<u>(G)</u> Unrealized Loss*	<u>(H)</u> Total Sales/ Redemptions this Year - Amount Received	<u>(I)</u> Cash Dividends/ Distributions to System this Year	<u>(J)</u> Fees Paid	<u>(K)</u>
PERAC Ledger Number											=A+B+C+D-E+F-G-H+I- Market Value at End of Year**
			To Page 6, Line E	To Page 6, Line 4884	To Page 6, Line 4885	To Page 6, Line 4886	To Page 6, Line 4887		To Page 6, Line E		To Page 2, 2009 Column, Lines 6 through 18
											Line 4, Lines 6 through 18

List all pooled funds by ledger number. Subtotal each ledger number total. For example:

1182	Scottish Equitable Fund	
1182	Putnam Int'l Fixed Income Tr	
1182	SUBTOTAL Pooled International Fixed Income Funds	
1183	MFS Bond Fund A	
1183	Brandywine Global Fixed Income	
1183	Pooled Global Fixed Income Funds	

TOTAL ALL POOLED FUNDS

\* If available.

\*\* If using most recent period prior to year-end, please list date.

# Schedule No. 6

## Annual Statement of the \_\_\_\_\_ Retirement System for the Year Ended December 31, 2011

### Summary of Investments Owned

Category of Investment	Current Market Value	Interest Due and Accrued as of Dec. 31, 2011	Paid Accrued Interest on Purchases in Current Year	Commissions Paid During Current Year	Unrealized Gains	Unrealized Losses	Realized Gains	Realized Losses	Investment Income Received During Year
1. 1040 Cash	Sch 1, Col E	Sch 1, Col G							Sch 1, Col F
2. 1100 Individually Owned Short Term Investments	Sch 2, Col E	Sch 2, Col G							Sch 2, Col F
3. 1180 Fixed Income Securities	Sch 3A, Col E	Sch 3A, Col G	Sch 3B, Col F	Sch 3B, Col E	Sch 3A, Col C	Sch 3A, Col D	Sch 3C, Col H	Sch 3C, Col I	Sch 3A, Col F and Sch 3C, Col J
4. 1170 Equities	Sch 4A, Col F			Sch 4B, Col E	Sch 4A, Col G	Sch 4A, Col H	Sch 4C, Col H	Sch 4C, Col I	Sch 4A, Col I and Sch 4C, Col J
5a. 1101 Pooled Short Term Funds	Sch 5, Col K				Sch 5, Col F	Sch 5, Col G	Sch 5, Col D	Sch 5, Col E	Sch 5, Col C
5b. 1172 Pooled Domestic Equity Funds	Sch 5, Col K				Sch 5, Col F	Sch 5, Col G	Sch 5, Col D	Sch 5, Col E	Sch 5, Col C
5c. 1173 Pooled International Equity Funds	Sch 5, Col K				Sch 5, Col F	Sch 5, Col G	Sch 5, Col D	Sch 5, Col E	Sch 5, Col C
5d. 1174 Pooled Global Equity Funds	Sch 5, Col K				Sch 5, Col F	Sch 5, Col G	Sch 5, Col D	Sch 5, Col E	Sch 5, Col C
5e. 1181 Pooled Domestic Fixed Income Funds	Sch 5, Col K				Sch 5, Col F	Sch 5, Col G	Sch 5, Col D	Sch 5, Col E	Sch 5, Col C
5f. 1182 Pooled International Fixed Income Funds	Sch 5, Col K				Sch 5, Col F	Sch 5, Col G	Sch 5, Col D	Sch 5, Col E	Sch 5, Col C
5g. 1183 Pooled Global Fixed Income Funds	Sch 5, Col K				Sch 5, Col F	Sch 5, Col G	Sch 5, Col D	Sch 5, Col E	Sch 5, Col C
5h. 1193 Pooled Alternative Investments / Private Equity	Sch 5, Col K				Sch 5, Col F	Sch 5, Col G	Sch 5, Col D	Sch 5, Col E	Sch 5, Col C
5i. 1194 Pooled Real Estate Funds	Sch 5, Col K				Sch 5, Col F	Sch 5, Col G	Sch 5, Col D	Sch 5, Col E	Sch 5, Col C
5j. 1195 Pooled Domestic Balanced Funds	Sch 5, Col K				Sch 5, Col F	Sch 5, Col G	Sch 5, Col D	Sch 5, Col E	Sch 5, Col C
5k. 1196 Pooled International Balanced Funds	Sch 5, Col K				Sch 5, Col F	Sch 5, Col G	Sch 5, Col D	Sch 5, Col E	Sch 5, Col C
5l. 1197 Hedge Funds	Sch 5, Col K				Sch 5, Col F	Sch 5, Col G	Sch 5, Col D	Sch 5, Col E	Sch 5, Col C
5m. 1198 PRIT Cash Fund	Sch 5, Col K				Sch 5, Col F	Sch 5, Col G	Sch 5, Col D	Sch 5, Col E	Sch 5, Col C
5n. 1199 PRIT Core Fund	Sch 5, Col K				Sch 5, Col F	Sch 5, Col G	Sch 5, Col D	Sch 5, Col E	Sch 5, Col C

**TOTAL**

# Supplementary Schedule

Annual Statement of the \_\_\_\_\_ Retirement System for the Year Ended December 31, 2011

## Members' Balances in the Annuity Savings Account

<u>Member's Name</u>	<u>Previous Balance</u>	<u>Total Additions Current Year</u>	<u>Total Interest Current Year</u>	<u>Reductions</u>	<u>Transfer to Annuity Reserves</u>	<u>Transfer to Pension Fund</u>	<u>Transfer to Pension Reserve Fund</u>	<u>Balance Current Year</u>
Must equal last year's Supplementary Schedule 12/31/10	Must equal Page 4, 1(a) + 1(b) 1(c) + 1(d)	Must equal Page 4, 1(e) Represents PERAC rate applied to prior year balances during current year	Must equal Page 5 1(a) + 1(b) less the amount transferred to Pension Reserve Fund	Must equal Page 3 Interfund Transfer for those who retired in the current year	Must equal Page 3 Interfund Transfer	Must equal Page 4, 6(c) plus Interfund Transfer of 10 year inactive accounts	Represents the ASF balance of members funds inactive for 10 years, plus the portion of interest not refunded to members upon withdrawal based on eligible limitations	Adjustment for members' buyback agreements included Schedule A.
	Represents pay-roll deductions contributed by members	Represents ASF balance of members who retired during current year	Represents refunds and withdrawals transferred to qualified plans					Must equal Annuity Savings Fund balance 12/31/11 on Page 2

