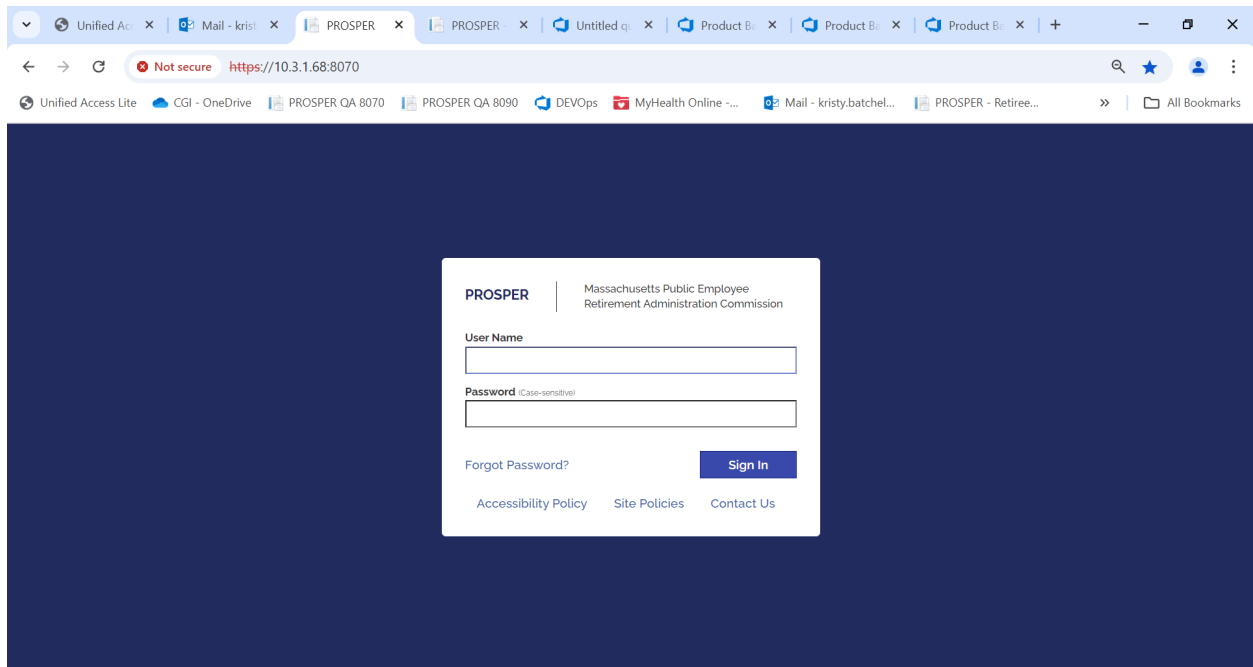


Appropriation Questionnaire Submission (BOARD)

(1) Sign into PROSPER



A screenshot of a web browser showing the PROSPER login page. The browser's address bar displays "https://10.3.1.68:8070". The page has a dark blue background. In the center, there is a white login form. The form header includes the "PROSPER" logo and the text "Massachusetts Public Employee Retirement Administration Commission". Below this, there are two input fields: "User Name" and "Password (Case-sensitive)". To the right of the password field is a "Forgot Password?" link. Below the input fields is a blue "Sign In" button. At the bottom of the form, there are three links: "Accessibility Policy", "Site Policies", and "Contact Us".

PROSPER | Massachusetts Public Employee Retirement Administration Commission

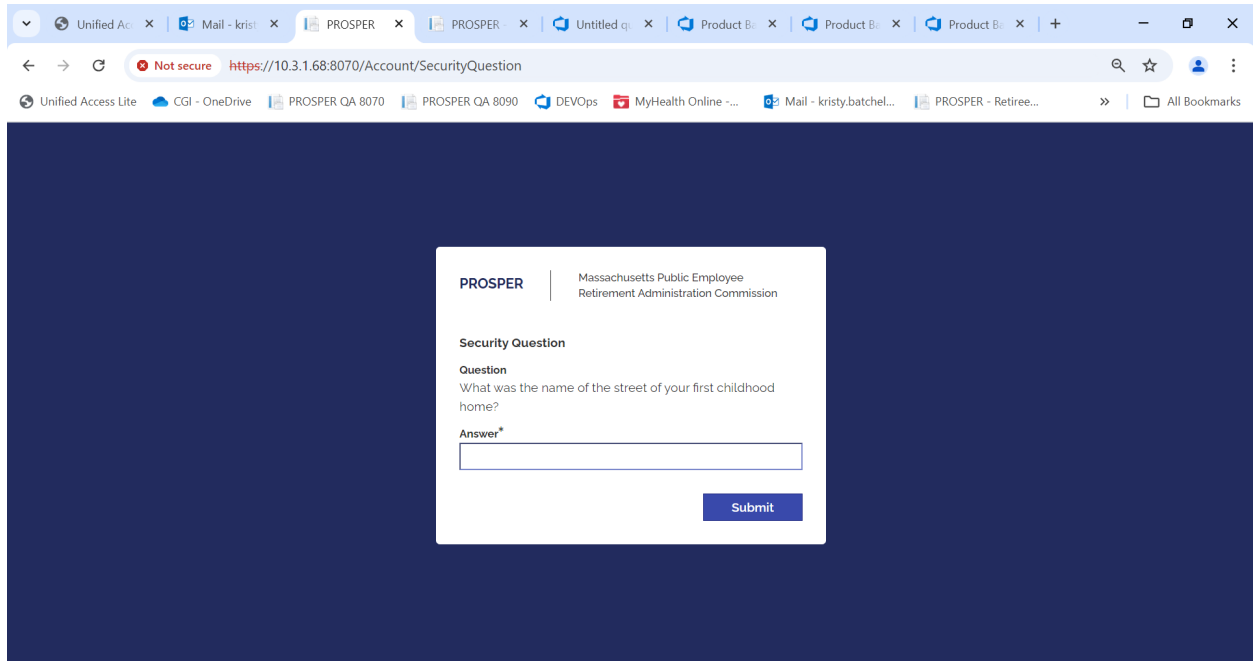
User Name

Password (Case-sensitive)

[Forgot Password?](#) [Sign In](#)

[Accessibility Policy](#) [Site Policies](#) [Contact Us](#)

(2) Answer Security Question(s)



A screenshot of a web browser showing the PROSPER security question page. The browser's address bar displays "https://10.3.1.68:8070/Account/SecurityQuestion". The page has a dark blue background. In the center, there is a white form. The form header includes the "PROSPER" logo and the text "Massachusetts Public Employee Retirement Administration Commission". Below this, there is a section titled "Security Question". Under this section, there is a "Question" label followed by the text "What was the name of the street of your first childhood home?". Below the question is an "Answer*" label followed by a text input field. At the bottom right of the form is a blue "Submit" button.

PROSPER | Massachusetts Public Employee Retirement Administration Commission

Security Question

Question

What was the name of the street of your first childhood home?

Answer*

[Submit](#)

(3) Go to the Appropriation Questionnaire. You can get there one of the following ways:

A) Click the Task “Fill Out Appropriation Questionnaire”

The screenshot shows a web browser window with the URL <https://10.3.1.68:8070/BoardPortal/Task>. The page is titled "ATTLEBORO" and "Massachusetts Public Employee Retirement Administration Commission". The user is logged in as "Hello, Board Member20181" and can click "Sign Out".

The left sidebar contains a "Tasks" section with the following items:

- g1A 2023 Board Action Excess Request for 51 F 94
- g1A Board Action Termination Request for 99 F 5, Jr.
- Audit - Material List
- g1A 2023 Board Action Excess Request for 51 F 94
- Fill out Appropriation Questionnaire** (highlighted)

The main content area is titled "Task Overview" and displays a summary of tasks across various categories:

- Disability Transmittal**: Board Action Requests (0)
- CME**: Member Information Requests (0), Suspension Requests (0)
- g1A**: Salary Verifications (1), Termination Requests (1), Excess Requests (1)
- Annual Statements**: Not Submitted (0), Extension (0), Late (0), Under Review (0), Rejected (0)
- Investment Manager Statements**: Not Submitted (0), Under Review (0)
- Cashbooks**: (0)

- B) Find Appropriation Swim Lane and click Not Submitted
- Table should open up below
 - Click appropriate Submission

The screenshot shows the PROSPER Board Portal interface. The left sidebar contains navigation tabs: Tasks, Compliance, Finance, Benefits, Disability, 91A, and Members. The main content area is titled "ATTLEBORO Massachusetts Public Employee Retirement Administration Commission" and shows a "Hello, Board Member20181" greeting with a "Sign Out" link. The "Tasks" section lists several items, including "91A 2023 Board Action Excess Request for 51 F 94" and "91A Board Action Termination Request for 99 F 5, Jr.". The "Appropriation" section displays a table with columns for "Not Submitted", "Late", "Under Review", "Rejected", and "Complete". The "Not Submitted" column shows a count of 2. Below this, a section titled "Appropriation - Not Submitted" shows a table with columns for "Year", "Status", and "Date". The table lists two entries for the year 2024, both with a status of "Not Submitted" and dates of 10/21/2024 and 10/24/2024.

Year	Status	Date
2024	Not Submitted	10/21/2024
2024	Not Submitted	10/24/2024

- C) Click Benefits Tab -> Appropriations Refinement-> Submission

The screenshot shows the PROSPER Board Portal interface with the "Benefits" tab selected. The left sidebar contains navigation tabs: Tasks, Compliance, Finance, Benefits, Disability, 91A, and Members. The main content area is titled "ATTLEBORO Massachusetts Public Employee Retirement Administration Commission" and shows a "Hello, Board Member20181" greeting with a "Sign Out" link. The "Benefits" section displays a table with columns for "Submission Date", "Current Status", and "Submitted By". The table lists one entry for the submission date 10/21/2024, with a status of "Not Submitted" and submitted by "Dan Boyle".

Submission Date	Current Status	Submitted By
10/21/2024	Not Submitted	Dan Boyle

(4) Fill out Appropriation Data Questionnaire

The screenshot shows a web browser window with multiple tabs. The active tab is titled "PROSPE" and the address bar shows the URL "https://10.3.1.68:8070/BoardPortal/Appropriations/Questionnaire/3". The browser's address bar also shows "Not secure". The page header is dark blue with the text "ATTLEBORO" on the left, "Massachusetts Public Employee Retirement Administration Commission" in the center, and "Hello, Board Member20181 Sign Out" on the right. A left sidebar contains icons and labels for "Tasks", "Compliance", "Finance", "Benefits", "Disability", "91A", and "Members". The main content area is titled "2023 Appropriation Data Questionnaire" and includes the instruction "To be completed by retirement boards to determine their FY2024 appropriation". It is divided into two sections: "1.Appropriation" and "2.Expenses". Section 1 includes two text input fields: "The Fiscal Year 2024 total pension appropriation enacted by your governmental unit(s):" and "The scheduled appropriation for Fiscal Year 2025:". Section 2 includes a heading "2.Expenses" and a prompt "Please give the amount approved by your board for expenses (or an estimate of this amount) for fiscal year 2024 (or most recent calendar year)". It contains three text input fields: "Administrative Expenses:", "Investment Related Expenses:", and an unlabeled field.

2023 Appropriation Data Questionnaire

To be completed by retirement boards to determine their FY2024 appropriation

1.Appropriation

The Fiscal Year 2024 total pension appropriation enacted by your governmental unit(s):

\$\$

The scheduled appropriation for Fiscal Year 2025:

\$\$

2.Expenses

Please give the amount approved by your board for expenses (or an estimate of this amount) for fiscal year 2024 (or most recent calendar year)

Administrative Expenses:

\$\$

Investment Related Expenses:

Section 1 – Fill out Appropriations

1.Appropriation

The Fiscal Year 2024 total pension appropriation enacted by your governmental unit(s):

\$\$

The scheduled appropriation for Fiscal Year 2025:

\$\$

Section 2 – Fill out appropriate Expenses

2. Expenses

Please give the amount approved by your board for expenses (or an estimate of this amount) for fiscal year 2024 (or most recent calendar year)

\$\$

Administrative Expenses:

\$\$

Investment Related Expenses:

\$\$

Total Expense Budget:

\$\$

Section 3 - If Yes, need to fill out Name of firm.

3. Hiring Actuarial Firm

Have you hired, or are you planning to hire, a private actuary to complete a January 1, 2024 valuation for the system? ☒ Yes ☐ No

If yes, please indicate which firm:

Section 4 – Cities and Towns / Counties and Regional

For Cities / Towns: Fill out Unit information. You can add more units by just selecting YES and enter the TOTAL Compensation.

4. Cities and Towns

Please furnish us with the number of all active members (including federal grant employees) in your system and the aggregate annual rate of regular compensation for these members as of September 30, 2024. If your system contains governmental units, such as a housing and/or redevelopment authority or a district, furnish the information as to the number of members and their aggregate annual rate of regular compensation separately (up to five separate units can be entered).

(a) Unit:

(a) Number of Members:

(a) Annual Rate of Compensation:

\$\$

Do you have another unit? ☐ Yes ☒ No

Annual Rate of Compensation TOTAL:

0

Additional Documents – please attach any additional documents if necessary.

a) Click Add Attachment

Additional Documents	
File	Attachment
Add Attachment	

b) Click Browse and select file

The screenshot shows a web browser window with the URL <https://10.3.1.68:8070/BoardPortal/Appropriations/Questionnaire/1050686>. The page is titled "ATTLEBORO" and "Massachusetts Public Employee Retirement Administration Commission". The user is logged in as "Hello, Board Member20181" and can "Sign Out".

The main content area displays a questionnaire form with the following fields:

- (a) Number of Members:
- (a) Annual Rate of Compensation:
- Do you have another unit? ☐ Yes ☒ No
- Annual Rate of Compensation TOTAL:

Below the form is the "Additional Documents" section, which is a table with two columns: "File" and "Attachment". The "File" column contains a link "Add Attachment".

An "Attachment Upload" dialog box is open, showing "No file selected" and a "Browse..." button. The dialog also has a "Cancel" button.

At the bottom right of the form is a "Submit" button.

c) Once file is selected and you see the name, click Add Attachment

The screenshot shows a web browser window with multiple tabs. The active tab is 'PROSPER - Board Portal'. The address bar shows a URL: <https://10.3.1.68:8070/BoardPortal/Appropriations/Questionnaire/1050686>. The page header includes 'ATTLEBORO', 'Massachusetts Public Employee Retirement Administration Commission', and a user greeting 'Hello, Board Member20181' with a 'Sign Out' link. A left sidebar contains navigation icons for Tasks, Compliance, Finance, Benefits, Disability, 91A, and Members. The main content area is a questionnaire form with fields for 'Number of Members', 'Annual Rate of Compensation', and 'Additional Documents'. An 'Attachment Upload' modal is open, showing the file 'Live Long and Prospurr.pdf' and buttons for 'Browse...', 'Cancel', and 'Add Attachment'. A 'Submit' button is located at the bottom right of the form.

d) Once the documents are attached / questionnaire is completed, click Submit

This section shows the 'Additional Documents' area of the questionnaire. It features a table with two columns: 'File' and 'Attachment'. The first row contains the file name 'Live Long and PROSPURR.pdf' and a document icon. To the right of the icon is a 'Remove' link. Below the table is an 'Add Attachment' link.

File	Attachment
Live Long and PROSPURR.pdf	 Remove

[Add Attachment](#)

Submit

For Counties / Regional: Please attach documents with information for each unit. For additional documents, please attach any additional documents if necessary.

a) Click add attachment

4. County and Regional Systems:

County and Regional Systems Sheet*

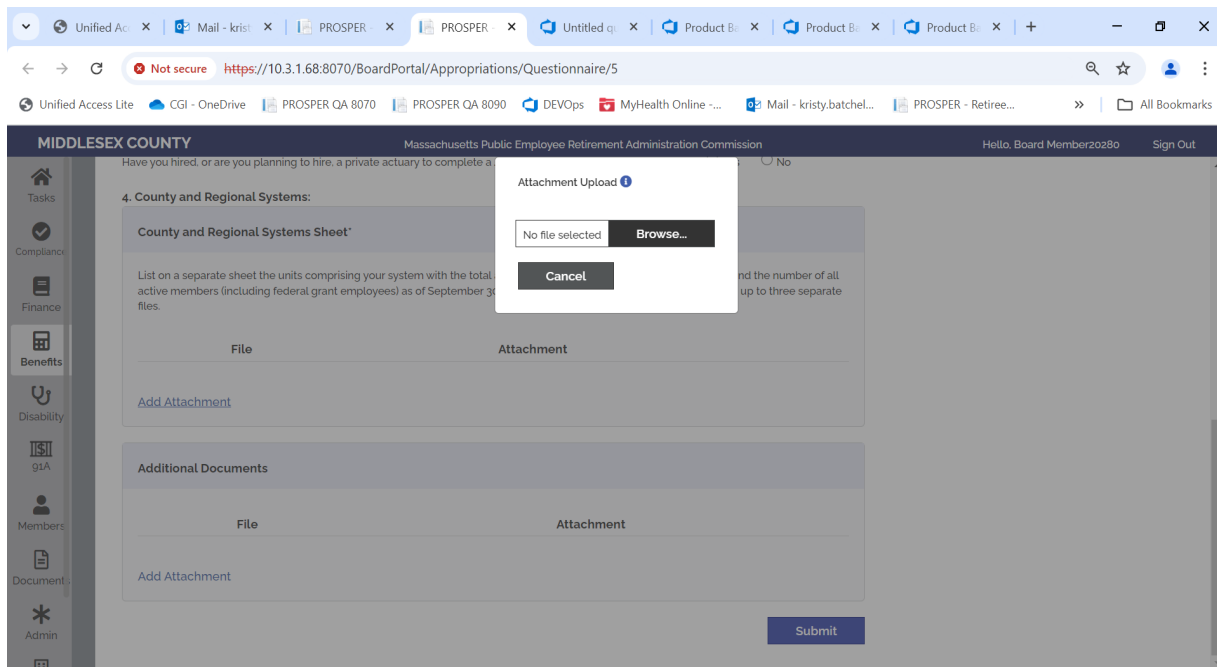
List on a separate sheet the units comprising your system with the total aggregate annual rate of regular compensation and the number of all active members (including federal grant employees) as of September 30, 2023. County and regional systems may upload up to three separate files.

File	Attachment
Add Attachment	

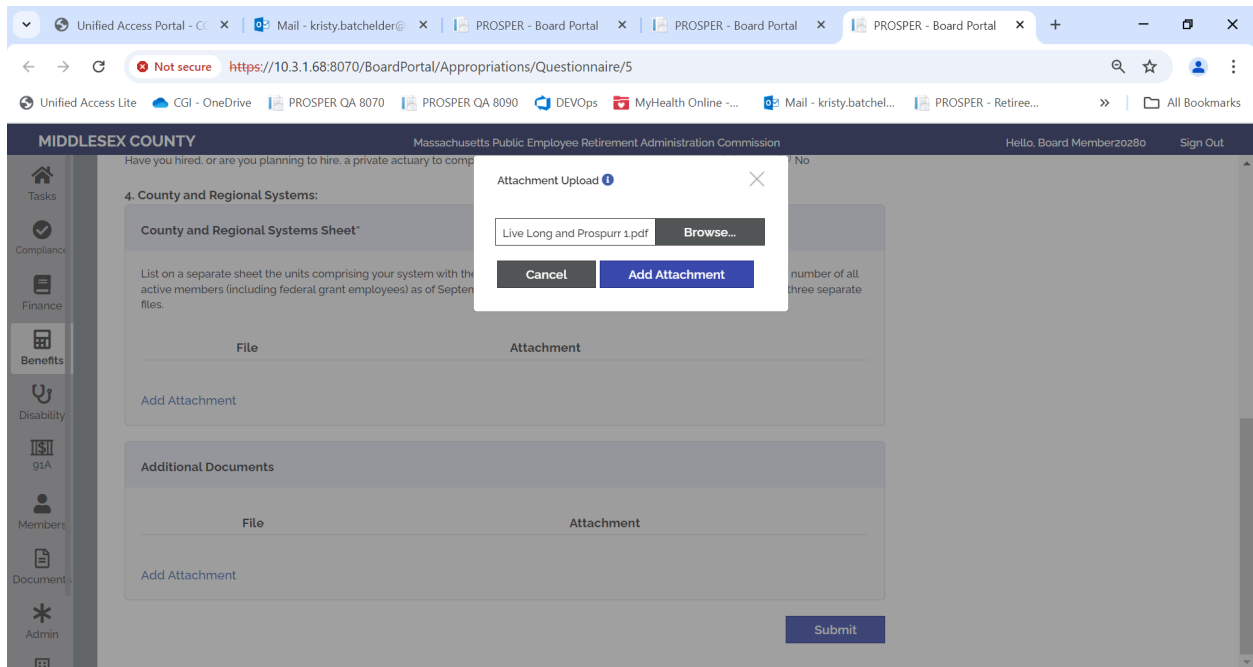
Additional Documents

File	Attachment
Add Attachment	

b) Click Browse and select file



c) Once file is selected and you see the name, click Add Attachment



d) Once the documents are attached / questionnaire is completed, click Submit

