

PERAC

COMMONWEALTH OF MASSACHUSETTS | PUBLIC EMPLOYEE RETIREMENT ADMINISTRATION COMMISSION

PHILIP Y. BROWN, ESQ., *Chair*

JOHN W. PARSONS, ESQ., *Executive Director*

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MEMORANDUM

TO: All Retirement Boards

FROM: John W. Parsons, Esq., Executive Director

RE: PROSPER Cash Books and Annual Statement Submission

DATE: January 19, 2023

Retirement boards will soon be able to submit Cash Books and Annual Statements entirely within PROSPER! Board approval of the Annual Statement will also be completed in PROSPER.

Training for the staff and board member roles on this new feature will be provided during our upcoming Cash Books and Annual Statement webinar on February 16th. The webinar recording will later be posted on our website for those who are unable to attend the live session.

Please do not submit your annual statement to PERAC until after this module is available in PROSPER in March and you have attended or viewed this training. Our expectation is that PERAC will be processing *ALL* 2022 Annual Statements and 2023 Cash Books submissions entirely online through PROSPER.

Requesting Access:

Board members will not need to request any additional roles in PROSPER. For your convenience, board staff who currently have the disability role in PROSPER will automatically receive the new Finance role with access to Cash Books (CB) and Annual Statement (AS). If you need to add a new staff member with the Finance role, please fill out the attached Individual Account Request Form (also available on our website), select the corresponding role(s), and submit the form with all required signatures to PERAC, attention: PROSPER Help Desk. For fastest processing, please email PER-ProsperHelp@mass.gov with a scanned copy of the completed form. You may also mail a hard copy to our office if you prefer.

Webinar Information:

Date - Thursday, February 16, 2023, 10:00 a.m.
 Registration – tinyurl.com/PER-0216

Board members who attend the live webinar will automatically receive three educational credits. Board members who view the recorded session can earn three educational credits by submitting a training affidavit in PROSPER.

If you have any questions, please reach out to us at: PER-ProsperHelp@mass.gov. Thank you for your cooperation.

Attachment

