



Overview

- Submitting your Annual Statement through PROSPER
- Preliminary Review of Annual Statement After Submission
- Schedule 1-7 Template
- Some Things to Remember
- Auditor Review of Annual Statement
- Cash Book Updates & Reminders

Slide 2

LOGIN

(1) Enter User Name

(2) Enter Password

(3) CLICK Sign In

The screenshot shows the PROSPER login interface. At the top, the logo 'PROSPER' is on the left, and 'Massachusetts Public Employee Retirement Administration Commission' is on the right. Below the header, there are two input fields: 'User Name' and 'Password (Case-sensitive)'. A red arrow points from the text '(1) Enter User Name' to the User Name input field. Another red arrow points from the text '(2) Enter Password' to the Password input field. A third red arrow points from the text '(3) CLICK Sign In' to a blue 'Sign In' button located to the right of the password field. Below the password field, there is a link 'Forgot Password?'. At the bottom of the form, there are three links: 'Accessibility Policy', 'Site Policies', and 'Contact Us'.

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NOTES:

LOGIN (Cont'd)

(4) Enter Answer to Security Question(s)

(5) CLICK **Submit**

PROSPER | Massachusetts Public Employee Retirement Administration Commission

Security Question

Question
What is the street number of the house you grew up in?

Answer*

Submit

Slide 4

LAND ON "HOME" PAGE

(1) CLICK **Finance** Tab

STATE | Massachusetts Public Employee Retirement Administration Commission

Home | Tasks | Compliance | **Finance** | Benefits | Disability | 91A | User

Tasks

- Disability Transmittal Action Request for 84 24 (6 Ordinary)
- CME Suspension Reinstatement for 67 12
- CME Suspension Reinstatement for 56 M 87
- CME Suspension Reinstatement for 28 14
- CME Suspension Reinstatement for 6 L 51

PERAC Memos

- Memo #12/2050 Republic
- Memo #1/2050 Test
- Memo #32609.1 2022 New Memo > Apr...
- Memo #2022-#2 2022 St#35059
- Memo #17/2022 2022 Mandatory Retirem...
- Memo #14/2022 2022 Supreme Judicial...
- Memo #13/2022
- Memo #12/2022

Notifications (Last 90 Days)

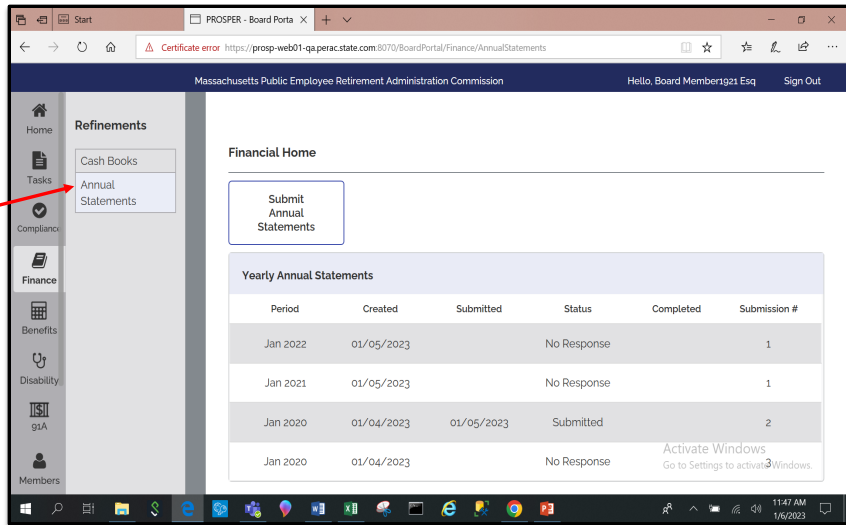
- 11/30/2022 Disability Transmittal Complete

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NOTES:

LAND ON “FINANCIAL HOME” PAGE

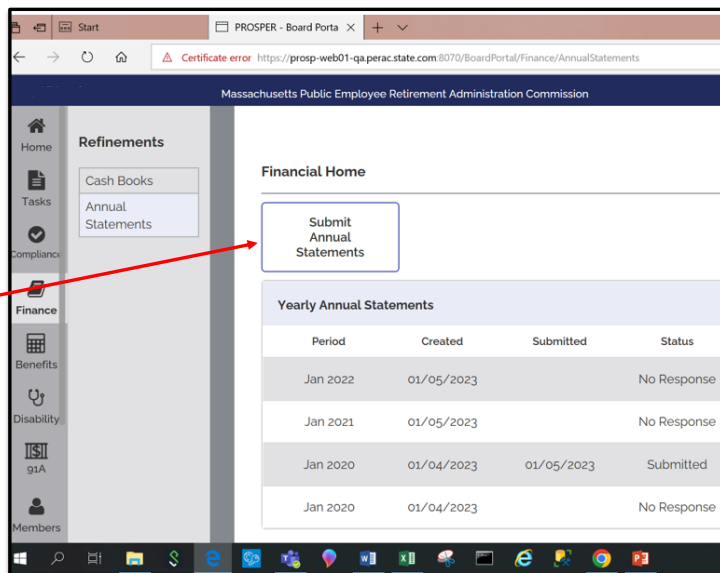
(1) CLICK on Annual Statements



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LAND ON “ANNUAL STATEMENT” PAGE

(1) CLICK on Submit Annual Statements



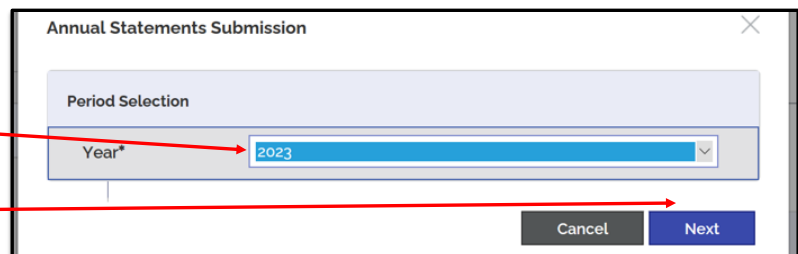
Slide 7

NOTES:

SUBMITTING Annual Statement

(1) Select Year

(2) CLICK Next



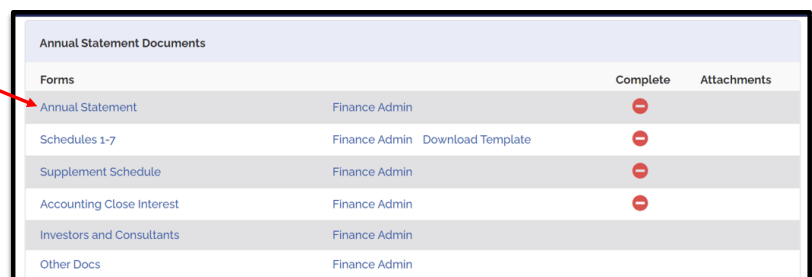
The dialog box titled "Annual Statements Submission" contains a "Period Selection" section. Within this section, there is a dropdown menu labeled "Year*" which currently displays "2023". Below the dropdown menu, there are two buttons: "Cancel" and "Next". Red arrows point from the text "(1) Select Year" to the "Year*" dropdown and from "(2) CLICK Next" to the "Next" button.

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SUBMITTING Annual Statement

(Cont'd)

(3) CLICK Annual Statement



Annual Statement Documents					
Forms			Complete	Attachments	
Annual Statement	Finance Admin				
Schedules 1-7	Finance Admin	Download Template			
Supplement Schedule	Finance Admin				
Accounting Close Interest	Finance Admin				
Investors and Consultants	Finance Admin				
Other Docs	Finance Admin				

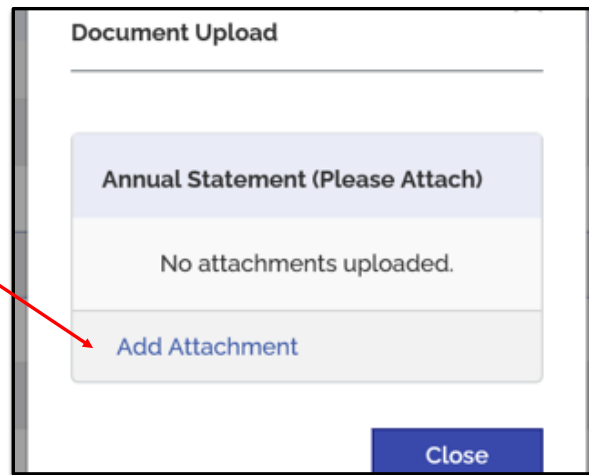
A red arrow points from the text "(3) CLICK Annual Statement" to the "Annual Statement" row in the table.

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NOTES:

UPLOAD Doc(s)

(1) CLICK Add Attachment

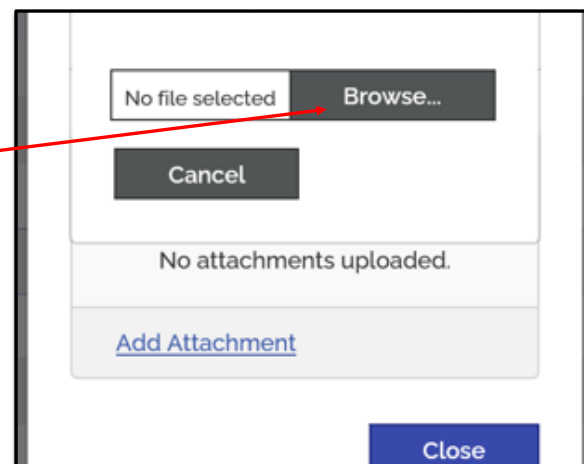


The 'Document Upload' dialog box has a title bar. Below the title bar is a section titled 'Annual Statement (Please Attach)'. Under this section, it says 'No attachments uploaded.' At the bottom of this section is a button labeled 'Add Attachment'. At the bottom right of the dialog box is a blue button labeled 'Close'.

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UPLOAD Doc(s) (Cont'd)

(2) CLICK Browse



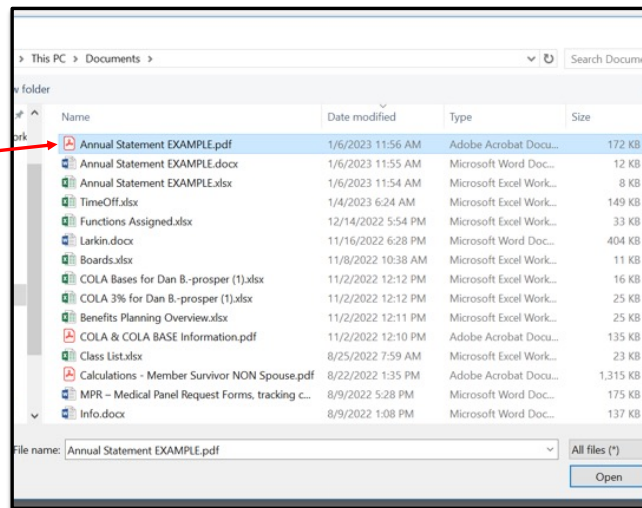
The file selection dialog box shows a text field with 'No file selected' and a 'Browse...' button. Below these are 'Cancel' and 'Add Attachment' buttons. At the bottom right is a blue 'Close' button. A red arrow points from the 'Browse' button in the text above to the 'Browse...' button in the dialog box.

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NOTES:

UPLOAD Doc(s) (Cont'd)

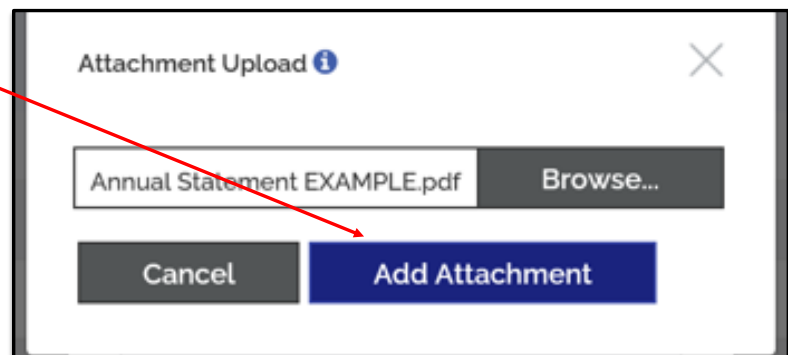
(3) SELECT correct file



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UPLOAD Doc(s) (Cont'd)

(4) CLICK Add Attachment

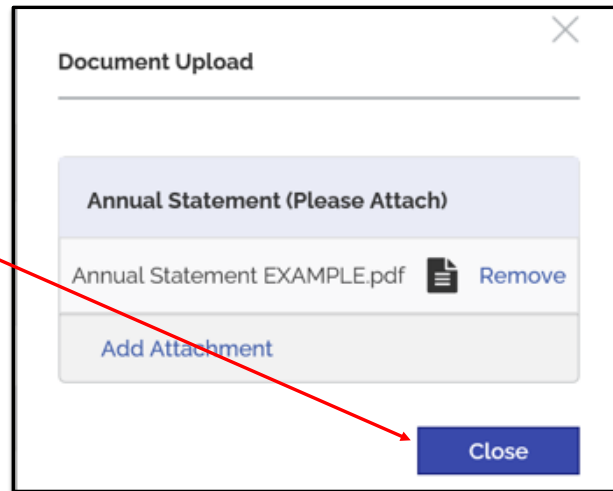


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NOTES:

UPLOAD Doc(s) (Cont'd)

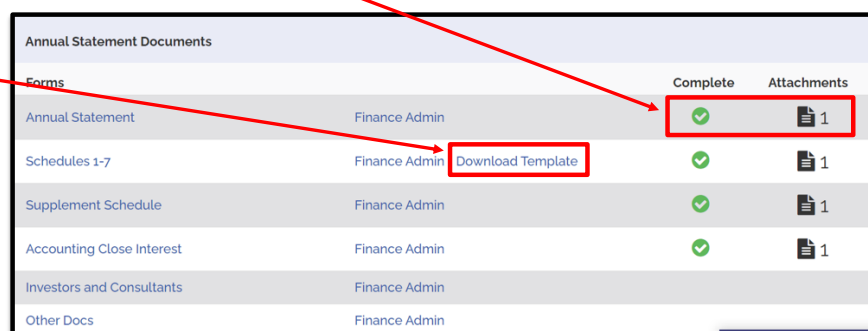
(5) CLICK Close



A dialog box titled "Document Upload" with a close button (X) in the top right corner. Inside the dialog, there is a section titled "Annual Statement (Please Attach)". Below this title, it shows "Annual Statement EXAMPLE.pdf" with a document icon and a "Remove" link. Below that is a button labeled "Add Attachment". At the bottom right of the dialog is a blue button labeled "Close". A red arrow points from the text "(5) CLICK Close" to the "Close" button.

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- You will now see the **Complete** is a **Green** Check and the **Attachment** is there
- Repeat same 5 STEPS for Other Uploads:
 - Schedules 1-7 (Please download and use template)
 - Supplemental Schedule
 - Accounting Close Interest
 - Investors and Consultants (IF APPLICABLE)
 - Other Docs (IF APPLICABLE)



A table titled "Annual Statement Documents" with columns: Forms, Complete, and Attachments. The table lists several documents, each with a "Download Template" link. A red box highlights the "Download Template" link for "Schedules 1-7". A red arrow points from the text "Complete is a Green Check" to the green checkmark in the "Complete" column for "Annual Statement". Another red arrow points from the text "Attachment is there" to the document icon and "1" in the "Attachments" column for "Annual Statement".

Forms	Complete	Attachments
Annual Statement	✓	1
Schedules 1-7	✓	1
Supplement Schedule	✓	1
Accounting Close Interest	✓	1
Investors and Consultants	✓	1
Other Docs		

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NOTES:

Upload Rules

■ REQUIRED DOCS

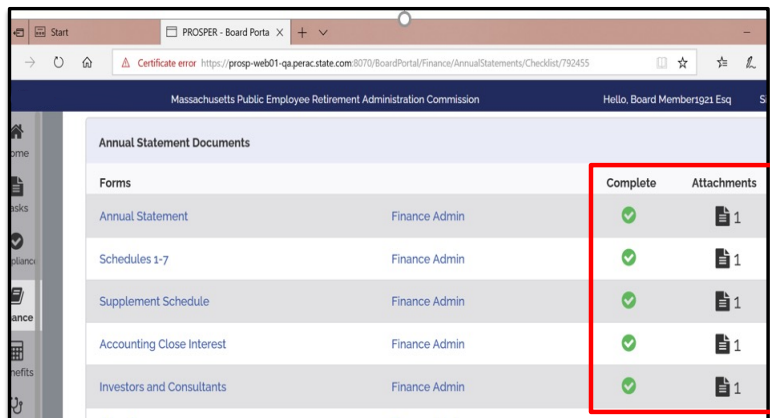
- Annual Statement (must be READABLE PDF format)
- Schedules 1-7 (must be XLSX format)
 - **PLEASE DOWNLOAD & USE TEMPLATE**
- Supplemental Schedule (must be READABLE PDF format)
- Accounting Close Interest (must be READABLE PDF format)

■ ONLY IF APPLICABLE

- Other Docs
- Investors and Consultants (must be READABLE PDF format)

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- Once ALL Required Documents are uploaded, reach out to the Board Members for certification.



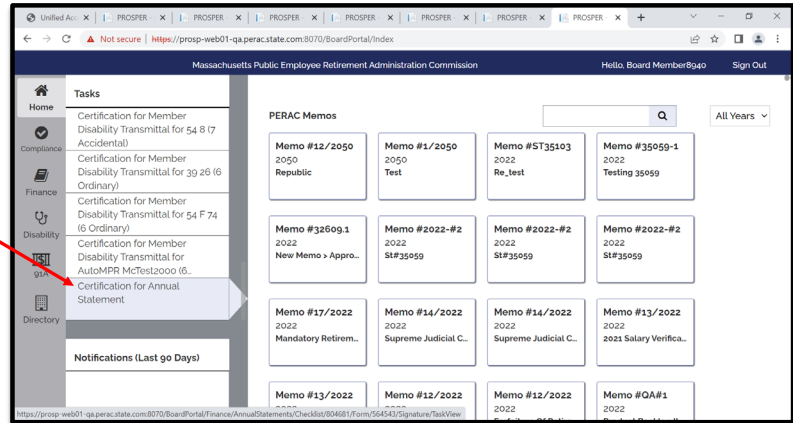
Annual Statement Documents		Complete	Attachments
Forms			
Annual Statement	Finance Admin	✓	1
Schedules 1-7	Finance Admin	✓	1
Supplement Schedule	Finance Admin	✓	1
Accounting Close Interest	Finance Admin	✓	1
Investors and Consultants	Finance Admin	✓	1

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NOTES:

CERTIFICATION BY BOARD MEMBERS

- (1) CLICK the Certification for Annual Statement Tab



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CERTIFICATION BY BOARD MEMBERS (Cont'd)

- (2) Board Member can Go to Checklist and see what is actually submitted
- (3) Member signs by adding name
- (4) Check off Acknowledgement
- (5) CLICK Sign Document

The screenshot shows the 'Certification for Annual Statement' form. Red arrows point to the following elements: the 'Go to 2021 Checklist' button, the 'First Name' field (containing 'Board'), the 'I acknowledge that I am electronically signing this form' checkbox (checked), and the 'Sign Document' button. The form also includes a 'Retirement Board' section with 'State' and 'Board Member Board' options, and a 'Checklist' section with 'Go to 2021 Checklist' and 'Go to 2022 Checklist' buttons. The 'First Name' field is followed by 'MI' and 'Last Name' (containing 'Member8940') fields, and a 'Suffix' field. Below these fields is a note: 'The electronic signature must match the name Board Member8940'. At the bottom, there is a checkbox for 'I acknowledge that I am electronically signing this form' and a 'Sign Document' button.

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NOTES:

- You will now see the **Complete** is a **Green** check once the Board Member signs.
- Repeat same 5 STEPS for ALL Board Members who need to Certify Statement.

Massachusetts Public Employee Retirement Administration Commission		Hello, Board
Supplement Schedule	Finance Admin	✓
Accounting Close Interest	Finance Admin	✓
Investors and Consultants	Finance Admin	✓
Other Docs	Finance Admin	✓
Retirement Board Member Certification		✓
	Board Member20357	✓
	Board Member21990	✓
	Board Member8940	✓
	Board M Member3760, Esq	✓
	Board B Member7990	✓

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- Once ALL Signatures have been received and Certification is complete, the Annual Statement can be **Submitted**.

Retirement Board Member Certification		✓
	Board M Member3760, Esq	✓
	Board B Member7990	✓
	Board Member8940	✓
	Board Member20357	✓
	Board Member21990	✓
Withdraw		Submit

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NOTES:

- Once Submitted, you will receive a Message of Completion

✓ COMPLETE: Annual Statement checklist has been successfully submitted to PERAC.

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- You can go back to the **Financial Home Page** and see that the Annual Statement has been Submitted.

Financial Home

Submit Annual Statements

Yearly Annual Statements					
Period	Created	Submitted	Status	Completed	Submission #
2024	02/03/2023	02/03/2023	Submitted		1
2023	02/03/2023	02/03/2023	Submitted		1
2022	02/03/2023	02/03/2023	Submitted		1
2021	02/07/2023	02/07/2023	Submitted		4
2020	01/06/2023	02/03/2023	Submitted		1

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NOTES:



For assistance with **PROSPER**, please contact us at:
617-591-8983 or PER-ProsperHelp@mass.gov

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Preliminary Review of Annual Statement After Submission

- What happens when your Annual Statement is submitted
 - We verify that all pdf's are in READABLE format
 - We verify that the required template was used for the Schedules

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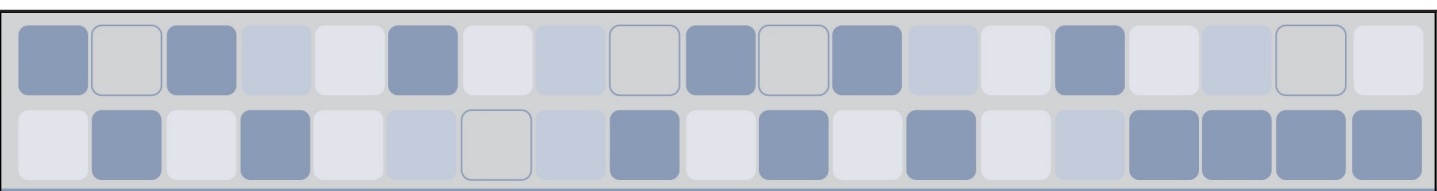
NOTES:



Preliminary Review of Annual Statement After Submission *(Cont'd)*

- What happens when the attachments are not readable, or the required template is not used
 - Your Annual Statement is put in 'Under Review' status
 - You will receive an email notification from PROSPER with a note stating why
 - It's back in your hands to fix and resubmit
 - Make corrections and upload corrected pdf's or spreadsheet
 - Submit again - there is no need for the Board Members to sign again

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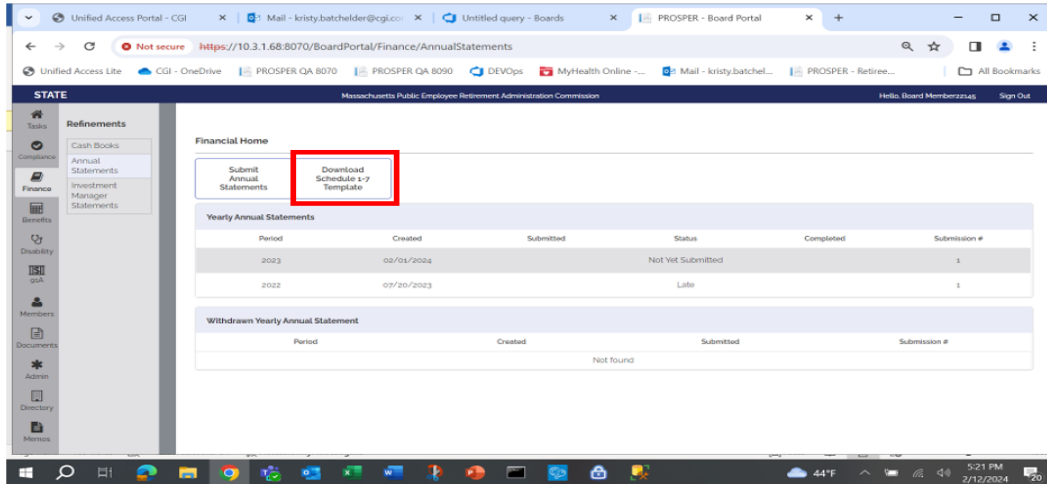
Schedule 1-7 Template

- Where to get it
 - Download from PROSPER
- How to use it
 - Enter information into the spreadsheet
 - Copy and paste information received from Custodian
 - Formulas are highlighted in grey, PLEASE do not copy over them

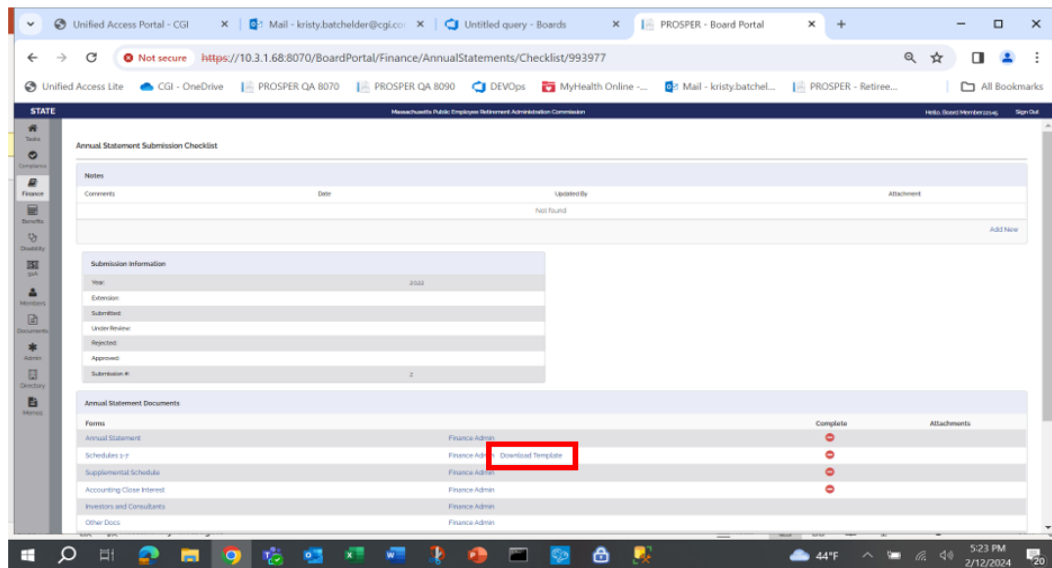
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NOTES:

Where to Download the Schedule 1-7 Template



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NOTES:

Board Info

[illegible]

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Schedule 1

Annual Statement of the Adams Retirement Board for the Year Ended December 31, 2023							
Schedule 1							
	Cash Account Activity During Year						
Description	Book Value at End of Previous Year	Total Deposits this Year	Income Reinvested/ Redeposited into Account	Total Withdrawals this Year	Total Book Value Dec 31 this Year	Cash Income Paid to System Not Reinvested or Redeposited	Interest Due and Accrued December 31st
					-		
					-		
					-		
					-		
					-		
					-		
					-		
					-		
					-		
Schedule Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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NOTES:

Schedule 2A

Annual Statement of the Adams Retirement Board for the Year Ended December 31, 2023										
Schedule 2A										
Short Term Securities Owned at End of Year										
Fund	CUSIP	Description	Rate	Maturity Date	Par Value	Price	Market Value Dec 31st Current Year	Change in Market Value Increase/Decrease	Interest Received During Year	Interest Due and Accrued Dec 31st
Schedule Totals							\$ -	\$ -	\$ -	\$ -

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Schedule 2B

[illegible]

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NOTES:

A decorative graphic consisting of two rows of colored squares. The top row has 18 squares in the following order: dark blue, light blue, dark blue, light blue, white, dark blue, white, light blue, light blue, dark blue, light blue, dark blue, light blue, white, dark blue, white, light blue, light blue. The bottom row has 18 squares in the following order: white, dark blue, white, dark blue, white, light blue, light blue, dark blue, light blue, dark blue, white, dark blue, white, dark blue, white, light blue, dark blue, dark blue, dark blue.

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A decorative graphic consisting of two rows of colored squares. The top row has 18 squares in shades of blue, grey, and white. The bottom row has 18 squares in similar shades, with some squares having a thin black border. The squares are arranged in a staggered pattern between the two rows.

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Schedule 3B

[illegible]

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Schedule 3C

[illegible]

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NOTES:

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Schedule 4C

[illegible]

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Schedule 5

[illegible]

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NOTES:

Schedule 6

[illegible]

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Schedule 7

Annual Statement of the Adams Retirement Board for the Year Ended December 31, 2023											
Schedule 7											
Summary of Investment Related Fees											
Manager/Vendor-All Managers/Vendors Must be Listed	Q1	Q2	Q3	Q4	Accrued Payable at Year End	Total Paid or Accrued in 2023	Market Value as of 12/31/2023	*Payment Method (N, C, W)	RT01 Carried Interest Expense	RT02 Equalization Expense	RT03 Miscellaneous Expenses
§104 Management Fees:											
Enter name of manager here											
§104 Management Fees Total	\$	-	\$	-	\$	-	\$	-	\$	-	\$
§105 Custodial Fees:											
Enter name of custodian here											
§105 Custodial Fees Total	\$	-	\$	-	\$	-	\$	-	\$	-	\$
§107 Investment Consultant/ODD Fees:											
Enter name of consultant here											
§107 Investment Consultant/ODD Fees Total	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Total Investment Related Fees and Expenses	\$	-	\$	-	\$	-	\$	-	\$	-	\$
*N=Net/C=Check/W=Wire											

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NOTES:



Some Things to Remember

- Annual Statement due May 1
- Contact us if you need an extension
- All 5 Board Members must Certify the Annual Statement in PROSPER
 - If you have less than 5 Board Members contact us to override

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Auditor Review of Annual Statement

- Reviewed for consistency and completeness
- Annual Statement in 'Under Review' status
 - Questions/Comments will be added by the Auditor in the Notes section
 - An email is also sent with the Questions/Comments included
 - Corrections should be made, and answers can be added in the Notes section
 - Submit again - there is no need for the Board Members to sign again

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NOTES:

Cash Book Updates & Reminders

- Submitting Late Cash Books – Reports can be uploaded to the Prosper generated Submission. Do not try to create a new submission.
 - Prosper automatically creates a submission (if one has not been created yet) by due date for that month. The auto-generated submission will show up under “Late” the day after due date.

Cashbooks Submissions	Created 1	Late 1	Submitted 1
-----------------------	--------------	-----------	----------------

Slide 46

Cash Book Updates & Reminders

- Additional Documents section – Now both .PDF and Excel files can be uploaded to this section. Multiple files can be added here.
- December Reporting:
 - Please be sure to upload Pre-Close reporting. *Can include Post-close TB and GL under the Additional Documents section or in the Other Docs section in the Annual Statement submission.*
 - Reminder (PTG users): Save a pre-close AJE report before running closing entries.

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NOTES:

Questions?



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NOTES:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

COMMONWEALTH OF MASSACHUSETTS

Public Employee Retirement Administration Commission

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TTY: 617-591-8917 | Web: www.mass.gov/perac

