

INTERNAL CONTROL QUESTIONNAIRE

RETIREMENT SYSTEM: _____

RESPONDENT: _____

EXAMINER: _____

YEARS COVERED: _____

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Instructions

Please answer the following questions by checking either Y (yes) or N (no), or providing a brief response when requested.

General Administration

1. Are the files of members and retirees protected from loss due to fire or theft?	Y <input type="checkbox"/>	N <input type="checkbox"/>
1.1 Describe the fire proof or fire resistant cabinets maintained by the system.		
1.2 Describe the waterproof or flood resistant cabinets maintained by the system.		
1.3 Describe the security measures that control or limit access to these files.		
2. Does the Board have an emergency plan in the event of a natural or man-made disaster as reasonably contemplated?	Y <input type="checkbox"/>	N <input type="checkbox"/>
Attach a copy of that plan or policy or describe the guidelines that would implement those procedures.		
3. Does the system maintain records offsite or anyplace other than their primary location?	Y <input type="checkbox"/>	N <input type="checkbox"/>
3.1 Does the Board have a policy or established practice relating to the disposal or records deemed to be obsolete?	Y <input type="checkbox"/>	N <input type="checkbox"/>
3.2 Attach a copy of that policy or plan.		
3.3 Does this plan follow guidelines contained in the Secretary of State's Disposition Schedule?	Y <input type="checkbox"/>	N <input type="checkbox"/>
4. Do the Supplemental Regulations of the system constitute all the rules that dictate the daily operations, functions and procedures under which it operates?	Y <input type="checkbox"/>	N <input type="checkbox"/>
4.1 Have any rules or policies not been submitted to the Commission for approval?	Y <input type="checkbox"/>	N <input type="checkbox"/>
4.2 Is there any separate reference source for internal Board Policy?	Y <input type="checkbox"/>	N <input type="checkbox"/>
4.3 Attach a copy of that manual or describe the content in general terms.		
5. List all staff employees and identify their job title and primary functions.		
System or Board Administrator		
Member Services		
Retirement Counselor		
Finance and Accounting		
General Administration		
Refunds, Transfers, Rollovers, Buybacks		

<p>6. Does the system maintain separate file locations for members, retirees, inactive members, transfers and deceased?</p>	<p>Y <input type="checkbox"/> N <input type="checkbox"/></p>
<p>7. List all current Board members and term of office:</p> <p>Ex-Officio _____</p> <p>Appointee or Governing Body _____</p> <p>Elected Member _____</p> <p>Elected Member _____</p> <p>Appointee by the Other Members _____</p>	
<p>8. Identify the staff person who is primarily responsible for calculating retirement benefits?</p> <p>_____</p>	
<p>8.1 Describe the primary tools or software used to arrive at the benefit calculations.</p> <p>_____</p>	
<p>8.2 Does the system have a waiver from PERAC for superannuation calculations?</p>	<p>Y <input type="checkbox"/> N <input type="checkbox"/></p>
<p>9. Does the Board have an established policy on providing original documents to confirm:</p>	
<ul style="list-style-type: none"> • The Birth date of the member, spouse or beneficiary? 	<p>Y <input type="checkbox"/> N <input type="checkbox"/></p>
<ul style="list-style-type: none"> • Prior public retirement system membership time and creditable service? 	<p>Y <input type="checkbox"/> N <input type="checkbox"/></p>
<ul style="list-style-type: none"> • Military Service? 	<p>Y <input type="checkbox"/> N <input type="checkbox"/></p>
<ul style="list-style-type: none"> • Current Marital Status? 	<p>Y <input type="checkbox"/> N <input type="checkbox"/></p>
<ul style="list-style-type: none"> • Current School Enrollment status of a beneficiary? 	<p>Y <input type="checkbox"/> N <input type="checkbox"/></p>
<ul style="list-style-type: none"> • Department of Revenue Child Support status? 	<p>Y <input type="checkbox"/> N <input type="checkbox"/></p>
<p>10. From whom are appropriation payments expected and received?</p> <p>City or Town: _____</p> <p>Agency or Authority: _____</p> <p>Municipal Enterprise or Other: _____</p>	
<p>11. Has the Board voted to adopt "Remote Participation", under the Guidelines of 940 CMR 29.10?</p>	
<p>11.1 If so, do the minutes reflect adherence to the procedural requirements as referenced in PERAC Memo #31, 2011?</p>	<p>Y <input type="checkbox"/> N <input type="checkbox"/></p>
<p>11.2 When was PERAC notified of such adoption? _____</p>	<p>Y <input type="checkbox"/> N <input type="checkbox"/></p>

Board Duties

1. Who is primarily responsible for preparing the monthly minutes of the meetings of the Board and other subcommittees?			
<hr/>			
2.	Are the Board Minutes of each meeting typed prior to the subsequent meeting?	Y <input type="checkbox"/>	N <input type="checkbox"/>
2.1.	Are the pages in the Board Minutes book numbered?	Y <input type="checkbox"/>	N <input type="checkbox"/>
2.2.	Are the Minutes Ratified by the Board at the subsequent meeting?	Y <input type="checkbox"/>	N <input type="checkbox"/>
3. Who is primarily responsible for preparing the Agenda for the meetings of the Board and other subcommittees?			
<hr/>			
3.1	Who is primarily responsible for posting the Agenda in a prominent location in advance of the meeting? <hr/>		
3.2	Who is primarily responsible for the delivery of relevant information to Board members in advance of the meeting? <hr/>		
3.3	Does the Retirement Administrator provide a regular narrative and exhibits to the Board relating to the financial activities of the system that is reflected in the minutes?	Y <input type="checkbox"/>	N <input type="checkbox"/>
3.4	Do Retirement Board Minutes reflect an examination of the trial balance of all accounts within the retirement system's: General Ledger, Cash Receipts, Cash Disbursements, Adjusting Journal Entries, Budget to Actual comparison and reconciliations of cash accounts at the monthly Board meeting?	Y <input type="checkbox"/>	N <input type="checkbox"/>
4.	Does the Board maintain separate minutes of meetings in Executive Session?	Y <input type="checkbox"/>	N <input type="checkbox"/>
4.1	Is a roll call vote taken and recorded in the minutes of the open session?	Y <input type="checkbox"/>	N <input type="checkbox"/>
4.2	Is there an indication of the reason for entering into the Executive Session noted?	Y <input type="checkbox"/>	N <input type="checkbox"/>
4.3	Is a declaration of when or if the Board will be returning to open session noted?	Y <input type="checkbox"/>	N <input type="checkbox"/>
5.	Are changes of staff and staff salaries noted in the Board Minutes?	Y <input type="checkbox"/>	N <input type="checkbox"/>
6.	Are investment decisions made by the Board and the consultant recommendations on which those decisions are based, noted in the Board Minutes?	Y <input type="checkbox"/>	N <input type="checkbox"/>
6.1	Do the minutes reflect how often do the Fund Managers or if applicable The Prim Board update the Board?	Y <input type="checkbox"/>	N <input type="checkbox"/>
7.	Does each Retirement Board Member see all mail that is essential to the Member's fiduciary responsibility as a trustee of the retirement system?	Y <input type="checkbox"/>	N <input type="checkbox"/>
7.1	Who is responsible for making this mail distribution decision? Name: <hr/>		
7.2	Does the retirement system date stamp all incoming mail?	Y <input type="checkbox"/>	N <input type="checkbox"/>

<p>8. Are Board Members and appropriate employees bonded for at least ten percent of the retirement system assets or \$500,000?</p> <p>8.1. What is the amount of the bond? _____</p> <p>8.2 What percentage of the assets does the bonding level represent? _____ %</p> <p>8.3 Is the Treasurer covered by the bond?</p> <p>8.4 What company are you bonded with? Specify: _____</p>	<p>Y <input type="checkbox"/> N <input type="checkbox"/></p>
<p>9. Does any Retirement Board Member or employee transact any personal business with any firm, institution, or individual that has a financial relationship with the retirement system?</p>	<p>Y <input type="checkbox"/> N <input type="checkbox"/></p>
<p>10. Does the retirement system review its records of executive sessions to determine whether such records must remain confidential?</p> <p>10.1. Has the Board noted termination of such confidential status, when appropriate, in the retirement system's Board Minutes?</p>	<p>Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>Y <input type="checkbox"/> N <input type="checkbox"/></p>
<p>11. Has the Board acted in a timely manner to fill vacancies created by the resignation of an Appointed Member?</p>	<p>Y <input type="checkbox"/> N <input type="checkbox"/></p>
<p>12. Has the Board held elections in an appropriate and timely fashion?</p> <p>12.1. Has the Board urged prompt action where the governmental entity of a city or town must appoint the fifth member when the Board cannot reach agreement on an appointee within the specified time frame?</p>	<p>Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>Y <input type="checkbox"/> N <input type="checkbox"/></p>
<p>13. Have the retirement system elections been in compliance with PERAC regulations 840 CMR 7.01 through 7.11?</p>	<p>Y <input type="checkbox"/> N <input type="checkbox"/></p>
<p>14. Are any of the Board Members or respective Treasurers receiving compensation for service to the Board in any capacity other than as a Board Member?</p> <p>Specify (Include Name & Title): _____</p>	<p>Y <input type="checkbox"/> N <input type="checkbox"/></p>
<p>15. Do Board Members exercise their proxy rights?</p>	<p>Y <input type="checkbox"/> N <input type="checkbox"/></p>
<p>16. Is the Board following opinions issued by PERAC? Correspondence should be reviewed and deviations should be identified and explained.</p> <p>Specify: _____</p> <p>_____</p> <p>_____</p>	<p>Y <input type="checkbox"/> N <input type="checkbox"/></p>
<p>17. Does the Board have legal counsel on staff?</p> <p>17.1. If not, on whom does the Board rely for legal advice?</p> <p>Specify: _____</p>	<p>Y <input type="checkbox"/> N <input type="checkbox"/></p>

<p>18. Has the Board retained the services of an actuary?</p>	<p>Y <input type="checkbox"/> N <input type="checkbox"/></p>
<p>19. Has the system's Annual Statement of Financial Condition been completed by retirement system staff?</p> <p>If not, specify: _____</p>	<p>Y <input type="checkbox"/> N <input type="checkbox"/></p>
<p>20. Does the Board have a Business Continuity Plan? (Please attach copy of plan)</p> <p>20.1 Has it been tested?</p> <p>20.2 Does Board with the staff do a risk analysis annually and plan and revise procedures to minimize the risks identified?</p>	<p>Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>Y <input type="checkbox"/> N <input type="checkbox"/></p>
<p>21. Does the system have a process by which all member units notify the Board when a member has been charged with misappropriation of funds of any governmental unit in which the member is or was employed at the time of his retirement or termination of service, as provided by G.L. c.32, s.15?</p> <p>21.1 Please describe the process that the Board is notified. _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>21.2 Do you have a process to receive notices from the Law Enforcement?</p> <p>If yes, please describe the process by which you are notified.</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>Y <input type="checkbox"/> N <input type="checkbox"/></p>

Contracts

List the names of all vendors.

Actuarial: _____

Consultant: _____

CPA or Financial _____

Investment Consultant: _____

Investment Manager: _____

Custodian: _____

- | | | | |
|------------|--|----------------------------|----------------------------|
| 1. | Was a competitive bid process utilized to select above vendors? | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 1.1 | Are the current contracts effective prior to February 16, 2012? | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 1.2 | For contracts effective after February 16, 2012 was the RFP in compliance with the provisions of Section 23B of Chapter 32? | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 1.3 | Are the procurement files maintained with all required documentation in each file? | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 1.4 | Does the Notice posting include the following: | | |
| | • Does the notice contain the term and submission deadline for the RFP bid period? | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| | • Type of service | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| | • Is there evidence of a minimum two week posting in a publication of interest to those who may respond? Examples: legal services in Lawyers Weekly, investment services in P&I, etc. Other types of advertisements deemed appropriate by Board. | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 1.5 | Does the RFP issued include the following: | | |
| | • Does the RFP specify date and time for receipt of advertised proposal? | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| | • Does it include description of service purchase desired? | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| | • Does the RFP include the criteria used to evaluate the proposals and award the contraction of contract award? | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| | • Are all contractual terms and conditions identified? | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| | • Notice that Board has right to cancel or reject in whole or part any or all proposals in the best interest of the retirement system. | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 1.6 | Does the register of bids from opening of proposals include: | | |
| | • Is there a written affidavit documenting the time and date which coincides with the time specified in RFP? | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| | • Are there signatures of the witness or witnesses to the opening of sealed bids? At least one witness is required. | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| | • Is there any written notice of any submitted modifications or revisions to filed bids? | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| | • Is there a written register of all proposals received? | Y <input type="checkbox"/> | N <input type="checkbox"/> |

<p>1.7 Does the file include a written initial evaluation of proposals?</p> <ul style="list-style-type: none"> • Was each proposal to be rated in written format based solely on the criteria established in the RFP? • Were the written ratings based on some rating criteria using the standards, "highly advantageous, advantageous, not advantageous or not acceptable"? • Was the composite or total points for each bid stated? • If such evaluation was done by the consultant, was each submission reviewed with each board member and was it documented? • Was the most advantageous proposal determined in writing? • Was the price and evaluation criteria set forth in the RFP? 	<p>Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>Y <input type="checkbox"/> N <input type="checkbox"/></p>
<p>2. How were vendors notified of their selection?</p> <p>Specify: _____</p>	
<p>3. Are all executed (signed) contracts on file?</p>	<p>Y <input type="checkbox"/> N <input type="checkbox"/></p>
<p>4. Have all other documents including submissions by losing vendors been kept on file?</p>	<p>Y <input type="checkbox"/> N <input type="checkbox"/></p>
<p>5. Do the Board Minutes reflect the selection of the vendor?</p>	<p>Y <input type="checkbox"/> N <input type="checkbox"/></p>
<p>THE FOLLOWING ADDITIONAL INFORMATION IS REQUIRED FOR PROFESSIONAL INVESTMENT SERVICE CONTRACT:</p>	
<p>6. Was the contract executed prior to the investment of the funds?</p>	<p>Y <input type="checkbox"/> N <input type="checkbox"/></p>
<p>7. Was PERAC's acknowledgement letter obtained prior to the execution of the contract, partnership agreement or other document establishing a binding commitment on the part of the Board to invest?</p>	<p>Y <input type="checkbox"/> N <input type="checkbox"/></p>
<p>8. Do the terms and conditions state the following:</p>	
<p>8.1. Statement that Contractor is a fiduciary of fund</p>	<p>Y <input type="checkbox"/> N <input type="checkbox"/></p>
<p>8.2. Statement that Contractor is not Indemnified by Board</p>	<p>Y <input type="checkbox"/> N <input type="checkbox"/></p>
<p>8.3. Contractor submit compensation paid/compensation received and conflict of interest annual disclosures to the Board and the Commission as required by Section 23B?</p>	<p>Y <input type="checkbox"/> N <input type="checkbox"/></p>
<p>8.4. Did the investment vendor file a placement agent statement in conjunction with being hired?</p>	<p>Y <input type="checkbox"/> N <input type="checkbox"/></p>
<p>9. Does the contract provide that the qualified investment manager is a fiduciary with respect to funds invested by the Board pursuant to that manager's advice, or to the funds managed by that individual?</p>	<p>Y <input type="checkbox"/> N <input type="checkbox"/></p>

10. Does the contract require indemnification of the manager by the retirement system?	Y <input type="checkbox"/> N <input type="checkbox"/>
11. Is there a copy of a current Form ADV Part 2 on file?	Y <input type="checkbox"/> N <input type="checkbox"/>
12. Does the Board receive the quarterly reports directly from the investment manager?	Y <input type="checkbox"/> N <input type="checkbox"/>
12.1. Does the consultant receive the report first?	Y <input type="checkbox"/> N <input type="checkbox"/>
12.2. Are those reports also submitted to PERAC?	Y <input type="checkbox"/> N <input type="checkbox"/>
13. As required by statute and the contract between the Board and the manager, has the manager filed compensation paid/compensation received and conflict of interest disclosures annually with the Board and the Commission?	Y <input type="checkbox"/> N <input type="checkbox"/>
OTHER CONTRACTS AND EMPLOYMENT CONTRACTS	
14. Were other Vendor Contracts utilized? (Please list below)	Y <input type="checkbox"/> N <input type="checkbox"/>
Computer Hardware: _____	
Computer Software: _____	
Other: _____	
15. Does the retirement administrator or any employee of the Board have an employment contract, employment agreement, or any formal written document defining the terms of employment?	Y <input type="checkbox"/> N <input type="checkbox"/>
16. Has the retirement board purchased any annuity contract, life insurance policy, investment fund, or funded any similar arrangement for the exclusive use or benefit of any individual, employee, board member, staff, system member or retiree?	Y <input type="checkbox"/> N <input type="checkbox"/>

Information Technology

1. Describe the configuration and software applications currently employed by the system for automated functions specific to the following:

Membership database: _____

Investment management: _____

Financial management: _____

Staff Payroll: _____

Internet Access: _____

2. In instances where an outside vendor is not used, is the retirement system using its own computer system or does it access a system maintained by another governmental entity? Specify: _____

- 2.1** Does the Retirement System's software (PTG/Tyler, etc.) produce exception reports for audit review?

Y ☐ N ☐

Can the System design their own reports?

Y ☐ N ☐

What reports are available?

Specify: _____

- 2.2** Do these reports show unauthorized access to GL or vendor activity overrides/deletions to transactions entered into the software system?

Y ☐ N ☐

3. Does the Retirement System's software (PTG/Tyler, etc.) produce exception reports for audit review?

Y ☐ N ☐

What reports are available? _____

Can the System design their own reports?

Y ☐ N ☐

Information Security

*This Section is intended to identify the Board's compliance level with 201 Code of Massachusetts Regulations (CMR) 17.00: Standards for the Protection of Personal Information of Residents of the Commonwealth extends the provisions of Executive Order 504 regarding the security and confidentiality of personal information to any person who owns or licenses personal information (Relevant Records) about a resident of Massachusetts. **Responses to this section should be done in consultation with your contracting IT vendor or agent.***

- | | |
|--|---|
| <p>1. Has the Board developed and adopted an information and electronic security plan to safeguard all Relevant Records for which they are responsible?</p> <p>If not, when will a plan be in place? _____</p> | <p>Y <input type="checkbox"/> N <input type="checkbox"/></p> |
| <p>2. Has the security protocol been breached during the years covered by this audit?</p> <p>If so, was notice provided to the Board Chairman, the Attorney General and the Office of Consumer Affairs and Business Regulation?</p> <p>Specify _____</p> | <p>Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>Y <input type="checkbox"/> N <input type="checkbox"/></p> |
| <p>3. Do the contracts entered into by the Board with business partners and third party service providers include a data security mandate for the protection of any Relevant Record data that may be exchanged?</p> | <p>Y <input type="checkbox"/> N <input type="checkbox"/></p> |
| <p>4. Does the Board maintain a log of business partners and third party service providers that includes authorized e-mail address(es) and name(s) of the specific personnel with whom secure information should be exchanged?</p> | <p>Y <input type="checkbox"/> N <input type="checkbox"/></p> |
| <p>5. If Board personnel and/or Board members access Board databases containing Relevant Record data from remote locations, do they do so via a secure Virtual Private Network (VPN)?</p> | <p>Y <input type="checkbox"/> N <input type="checkbox"/></p> |
| <p>6. Are all exiting Board employees (includes terminated employees, retiring employees and employees that have voluntarily resigned) and ex-Board Members prevented from having access to Relevant Records upon their leaving the Board premises?</p> <p>(Access removal includes both physical and electronic access: deactivating any applicable user accounts and passwords; retrieving all hardware and media containing Relevant Records, confiscating any keys to file cabinets and other storage areas; and confiscating any key or ID badges that would allow an existing employee/Board Member to access the Board's physical premises.)</p> | <p>Y <input type="checkbox"/> N <input type="checkbox"/></p> |
| <p>7. Does the Board notify all "business partners" with whom the exiting employee or Board member interacted of his/her departure?</p> | <p>Y <input type="checkbox"/> N <input type="checkbox"/></p> |

- | | |
|--|---|
| <p>8. When the Board transmits Relevant Records via a facsimile system (fax machine), are both the transmitting and the receiving faxes in secure (not accessible by the public and/or personnel who do not have the appropriate security clearance) locations?</p> | <p>Y <input type="checkbox"/> N <input type="checkbox"/></p> |
| <p>9. Does the Board use the Secure File and E-Mail Delivery (SFED or Interchange) Application to securely transmit Relevant Records to PERAC?</p> | <p>Y <input type="checkbox"/> N <input type="checkbox"/></p> |
| <p>10. Does the Board use WinZip for the secure exchange of Relevant Records?</p> | <p>Y <input type="checkbox"/> N <input type="checkbox"/></p> |
| <p>11. Does the Board use another encryption technology product for the secure exchange of Relevant Records?</p> <p>If so, please specify which one: _____</p> | <p>Y <input type="checkbox"/> N <input type="checkbox"/></p> |
| <p>12. Does the Board provide annual training for its employees and Board Members and new employees and new Board Members to ensure that they are all familiar with and abiding by the system's information security plan?</p> | <p>Y <input type="checkbox"/> N <input type="checkbox"/></p> |

Fiscal

1. Does the system retain the original Warrant approved by the Board at the regular meeting?

Y ☐ N ☐

 - 1.1. Is the original Warrant in the custody of the Treasurer/Custodian?

Y ☐ N ☐

2. Does the system use a voucher system that assigns a numerical sequence to each separate disbursement item?

Y ☐ N ☐

 - 2.1 Is the original source documentation that supports the Voucher maintained in the same file sequence?

Y ☐ N ☐
 - 2.2 Is the original source documentation and support for access to warrant items maintained in an alphabetical file?

Y ☐ N ☐
 - 2.3 Are all invoices submitted for payment marked "PAID" once they have been processed to prevent duplicate payments?

Y ☐ N ☐

3. Does the system assign a specific code to all adjusting journal entries?

Y ☐ N ☐

 - 3.1 Is the original source documentation maintained in support of adjusting journal entries maintained in the same file sequence?

Y ☐ N ☐

4. Identify the person or staff assigned to determine the following:

Classification or category of financial transactions: _____

 Cash Books, Receipts, Disbursements, Adjusting Journal Entries: _____

 Year-end pre-close and post-closing process: _____

 Preparing the PERAC Annual Statement: _____

5. Is the system current on the filing of complete Cash Books with the PERAC Investment Unit?

Y ☐ N ☐

 - 5.1 What is the most current period that has been submitted?
 Month: _____ Year: _____

Transfers

1. Identify the person or staff assigned to determine the following at year-end:

ASF interest applied to the members accumulated balances @ the statutory rate:

ARF interest applied to the appropriate month following retirement @ .25%:

MSF interest applied to the members accumulated balances @ the statutory rate:

Evaluating if or when the Pension Fund is required to be replenished via a transfer from the Pension Reserve Fund to prevent a negative fund balance in the Pension Fund. (Necessary when benefit levels periodically exceed the appropriation funding schedule requiring these transfers):

Expense Fund Category totals closed to the Pension Reserve Fund:

PRF Closing Process: _____

2. Has the system made any transfers between fund balances that are not authorized by statute?

Y ☐ N ☐

- 2.1 If No, please attach a copy of the policy or describe the rules as generally understood. _____

3. Has the system identified non-vested inactive members or beneficiaries who exceed the 10 year limit and transfer their accumulated ASF balance to the PRF?

Y ☐ N ☐

- 3.1 What is the most current period that has been transferred?

Month: _____ Year: _____

4. Does the system promptly transfer the cumulative ASF balance of a retiree from the ASF to the ARF within the month following the declared retirement date?

Y ☐ N ☐

<p>5. Has the system identified employees who were deployed to active military service?</p> <p>5.1 Were the qualifying standards to allocate funds to the Special Fund for Military Service evaluated and determined to apply?</p> <p>5.2 Has the system billed the members' employer and collected the funds that apply to the Special Fund for Military Service?</p> <p>5.3 Has the system transferred the funds that apply to the Special Fund for Military Service?</p> <p>5.4 Does the system maintain records that identify the specific funds that apply to the individual members' cumulative balance within the Special Fund for Military Service?</p> <p>5.5 Do those records agree with or reconcile to the general ledger balance of the Special Fund for Military Service?</p> <p>5.6 If No, please attach an explanation of any variance.</p> <p>_____</p>	<p>Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>Y <input type="checkbox"/> N <input type="checkbox"/></p>
<p>6. Has the system obtained the authorized approval for adjusting the benefits of the following:</p> <ul style="list-style-type: none"> • Former employees retired under Accidental Disability (90A)? • Former employees retired under Superannuation (90C)? • Former employees retired under Ordinary Disability (90D)? <p>6.1 If Yes, please attach a copy of the Minutes of the authorizing municipal authority.</p> <p>90A _____</p> <p>90C _____</p> <p>90D _____</p>	<p>Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>Y <input type="checkbox"/> N <input type="checkbox"/></p>

Cash

<p>1. Does the retirement system maintain effective control of paid cash vouchers, documenting account distribution, indicating:</p> <p>1.1 date of payment?</p> <p>1.2 check number?</p> <p>1.3 signature of the person approving the payments?</p>	<p>Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>Y <input type="checkbox"/> N <input type="checkbox"/></p>
<p>2. What is the current Board policy for the record of signature authority and limitations for checks, all checking accounts, all demand deposits, transfers between deposit accounts and wire transfer of funds? Please provide copies of the most current authorized signature cards for all Bank Accounts. _____</p> <p>_____</p>	
<p>3. Have all bank accounts been reconciled by someone other than the employees who receive or disburse cash?</p> <p>3.1 Specify the individual's name and title: _____</p> <p>3.2 Does the Board review and approve bank reconciliations on a timely basis? _____</p> <p>If No to either or both questions above, please explain: _____</p> <p>_____</p>	<p>Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>Y <input type="checkbox"/> N <input type="checkbox"/></p>
<p>4. Does the retirement system treasurer's or accountant's monthly reconciliation of cash balances include items explained in detail and are the canceled checks reviewed?</p> <p>If No, please explain: _____</p> <p>4.1 Do the associated bank accounts have check signature fraud software (i.e.; Positive Pay System)?</p>	<p>Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>Y <input type="checkbox"/> N <input type="checkbox"/></p>
<p>5. Are bank statements delivered unopened, along with cancelled checks or images to the reconciler?</p>	<p>Y <input type="checkbox"/> N <input type="checkbox"/></p>
<p>6. What is the Board policy for the review of cancelled checks by the auditor and the allowable period for being outstanding? _____</p> <p>_____</p>	
<p>7. Are checks outstanding for longer than six months investigated?</p> <p>7.1 Upon completing investigation of checks, have stop payments been issued and are funds returned to the Ledger account from which they were paid?</p>	<p>Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>Y <input type="checkbox"/> N <input type="checkbox"/></p>
<p>8. What are the Board's procedures for maintaining and approving a check log for all checking accounts? (Please include names of assigned staff) _____</p> <p>_____</p> <p>_____</p> <p>8.1 Does the log include numerical sequence of all checks processed and/or voided?</p> <p>8.2 Who is responsible for the maintenance and security of the blank check stock? _____</p> <p>_____</p>	<p>Y <input type="checkbox"/> N <input type="checkbox"/></p>

<p>9. Is a credit card currently being utilized for use by Board members and/or staff?</p> <p>If Yes, please respond below:</p> <p>9.1 How many cards, and in whose name are they issued? _____</p> <p>_____</p> <p>9.2 Where are the cards kept when not in use? _____</p> <p>9.3 Is the card ever used for personal purposes?</p> <p>9.4 Are monthly credit card statements reviewed for accuracy and proper use by the Board?</p>	<p>Y <input type="checkbox"/> N <input type="checkbox"/></p>
<p>10. Does the Board have a policy or process it follows to make wire transfers?</p> <p>(Please include what GL accounts are used in such transfers, estimated frequency, what staff initiates process, confirms and approves these wire transfers.) _____</p> <p>_____</p> <p>10.1 Is all supporting paperwork for the wire transfer available for audit review?</p> <p>10.2 Is the actual completed wire transfer documented and approved by the Board at the monthly Board meeting?</p>	<p>Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>Y <input type="checkbox"/> N <input type="checkbox"/></p>
<p>11. Are all Petty Cash expenditures properly authorized and recorded in the General Ledger?</p> <p>11.1 Is access limited to one individual assigned as the custodian of the Petty Cash fund?</p> <p>Staff Name: _____</p> <p>If no, please identify other staff with access: _____</p> <p>_____</p> <p>11.2 Who reviews the funds activity? Staff Name: _____</p> <p>11.3 Do all Petty Cash allotments have a corresponding receipt?</p>	<p>Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>Y <input type="checkbox"/> N <input type="checkbox"/></p>

Receipts

1. Does a designated staff member make all bank deposits, process journal entries and open the mail for the retirement system?

Y ☐ N ☐

If, No please explain procedure: _____

2. How often are cash deposits made? _____

3. How long does it take to update a member's annuity savings account for receipts from transfers-in or buy-backs? _____

- 3.1** Are updates and adjustments to a member's annuity savings account done by the same person who makes the deposits or opens the mail?

Y ☐ N ☐

4. Does the retirement system review for accuracy the reimbursement from other retirement systems for prorated pensions as required by G.L.c.32, s.3(8)(c)?

Y ☐ N ☐

5. Does the Board reconcile the State Retirement System reimbursed amounts for post-July 1981 and pre-July 1997 COLA adjustments and statutorily mandated benefit increases?

Y ☐ N ☐

If No, what method is used to determine accuracy? _____

Disbursements

1. Who processes and mails vendor, and refund/transfer checks?			
1.1	Who signs the checks? _____		
1.2	Is the signature manual?	Y <input type="checkbox"/>	N <input type="checkbox"/>
	If No, is the automated signature only accessible by the treasury department or other independent group?	Y <input type="checkbox"/>	N <input type="checkbox"/>
1.3	Are dual signatures ever required?	Y <input type="checkbox"/>	N <input type="checkbox"/>
	If dual signatures are required when are they required? _____		

2. Who processes and mails retiree payroll checks and pay advices?			

2.1	Does the individual named above also process journal entries?	Y <input type="checkbox"/>	N <input type="checkbox"/>
2.2	Does the individual named have access to blank check stock?	Y <input type="checkbox"/>	N <input type="checkbox"/>
2.3	Who activates and processes retiree payroll direct deposits? _____		

2.4	Who signs the staff and retiree payroll checks? _____		

	Is the signature manual or automated? _____		
	Is the automated signature only accessible by the treasury department or other independent group?	Y <input type="checkbox"/>	N <input type="checkbox"/>
3.	Does the amount shown on the system's monthly warrant agree with retirement allowance confirmation figures issued by PERAC?	Y <input type="checkbox"/>	N <input type="checkbox"/>
3.1	Are all warrants signed and approved by a voting majority of the Retirement Board members present at the meeting?	Y <input type="checkbox"/>	N <input type="checkbox"/>
4.	Are all expenses approved and authorized by the Retirement Board Members?	Y <input type="checkbox"/>	N <input type="checkbox"/>
4.1	Is this approval reflected in the Board Minutes of the retirement system meetings?	Y <input type="checkbox"/>	N <input type="checkbox"/>
4.2	Is this approval a ratification of completed transactions?	Y <input type="checkbox"/>	N <input type="checkbox"/>
4.3	Is this approval authorized in advance of issuing payments?	Y <input type="checkbox"/>	N <input type="checkbox"/>
5.	Are proper receipts and other supporting documentation retained on file by the Board for all expenses?	Y <input type="checkbox"/>	N <input type="checkbox"/>
5.1	Please explain what the policy is for the Board and Treasury department and what supporting documentation is required to validate the expenditure before the actual check is processed. _____		

<p>6. Have the Retirement Board Members completed and approved a detailed expense budget?</p> <p>6.1 Has the expense budget been filed with the appropriate legislative Body?</p> <p>6.2 Has the expense budget been certified by the Advisory Council (applies to regional systems only)?</p> <p>6.3 When the budget was insufficient, did the Board vote a supplemental budget sixty days prior to incurring such expenses and did the Board notify the appropriate legislative authority?</p> <p style="margin-left: 20px;">If No, please explain how the Board addressed the insufficient funding and notice to the legislative authority. _____</p> <p style="margin-left: 20px;">_____</p> <p>6.4 What is the Board's procedure to monitor actual expenditures versus those budgeted? _____</p> <p style="margin-left: 20px;">_____</p>	<p>Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>Y <input type="checkbox"/> N <input type="checkbox"/></p>
<p>7. What is the Board's specific procedure to forecast monthly cash balances before cash disbursements are made? _____</p> <p style="margin-left: 20px;">_____</p> <p>7.1 Does the Board review the forecasted figure before approving monthly expenditures?</p> <p style="margin-left: 20px;">If No, please explain what the Board uses to base its approval for expenditures.</p> <p style="margin-left: 20px;">_____</p> <p style="margin-left: 20px;">_____</p>	<p>Y <input type="checkbox"/> N <input type="checkbox"/></p>
<p>8. Is there a Board procedure in place to verify that payments (including member withdrawal, member transfer to another system, member deceased to beneficiary, and retiree deceased-Option B payment to beneficiary) are being reviewed timely and calculated properly?</p> <p style="margin-left: 20px;">If Yes, please briefly state the process: _____</p> <p style="margin-left: 20px;">_____</p> <p style="margin-left: 20px;">If No, please explain how the Board monitors such activities: _____</p> <p style="margin-left: 20px;">_____</p>	<p>Y <input type="checkbox"/> N <input type="checkbox"/></p>

Investments

IF THE BOARD HAS PLACED ALL OF THE SYSTEM ASSETS WITH THE PRIM BOARD FOR MANAGEMENT, PLEASE INDICATE AND SKIP THIS SECTION, YES ____

- | | | |
|---|----------------------------|----------------------------|
| 1. Has the Board retained the services of an Investment Consultant? | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 1.1 Does the person or firm attend Board meetings on a regular basis? | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 1.2 Identify the most recent date of a Board meeting attended.
Month _____ Year _____ | | |
| 1.3 Disclose the interval that most closely resembles the frequency?
Monthly _____ Quarterly _____ Semi-Annually _____ Annually _____ | | |
| 1.4 Has the Board directed its investment consultant and its managers to submit to PERAC reports provided to the Board? | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| | | |
| 2. Provide the most current version of the investment policy approved by the Board adopted when? Month _____ Year _____ | | |
| 2.1 Does the Board conduct an annual review of its investment objectives as required by 840 CMR 18.03? | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 2.2 Does the Board submit a copy of its established objectives to PERAC when changes have been made? | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| | | |
| 3. Are the source documents that identify the financial transactions to be recorded by the system provided by the various Investment Managers? | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 4.1 Provided by the Investment Consultant? | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 4.2 Provided by the Custodian? | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 4.3 Provided by some other source reference? _____ | | |
| | | |
| 4. For all Pooled Funds, is the investment objective clearly defined by the fund ? | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 4.1 Does the Board use the approved PERAC Pool worksheet for the Pooled Fund Managers? | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| | | |
| 5. When was the most recent evaluation of each investment manager hired by the Board held? | | |
| Manager _____ Month _____ Year _____ | | |
| Manager _____ Month _____ Year _____ | | |
| Manager _____ Month _____ Year _____ | | |
| Manager _____ Month _____ Year _____ | | |
| Manager _____ Month _____ Year _____ | | |
| Manager _____ Month _____ Year _____ | | |

6. List or identify the criteria used to evaluate the performance of this manager?

7. Have the performance measurement standards been changed during the course of this manager's term?

Y ☐ N ☐

7.1 Was remedial action taken in regard to this investment manager (Watch; Warn; Terminate)?

Y ☐ N ☐

8. Are the fees charged by the manager reconciled with the relevant terms of the contract, partnership, or other binding document?

Y ☐ N ☐

8.1 Identify the person who approves the payment of fees for investment management. _____

8.2 Identify the person who approves the payment of capital calls committed to by the system for approved investments. _____

9. Does the Board authorize, approve or ratify fees for investment management services?

Y ☐ N ☐

9.1 Are the fees for these services included on the Warrant for Board action:

• Invoiced by the Manager for payment by check?

Y ☐ N ☐

• Invoiced by the Manager for payment by wire?

Y ☐ N ☐

• Invoiced by the Manager as paid out of investment earnings?

Y ☐ N ☐

• Included in the net results reported by the investment?

Y ☐ N ☐

• Included in the net results reported by the Pooled Fund?

Y ☐ N ☐

9.2 Are fees that are paid out of investment earnings detailed to on the Warrant monthly?

Y ☐ N ☐

10. Has the Board authorized, approved or ratified the fees for Custodian services?

Y ☐ N ☐

10.1 Are the fees for these services included on the Warrant for Board authorization for payment?

Y ☐ N ☐

11. What is the primary source that determines the value assigned to the Investments?

- Custodian Report:
- Consultant Report:
- Manager Reported Valuation:
- Other Source of Value:
- Specify Internet: _____
- Property or Portfolio Appraisal Report:
- Other: _____
- If the value is not based on market value as determined by an independent source, who determines the value and what method is used in making that determination?

Y ☐ N ☐

Y ☐ N ☐

Y ☐ N ☐

Y ☐ N ☐

Y ☐ N ☐

12. Does the Board periodically review the investments of the portfolio for compliance with regulations and G.L. Ch. 32?

Y ☐ N ☐

12.1 Has the system been notified of any compliance issues by the PERAC Investment/Compliance Unit?

Y ☐ N ☐

If Yes, please attach a copy of the notice or describe the situation as generally understood. _____

12.2 Was the Memo reviewed by Board Staff?

Y ☐ N ☐

If not, specify who reviews: _____

Membership

1. Identify the primary source for obtaining completed enrollment forms for new members of the system:

Direct contact with the Member/employee:

Y ☐ N ☐

From the Municipal Human Resources Dept:

Y ☐ N ☐

From the Employer Unit Dept:

Y ☐ N ☐

Other: (please identify) _____

How rapidly do you receive enrollment forms? Within the following:

Days _____ Weekly _____ Monthly _____ Quarterly _____ Annually _____

2. Identify the staff person responsible for researching and confirming prior service with another Massachusetts public pension plan? _____

2.1 How is the transfer initiated? _____

2.2 How is the buyback initiated? _____

Please attach a copy of the policy or procedure as generally understood.

Was a refund taken?

Y ☐ N ☐

Please attach a copy of the policy or procedure as generally understood.

3. Identify the staff person responsible for assigning a contribution rate to a new member.

CITY/TOWN SYSTEMS

- 1) Does the Board staff possess a current list of pay codes used by the town/city/school?

Y ☐ N ☐

- 2) When was the most recent date this list was obtained?

City/Town _____ Month _____ Year _____

School Dept _____ Month _____ Year _____

Enterprise Funds _____ Month _____ Year _____

Housing Authority _____ Month _____ Year _____

Other _____ Month _____ Year _____

- 2) Does the Board staff review a full payroll report from the town/city/school?

Y ☐ N ☐

When was the most recent date this list was obtained?

Month _____ Year _____

- 3) Does the Board staff have computer access to the town/city's payroll system?

Y ☐ N ☐

- 4) Identify the primary method used to apply member contributions to their individual accounts.

• Manual data entry?

Y ☐ N ☐

• Electronic file transfer?

Y ☐ N ☐

- | | | | |
|-----|---|----------------------------|----------------------------|
| 5) | Does the city/town have call firefighters or reserve police officers? | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 5.1 | If Yes, are they enrolled in the System? | Y <input type="checkbox"/> | N <input type="checkbox"/> |

COUNTY/REGIONAL SYSTEMS

- | | | | |
|-----|---|----------------------------|----------------------------|
| 1) | Does the Board staff review a full payroll report from the various participating units? | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 2) | Does the staff identify various units that have a high volume of errors?
What remedial action was initiated to reduce these errors? _____
_____ | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 3) | Does the Board staff provide training to the unit treasurers? | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 3.1 | How often is training conducted?
Monthly _____ Quarterly _____ Semi-Annually _____ Annually _____ | | |
| 3.2 | What issues or topics are covered in these trainings? Please attach a copy of the syllabus or agenda as represented.

_____ | | |
| 4) | Describe the current options utilized by the towns regarding call firefighters and reserve police officers. | | |
| | • Join the system as members? | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| | • Not accepted into the system? | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| | • Have any employing units accepted the relevant local options? | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 5) | Identify the primary methods used to apply member contributions to their individual accounts. | | |
| | • Manual data entry? | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| | • Approximate percentage of units: _____ | | |
| | • Electronic file transfer? | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| | • Approximate percentage of units: _____ | | |

ALL SYSTEMS

- | | | | |
|----|--|----------------------------|----------------------------|
| 6) | Does the system have a procedure for identifying members employed but not enrolled as members?
Please attach a copy of the policy or procedure as generally understood.

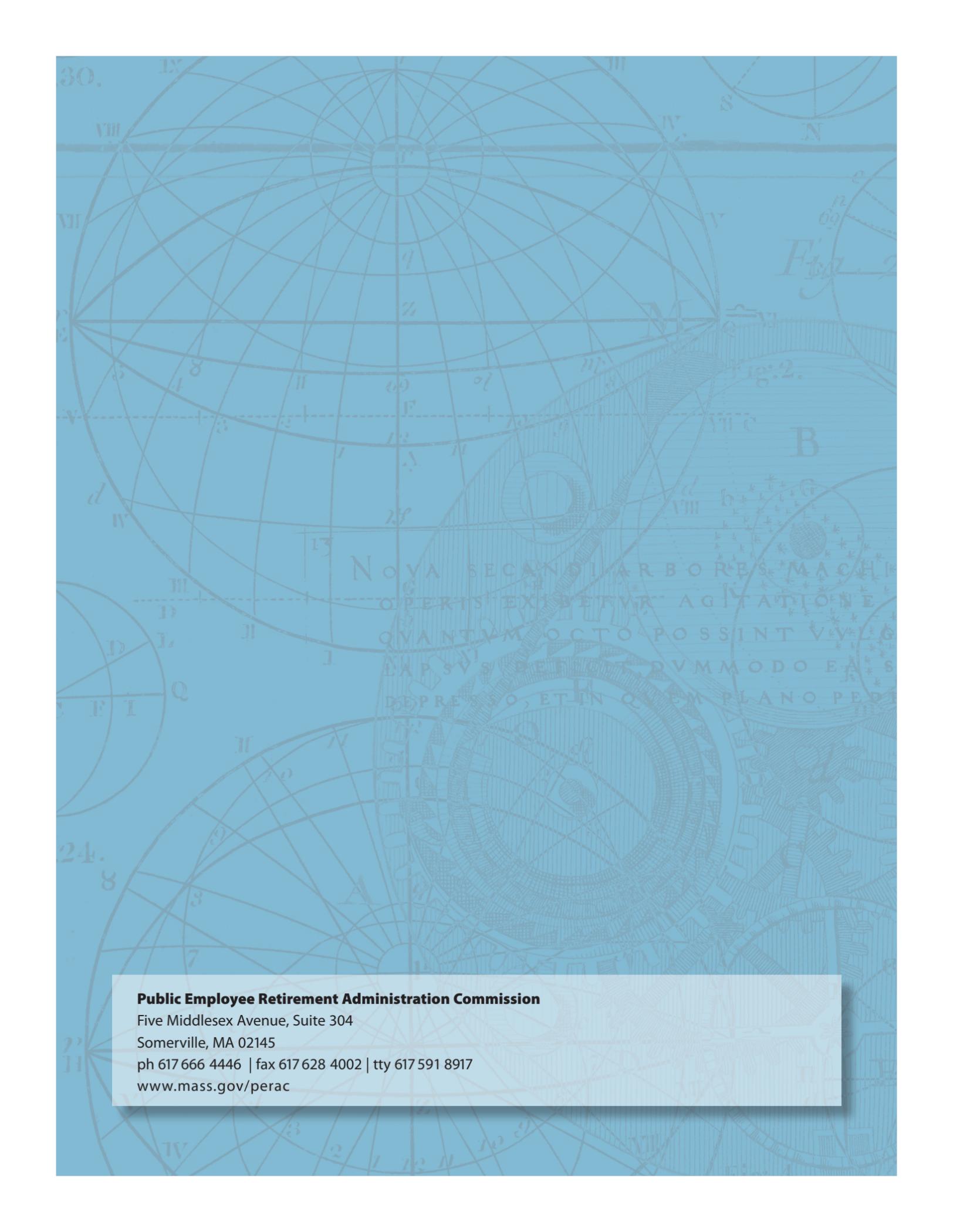
_____ | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 7) | Does the system maintain a complete copy of the most recent collective bargaining agreements? | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 8) | Does the staff provide an orientation for new members of the System? | Y <input type="checkbox"/> | N <input type="checkbox"/> |

9)	What type of retirement counseling does the system offer members? Specify: _____		
9.1	Is the system distributing any written retirement information? Specify: _____	Y <input type="checkbox"/>	N <input type="checkbox"/>
9.2	Are the PERAC Retirement Guides distributed or available for review?	Y <input type="checkbox"/>	N <input type="checkbox"/>
9.3	Do you provide individual retirement counseling upon request?	Y <input type="checkbox"/>	N <input type="checkbox"/>
9.4	Does the staff provide Post Retirement Earnings counseling to all Retirees?	Y <input type="checkbox"/>	N <input type="checkbox"/>
10)	Identify the staff person responsible for researching and confirming prior military service? _____ Please attach a copy of the policy or procedure as generally understood. _____		
11)	Does the system identify and notify members who are approaching age 70?	Y <input type="checkbox"/>	N <input type="checkbox"/>
12)	Does the system identify and notify police officers or firefighters who are approaching age 65 of the options available to them?	Y <input type="checkbox"/>	N <input type="checkbox"/>
13)	Does the system educate department heads in how to fill out their portion of the refund application?	Y <input type="checkbox"/>	N <input type="checkbox"/>
14)	Does the system attempt to communicate with long dormant accounts for non-vested inactive members?	Y <input type="checkbox"/>	N <input type="checkbox"/>
14.1	Has the system had any success refunding these cumulative balances?	Y <input type="checkbox"/>	N <input type="checkbox"/>
15)	How does the system obtain the membership count numbers reported and included with the Annual Statement?		
	• Manually	Y <input type="checkbox"/>	N <input type="checkbox"/>
	• By your software	Y <input type="checkbox"/>	N <input type="checkbox"/>
16)	How does the system determine if any retirees have died recently?		
	• Newspaper Obituary	Y <input type="checkbox"/>	N <input type="checkbox"/>
	• Contacted by a Relative	Y <input type="checkbox"/>	N <input type="checkbox"/>
	• Subscription Service	Y <input type="checkbox"/>	N <input type="checkbox"/>
16.1	If an overpayment is made to a deceased member what is the procedure to recoup such overpayments? _____ _____ _____		
17)	How often does the system send out retiree affidavits to verify that they are alive?		
	• Annually	Y <input type="checkbox"/>	N <input type="checkbox"/>
	• Bi-annually	Y <input type="checkbox"/>	N <input type="checkbox"/>
	• Other? _____		
17.1	How many notices do you send? _____		
	What is the interval between follow up notices?		
	Monthly _____ 2 Months _____ 3 Months _____		
17.2	In the event that the affidavit is not sent in from any member or beneficiary within the prescribed period of time are benefits withheld until the affidavit is received and then paid to the retired member?	Y <input type="checkbox"/>	N <input type="checkbox"/>

Disability Procedures

1. Does the system provide PERAC with names and addresses of all disability retirees on an annual basis?	Y <input type="checkbox"/>	N <input type="checkbox"/>
2. Does the system comply with PERAC notifications to suspend or adjust disability pensions?	Y <input type="checkbox"/>	N <input type="checkbox"/>
3. Does the system retain injury reports filed by members and department heads?	Y <input type="checkbox"/>	N <input type="checkbox"/>
4. Does the system request that PERAC set up a medical panel in a timely fashion upon receipt of a completed Disability Retirement Application?	Y <input type="checkbox"/>	N <input type="checkbox"/>
4.1 If the request is as a result of a CRAB or a DALA decision, is this decision included with the medical panel request?	Y <input type="checkbox"/>	N <input type="checkbox"/>
5. Does the retirement system notify all interested parties of the medical panel's findings within 30 days of receipt of the medical panel report?	Y <input type="checkbox"/>	N <input type="checkbox"/>
5.1 In the case of three separate exams, is notification made following receipt of the third exam report?	Y <input type="checkbox"/>	N <input type="checkbox"/>
6. When a restoration-to-service medical panel finds a disability retiree able to perform the essential duties of his/her job, does the retirement system notify the employer?	Y <input type="checkbox"/>	N <input type="checkbox"/>
7. Does the Board comply with applicable regulations regarding the conduct of hearings?	Y <input type="checkbox"/>	N <input type="checkbox"/>
8. Does the system hold hearings in accordance with the statute regarding those retirees whose pensions have been suspended?	Y <input type="checkbox"/>	N <input type="checkbox"/>
9. Has the notice of a member's right to appeal been made to all interested parties within three days of the denial or modification of a disability retirement allowance?	Y <input type="checkbox"/>	N <input type="checkbox"/>
10. Does the system request a review of death records by a PERAC appointed physician, if cause of death needs to be established in an accidental death claim?	Y <input type="checkbox"/>	N <input type="checkbox"/>
11. Are all accidental death cases submitted to PERAC's Calculation Unit for approval?	Y <input type="checkbox"/>	N <input type="checkbox"/>
12. Does the retirement system send the Notice Of Board Action Form of its denials of Disability Retirement Applications to PERAC?	Y <input type="checkbox"/>	N <input type="checkbox"/>
13. Does the system allow concurrent applications for accidental, ordinary, and superannuation retirements?	Y <input type="checkbox"/>	N <input type="checkbox"/>
14. Does the system advise eligible members whose appeals are pending of their right to apply for and receive superannuation benefits during the period of the appeal?	Y <input type="checkbox"/>	N <input type="checkbox"/>

<p>15. Does the system make certain that each application is complete prior to transmitting it to PERAC for final approval?</p>	<p>Y <input type="checkbox"/> N <input type="checkbox"/></p>
<p>16. Does the system request an extension of the 180-day application deadline if such an extension is needed?</p>	<p>Y <input type="checkbox"/> N <input type="checkbox"/></p>
<p>17. List the cases that have been remanded by PERAC and the current status of action that the Board has taken. _____ _____ _____</p> <p>17.1 Specify: Status of actions taken on remand cases _____ _____ _____</p>	
<p>18. Upon receipt of PERAC's approval of a disability retirement allowance, does the system promptly notify the member's employer to halt c.41, s. 111F or other payroll benefits so that the disability allowance payments can commence?</p>	<p>Y <input type="checkbox"/> N <input type="checkbox"/></p>
<p>19. Has the retirement system, upon notification from PERAC, and, after a hearing, if requested, discontinued the allowances of those disability retirees who refuse to participate in Comprehensive Medical Evaluation, or Restoration to Service Examination or rehabilitation?</p>	<p>Y <input type="checkbox"/> N <input type="checkbox"/></p>
<p>19.1 Are subsequent checks for disability retirement allowances withheld upon notification from PERAC?</p>	<p>Y <input type="checkbox"/> N <input type="checkbox"/></p>
<p>20. When a disability retiree is restored to active service, does the system transfer, from the Annuity Reserve Fund to the Annuity Savings Fund, an amount equal to the member's individual account in the Annuity Reserve Fund on the date of his/her restoration?</p>	<p>Y <input type="checkbox"/> N <input type="checkbox"/></p>
<p>21. After notification from PERAC that the disability retiree has earnings in excess of G.L. c.32, s. 91A, does the retirement system provide for a hearing prior to termination of benefits?</p>	<p>Y <input type="checkbox"/> N <input type="checkbox"/></p>
<p>22. For those disability retirees whose earnings are determined to be in excess of the allowable amount by PERAC, does the system seek to recoup such excess amount or enter into an agreement to recoup and advise PERAC of such determination?</p>	<p>Y <input type="checkbox"/> N <input type="checkbox"/></p>
<p>23. Does the system staff have a procedure to monitor both weekly and lump sum Workers' Compensation benefits to insure that retirement allowances are offset in accordance with G.L. c.32, s. 14?</p>	<p>Y <input type="checkbox"/> N <input type="checkbox"/></p>
<p>23.1 Upon retirement, does the system credit the member's Annuity Savings account for the amount of contributions that would have been accumulated if the member had continued in active service at full pay?</p>	<p>Y <input type="checkbox"/> N <input type="checkbox"/></p>



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