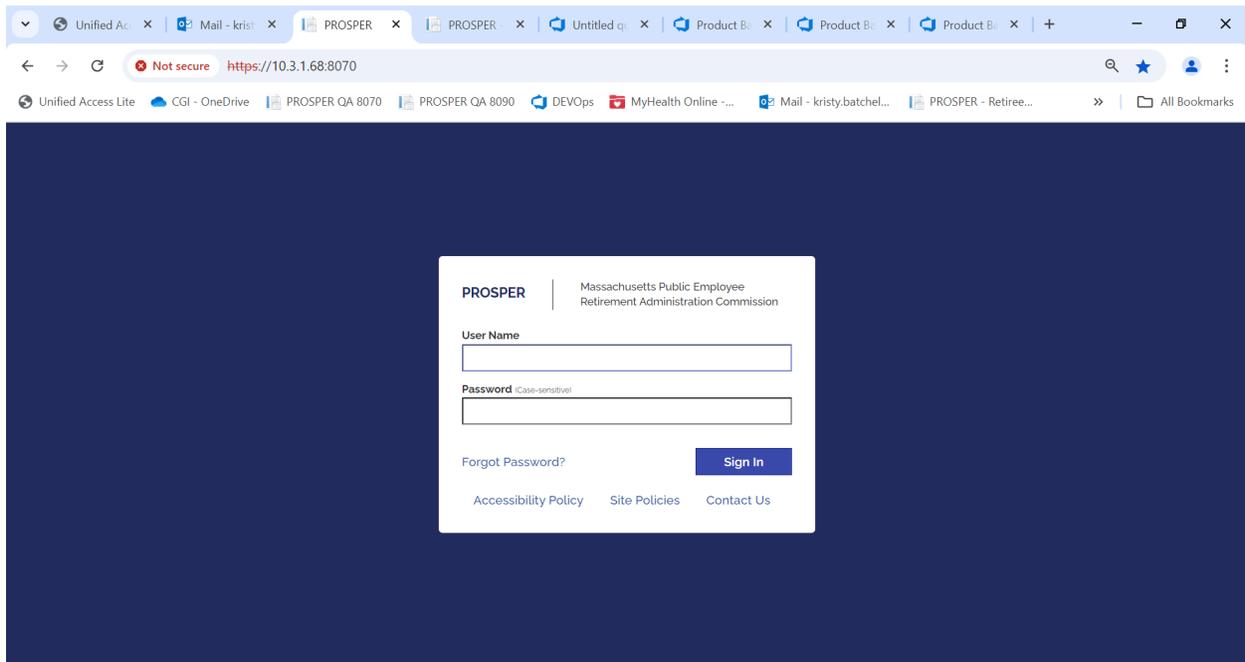


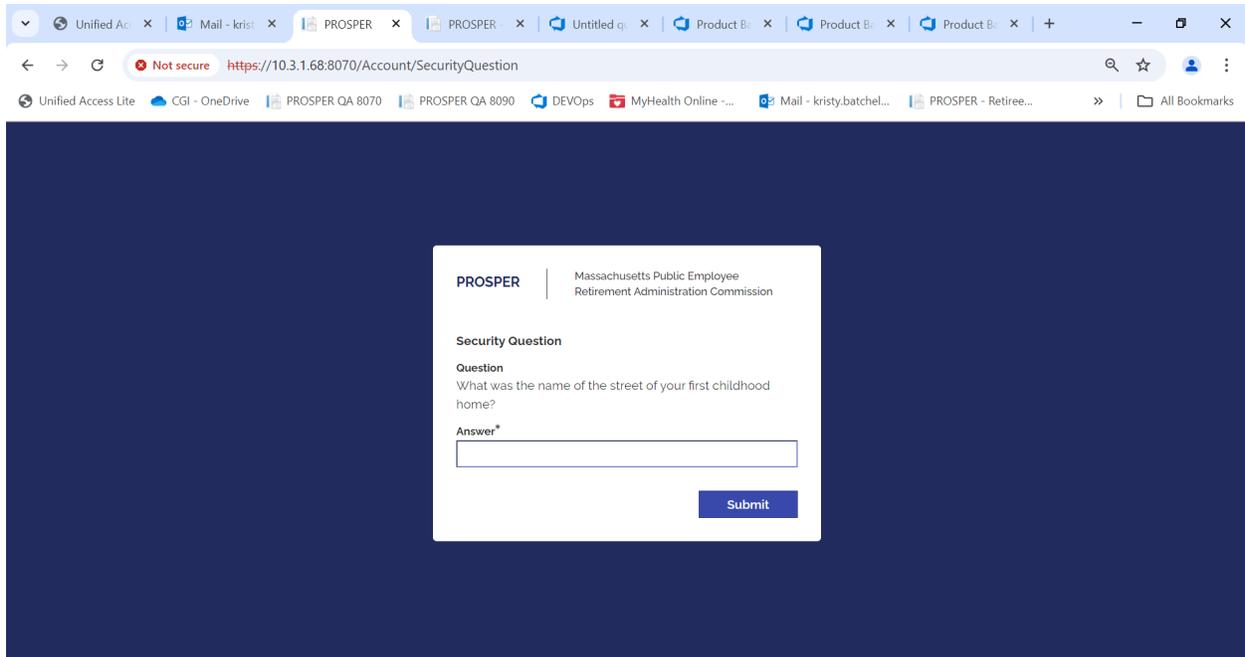
**Appropriation Questionnaire Submission (BOARD)**

## (1) Sign into PROSPER



The screenshot shows a web browser window with the URL `https://10.3.1.68:8070`. The browser's address bar and tabs are visible at the top. The main content area is a dark blue background with a white login form in the center. The form is titled "PROSPER" and "Massachusetts Public Employee Retirement Administration Commission". It contains two input fields: "User Name" and "Password (Case-sensitive)". Below the password field is a "Forgot Password?" link and a blue "Sign In" button. At the bottom of the form are three links: "Accessibility Policy", "Site Policies", and "Contact Us".

## (2) Answer Security Question(s)



The screenshot shows a web browser window with the URL `https://10.3.1.68:8070/Account/SecurityQuestion`. The browser's address bar and tabs are visible at the top. The main content area is a dark blue background with a white security question form in the center. The form is titled "PROSPER" and "Massachusetts Public Employee Retirement Administration Commission". It contains a "Security Question" section with a "Question" label and the text "What was the name of the street of your first childhood home?". Below the question is an "Answer\*" label and an input field. A blue "Submit" button is located at the bottom right of the form.

(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 header identifies the user as 'Hello, Board Member20181' and includes a 'Sign Out' link. The left sidebar contains a navigation menu with categories: Tasks, Compliance, Finance, Benefits, Disability, g1A, Members, Document..., and Admin. The 'Tasks' section is expanded, showing a list of tasks, with 'Fill out Appropriation Questionnaire' highlighted. The main content area, titled 'Task Overview', displays a dashboard with the following data:

Category	Sub-category	Count
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		

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

**ATTLEBORO** Massachusetts Public Employee Retirement Administration Commission Hello, Board Member20181 Sign Out

**Tasks**

- 91A 2023 Board Action Excess Request for 51 F 94
- 91A Board Action Termination Request for 99 F 5, Jr.
- Audit - Material List
- 91A 2023 Board Action Excess Request for 51 F 94
- Fill out Appropriation Questionnaire

**Notifications (Last go Days)**

Year	Status	Date
2024		10/21/2024
2024		10/24/2024

**Appropriation**

Not Submitted	Late	Under Review	Rejected	Complete
2	0	0	0	0

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

**ATTLEBORO** Massachusetts Public Employee Retirement Administration Commission Hello, Board Member20181 Sign Out

**Refinements**

- Benefits Calculations
- Actuarial Documents
- Appropriations

**Appropriation Submissions**

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 the URL <https://10.3.1.68:8070/BoardPortal/Appropriations/Questionnaire/3>. The page header identifies the organization as ATTLEBORO, Massachusetts Public Employee Retirement Administration Commission, and the user as Board Member20181. A left-hand navigation menu includes icons 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".

**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

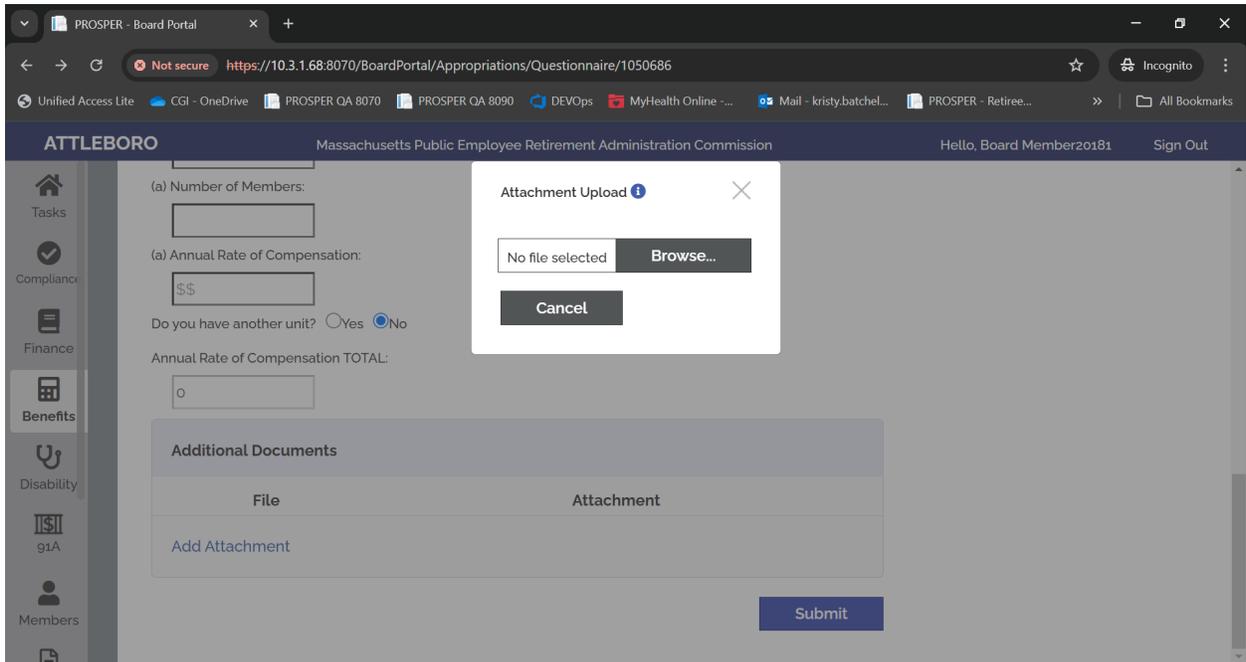
Annual Rate of Compensation TOTAL:

Additional Documents – please attach any additional documents if necessary.

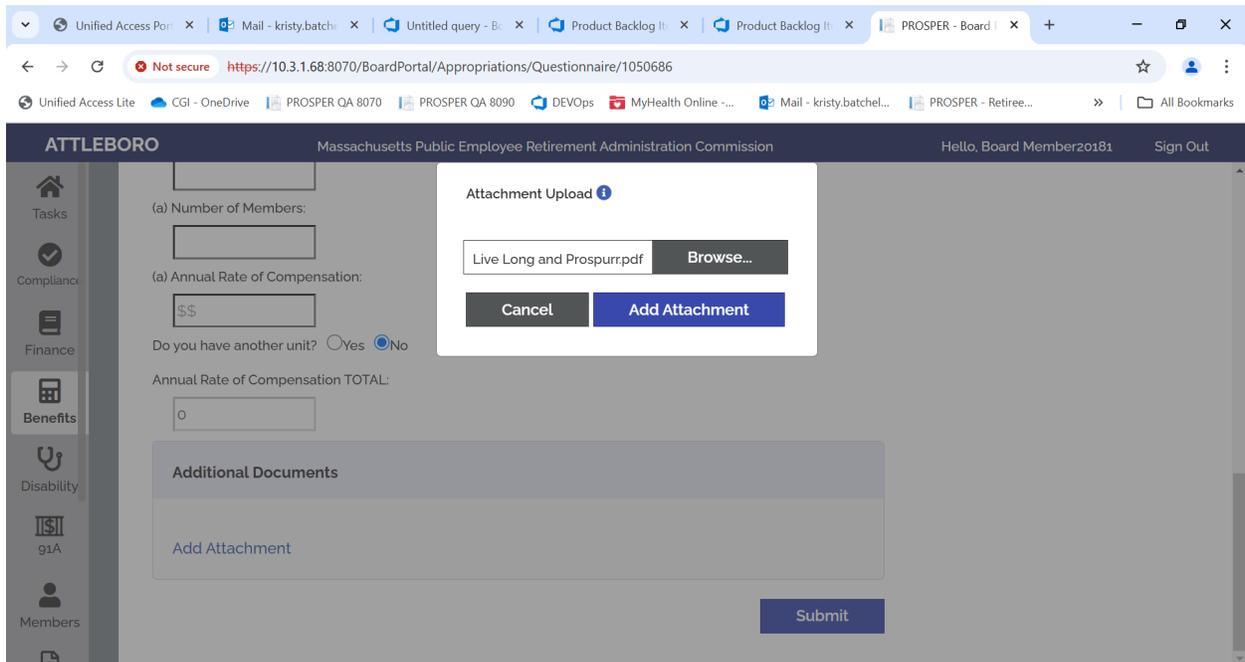
a) Click Add Attachment

Additional Documents	
File	Attachment
<a href="#">Add Attachment</a>	

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



**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\***

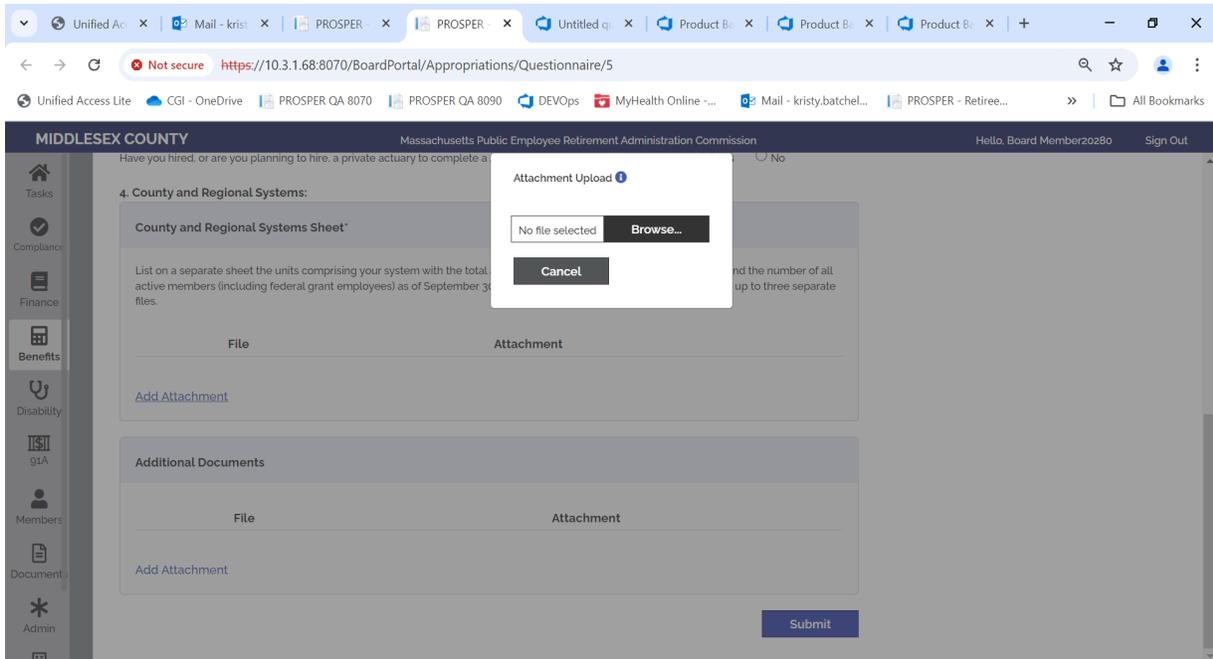
List on a separate sheet the units comprising your system with the total aggregate annual rate of regular compensation and the number of all active members (including federal grant employees) as of September 30, 2023. County and regional systems may upload up to three separate files.

File	Attachment
<a href="#">Add Attachment</a>	

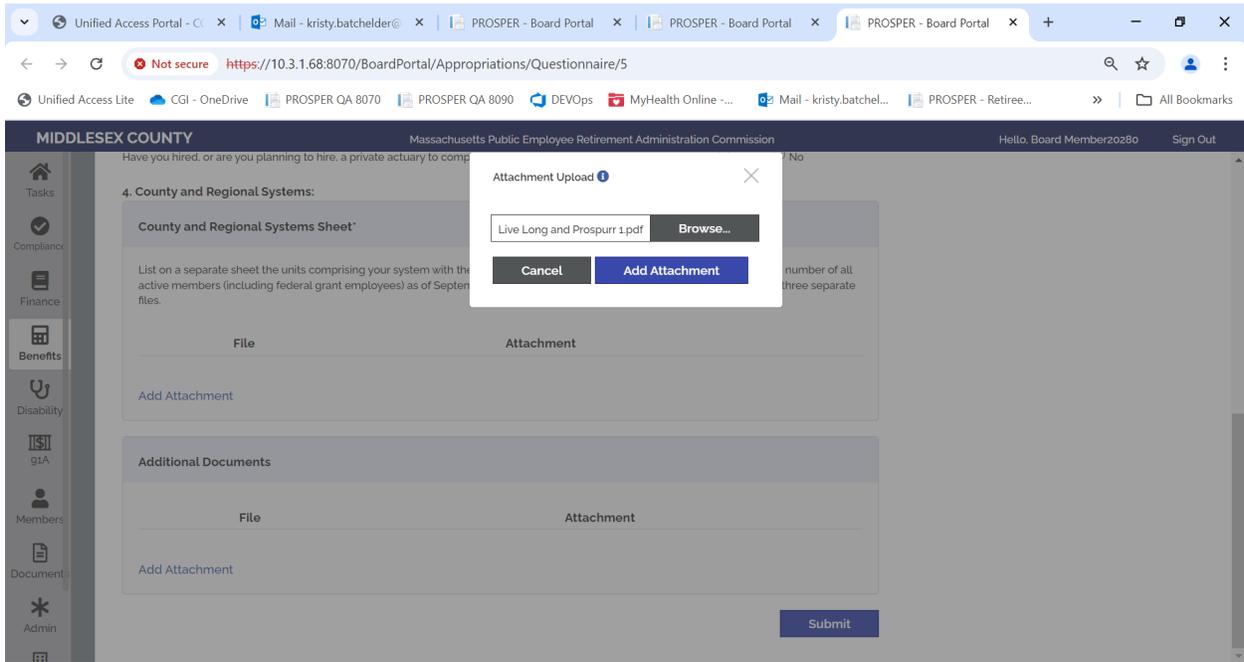
**Additional Documents**

File	Attachment
<a href="#">Add Attachment</a>	

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

