

# PERAC

COMMONWEALTH OF MASSACHUSETTS | PUBLIC EMPLOYEE RETIREMENT ADMINISTRATION COMMISSION

PHILIP Y. BROWN, ESQ., *Chairman*JOHN W. PARSONS, ESQ., *Executive Director*

Auditor SUZANNE M. BUMP | KATHLEEN M. FALLON | KATE FITZPATRICK | JAMES M. MACHADO | ROBERT B. MCCARTHY | JENNIFER F. SULLIVAN

## MEMORANDUM

TO: All Retirement Boards

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

RE: Cash Book Submissions

DATE: April 30, 2019

As you know, 840 CMR 4.00 establishes the methods of accounting for boards as described in M.G.L. c. 7, s. 50 and M.G.L. c. 32, s. 21. For a more efficient and formal process of submitting monthly Cash Books to PERAC, we have created the following e-mail address for this purpose. Please begin submitting your monthly Cash Books to PERAC at [percashbooks@per.state.ma.us](mailto:percashbooks@per.state.ma.us). If you have already begun submitting 2019 Cash Books we ask that you do not re-submit them to the above e-mail address, however, the remaining 2019 Cash Books should be sent to this address. This e-mail address has been created solely for the submission of Cash Books. All other communication will remain the same with your investment analyst, either Sarita Yee or Veronica Colon, by using their individual e-mail addresses: [syee@per.state.ma.us](mailto:syee@per.state.ma.us) and [vecolon@per.state.ma.us](mailto:vecolon@per.state.ma.us).

### Administrative Reminders:

I would like to remind all Board Administrators that a complete Cash Book package must be provided to PERAC on a monthly basis. Each month, the Board Administrator must prepare a packet which consists of the items described below.

- Year-to-Date Trial Balance (TB)
- Monthly Cash Receipts (CR)
- Monthly Cash Disbursements (CD)
- Monthly Adjusting Journal Entries (AJE)
- Monthly General Ledger (GL)



M E M O R A N D U M – Page Two

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Monthly Cash Books are due at PERAC within four (4) weeks of the close of the month. Timely submissions of Cash Books are not only required to be filed/received by PERAC's Investment Unit, but necessary to determine the Rate of Return on Investments that is annually published for each retirement system within PERAC's regulatory authority. PERAC is unable to perform the monthly standard accounting/investment analysis with an incomplete Cash Book package.

Please refer to the following Regulations and Memorandums located on PERAC's website to assist with the fiduciary and financial process of retirement boards.

Financial Operations/Standard Method of Accounting

[PERAC Regulations 840 CMR 4.00](#)

Retroactive Changes to Cash Book Entries

[PERAC Memo #24/2014](#)

[PERAC Memo #15/2015](#)

We thank you for your cooperation. If you have any questions, please do not hesitate to contact us.

/keb