

**SOUTHBRIDGE**  
RETIREMENT SYSTEM  
AUDIT REPORT  
JANUARY 1, 2015 - DECEMBER 31, 2019



**PUBLIC EMPLOYEE RETIREMENT ADMINISTRATION COMMISSION**  
COMMONWEALTH OF MASSACHUSETTS



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# 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 | RICHARD MacKINNON, Jr. | JENNIFER F. SULLIVAN

April 6, 2022

The Public Employee Retirement Administration Commission has completed an examination of certain activities of the Southbridge Retirement System pursuant to G.L. c. 32, § 21. The examination covered the period from January 1, 2015 to December 31, 2019. Based on an assessment in accordance with the policy outlined in PERAC Memo #18/2019, the scope of this audit was modified as noted below and was conducted in accordance with the accounting and management standards established by the Public Employee Retirement Administration Commission in regulation 840 CMR 25.00.

The specific objectives of our audit were to determine: 1) that the Board is exercising appropriate fiduciary oversight, 2) that cash balances are accurately stated, 3) that investment balances are accurately stated, 4) that travel expenses were properly documented and accounted for, 5) that retirement contributions are accurately deducted, 6) that retirement allowances were correctly calculated, and 7) that required member documentation is maintained.

To achieve these objectives, we inspected certain records of the Southbridge Retirement Board in the above areas. Specifically, we reviewed the minutes of the Board meetings for compliance with fiduciary oversight, verified cash and investment balances, and tested a sample of travel expenses for Board approvals, supporting documentation, and proper accounting. We tested the payroll records of a sample of active members to confirm that the correct percentage of regular compensation is being deducted, including the additional two percent over \$30,000. We also tested a sample of members who retired during our audit period to verify that their retirement allowance was calculated in accordance with the statute. We also reviewed a sample of member files for accuracy and completeness.

In our opinion, for those areas tested, the financial records are being maintained and the management functions are being performed in conformity with the standards established by PERAC with the exception noted in the findings presented in this report.

In closing, I acknowledge the work of the auditors who conducted this examination, and express appreciation to the Board and staff for their courtesy and cooperation.

Sincerely,



John W. Parsons, Esq.  
Executive Director





# EXPLANATION OF FINDINGS AND RECOMMENDATIONS

## **I. Records Retention:**

Certain records that should be retained were not available for our audit. The general ledgers for 2016, 2017, and 2018 were not available. Neither was the pre-closing trial balance for 2017. These records should be retained to show the board's accounting transactions.

Additionally, while reconciling the Annual Statements to the post closing trial balance for 2017, we found variances of approximately \$28,000 and \$23,000 on the receipts and disbursements statements, respectively. Without the accounting records we were unable to determine the source of these variances.

**Recommendation:** In the future, the general ledgers as well as pre and post-closing trial balances should be retained.

### **Board Response:**

General Ledgers were found for all three years in the network and/or PTG archives. In addition to the 2017 pre-closing trial balance. All ledgers and pre and post-closing trial balances will be archived in PTG as well as in the network moving forward.

### **PERAC Response:**

The general ledgers and the 2017 pre-close trial balance were requested several times during the audit. The previous Administrator was unable to locate them in either electronic or hard copy format and informed the auditors that they were unavailable. We are pleased that they have been located but would like to express the importance of retaining the general ledgers and pre and post-close trial balances in accordance with the public records law and to have them readily available for use during upcoming audits.

## **2. New Retirement Allowance Calculations**

We tested 21 new retirement allowance calculations during the audit period and found the following issues:

- One retiree had their retirement benefit based on average compensation that should have been higher. The difference was due to a stipend being labelled as non-pensionable when it should have qualified as regular compensation.
- One retiree had their retirement benefit based on average compensation that had 4 years' worth of longevity payments included in the average rather than 3.
- One retiree's veterans' benefit has been overpaid since the initial check. This was due to not adjusting the second check down from the retroactive amount to the normal monthly figure.
- In our testing of active members, we found that one member had a transfer in from another retirement system and Southbridge did not include 6.5 years of service from that transfer in their records in error. The member retired subsequent to our audit period and the service error was not discovered at the time of retirement.

## EXPLANATION OF FINDINGS AND RECOMMENDATIONS (CONTINUED)

**Recommendation:** The Board should review and recalculate the retirement allowances for these retirees and adjust as needed, including interest when calculating any amounts owed by either the member or the Board. In cases where a member has been receiving payments using a generic code of either “pensionable” or “non-pensionable”, the specific reason for the payments should be researched so that any mistakes are corrected at the time of retirement. When dealing with types of regular compensation that are paid in one lump sum each year, only three of those payments should be included in the 3-year average salary, even if the timing of them results in four payments being received during that time period.

**Board Response:**

More research was done in regards to 051 code with the school payroll department. The school payroll department will send over their payroll codes and bargain agreements.

- Buy back will have to be calculated due to those funds were not reported to the earnings and deductions were not taken from those amounts. A letter to the retiree will be mailed with the option to buy-back.
- For the member that received an extra longevity, recalculations have to be done for her new monthly allowance. A letter will be mailed with the new monthly allowance and explaining overpayment calculations for the amount the she will owe will be done. After calculations are done and a letter will be sent with the option for a waiver.
- Retiree’s veteran benefit was corrected, due to it being our error, the Board voted to waive the overpayment. A letter was mailed to the member and he accepted the waiver.
- Transfer from another retirements system was added and recalculations were done and a letter to the member was sent with the new monthly allowance.

### **3. Executive Session Meeting**

The board’s special meeting on October 8, 2020 for a disability case was held entirely in executive session. Pursuant to the Open Meeting Law, the meeting should have begun in open session, but it did not. This also happened during the time frame of the prior audit.

**Recommendation:** Future executive session meetings should be started in open session. The Board can then immediately vote to enter executive session.

**Board Response:**

Board noted that in future executive sessions meetings they will commence with an open session and be noted in the minutes.

### **FINAL DETERMINATION:**

***PERAC Audit staff will follow up in six (6) months to ensure appropriate actions have been taken regarding all findings.***



# ANNUAL STATEMENTS (as submitted)

## STATEMENT OF LEDGER ASSETS AND LIABILITIES

AS OF DECEMBER 31,					
	2019	2018	2017	2016	2015
<b>Net Assets Available For Benefits:</b>					
Cash	\$406,262	\$44,481	\$33,079	\$135,754	\$40,388
PRIT Cash Fund	125,497	90,650	100,360	200	175,083
PRIT Core Fund	60,756,869	52,578,866	53,597,809	45,040,337	41,337,751
Accounts Receivable	0	3,262	3,004	2,953	2,104
<b>Total</b>	<u>\$61,288,628</u>	<u>\$52,717,259</u>	<u>\$53,734,252</u>	<u>\$45,179,244</u>	<u>\$41,555,326</u>
<b>Fund Balances:</b>					
Annuity Savings Fund	\$15,092,594	\$14,675,188	\$14,395,233	\$13,491,469	\$13,124,091
Annuity Reserve Fund	3,763,722	3,724,339	3,457,962	3,481,782	3,360,067
Pension Fund	3,103,446	3,140,825	3,130,732	2,908,718	2,575,358
Expense Fund	0	0	0	0	0
Pension Reserve Fund	39,328,866	31,176,908	32,750,325	25,297,275	22,495,810
<b>Total</b>	<u>\$61,288,628</u>	<u>\$52,717,259</u>	<u>\$53,734,252</u>	<u>\$45,179,244</u>	<u>\$41,555,326</u>

## ANNUAL STATEMENTS (as submitted) (Continued)

### STATEMENT OF CHANGES IN FUND BALANCES

	Annuity Savings Fund	Annuity Reserve Fund	Pension Fund	Expense Fund	Pension Reserve Fund	Total All Funds
Beginning Balance 2015	\$13,085,010	\$2,762,112	\$1,728,878	\$0	\$22,377,675	\$39,953,675
Receipts	1,541,439	78,984	4,240,272	327,551	118,135	6,306,382
Interfund Transfers	(1,079,203)	1,079,203	0	0	0	0
Disbursements	(423,154)	(560,232)	(3,393,792)	(327,551)	0	(4,704,729)
Ending Balance 2015	13,124,092	3,360,067	2,575,358	0	22,495,810	41,555,327
Receipts	1,508,298	91,967	4,485,114	383,080	2,801,465	9,269,923
Interfund Transfers	(699,662)	699,662	0	0	0	0
Disbursements	(441,259)	(669,913)	(4,151,754)	(383,080)	0	(5,646,006)
Ending Balance 2016	13,491,469	3,481,783	2,908,718	0	25,297,275	45,179,244
Receipts	1,722,773	95,068	4,230,923	388,608	7,453,050	13,890,423
Interfund Transfers	(572,883)	572,883	0	0	0	0
Disbursements	(246,126)	(691,771)	(4,008,909)	(388,608)	0	(5,335,414)
Ending Balance 2017	14,395,233	3,457,963	3,130,732	(0)	32,750,325	53,734,253
Receipts	1,641,911	94,046	4,084,689	435,258	(1,568,616)	4,687,288
Interfund Transfers	(885,928)	890,728	0	0	(4,801)	0
Disbursements	(476,029)	(718,398)	(4,074,596)	(435,258)	0	(5,704,281)
Ending Balance 2018	14,675,188	3,724,339	3,140,825	(0)	31,176,908	52,717,259
Receipts	2,254,141	100,860	4,293,411	418,218	8,151,958	15,218,589
Interfund Transfers	(741,287)	741,287	0	0	0	0
Disbursements	(1,095,448)	(802,764)	(4,330,790)	(418,218)	0	(6,647,220)
Ending Balance 2019	\$15,092,594	\$3,763,722	\$3,103,446	\$0	\$39,328,866	\$61,288,628

# ANNUAL STATEMENTS (as submitted) (Continued)

## STATEMENT OF RECEIPTS

	FOR THE PERIOD ENDING DECEMBER 31,				
	2019	2018	2017	2016	2015
<b>Annuity Savings Fund:</b>					
Members Deductions	\$1,680,737	\$1,555,949	\$1,503,403	\$1,423,734	\$1,385,709
Transfers from Other Systems	524,530	61,583	169,795	55,635	108,346
Member Make Up Payments and Re-deposits	0	3,880	20,728	7,116	8,893
Member Payments from Rollovers	0	0	0	4,485	19,199
Investment Income Credited to Member Accounts	<u>48,874</u>	<u>20,499</u>	<u>28,847</u>	<u>17,328</u>	<u>19,292</u>
Sub Total	<u>2,254,141</u>	<u>1,641,911</u>	<u>1,722,773</u>	<u>1,508,298</u>	<u>1,541,439</u>
<b>Annuity Reserve Fund:</b>					
Investment Income Credited to the Annuity Reserve Fund	<u>100,860</u>	<u>94,046</u>	<u>95,068</u>	<u>91,967</u>	<u>78,984</u>
<b>Pension Fund:</b>					
3 (8) (c) Reimbursements from Other Systems	26,861	26,987	27,648	48,546	24,513
Received from Commonwealth for COLA and Survivor Benefits	35,909	47,798	27,418	83,860	34,609
Pension Fund Appropriation	4,230,449	4,009,904	4,175,857	4,352,708	4,181,150
Recovery of 91A Overearnings	<u>192</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Sub Total	<u>4,293,411</u>	<u>4,084,689</u>	<u>4,230,923</u>	<u>4,485,114</u>	<u>4,240,272</u>
<b>Expense Fund:</b>					
Investment Income Credited to the Expense Fund	<u>418,218</u>	<u>435,258</u>	<u>388,608</u>	<u>383,080</u>	<u>327,551</u>
<b>Pension Reserve Fund:</b>					
Interest Not Refunded	12,642	0	0	0	105
Miscellaneous Income	48	3,550	19	0	0
Excess Investment Income	<u>8,139,268</u>	<u>(1,572,166)</u>	<u>7,453,031</u>	<u>2,801,465</u>	<u>118,030</u>
Sub Total	<u>8,151,958</u>	<u>(1,568,616)</u>	<u>7,453,050</u>	<u>2,801,465</u>	<u>118,135</u>
<b>Total Receipts, Net</b>	<u>\$15,218,589</u>	<u>\$4,687,288</u>	<u>\$13,890,423</u>	<u>\$9,269,923</u>	<u>\$6,306,382</u>

# ANNUAL STATEMENTS (as submitted) (Continued)

## STATEMENT OF DISBURSEMENTS

FOR THE PERIOD ENDING DECEMBER 31,					
	2019	2018	2017	2016	2015
<b>Annuity Savings Fund:</b>					
Refunds to Members	\$181,103	\$209,292	\$215,817	\$158,642	\$136,606
Transfers to Other Systems	<u>914,345</u>	<u>266,737</u>	<u>30,309</u>	<u>282,617</u>	<u>286,548</u>
Sub Total	<u>1,095,448</u>	<u>476,029</u>	<u>246,126</u>	<u>441,259</u>	<u>423,154</u>
<b>Annuity Reserve Fund:</b>					
Annuities Paid	<u>802,764</u>	<u>718,398</u>	<u>691,771</u>	<u>669,913</u>	<u>560,232</u>
<b>Pension Fund:</b>					
Pensions Paid:					
Regular Pension Payments	3,084,387	2,883,025	2,915,484	2,796,739	2,495,121
Survivorship Payments	105,183	89,719	102,944	104,785	102,820
Ordinary Disability Payments	67,662	55,464	54,384	42,214	25,354
Accidental Disability Payments	550,806	510,213	418,957	375,405	371,533
Accidental Death Payments	84,992	97,032	144,407	535,556	122,328
Section 101 Benefits	28,680	27,960	27,240	46,670	60,939
3 (B) (c) Reimbursements to Other Systems	<u>409,080</u>	<u>411,181</u>	<u>345,493</u>	<u>250,385</u>	<u>215,697</u>
Sub Total	<u>4,330,790</u>	<u>4,074,596</u>	<u>4,008,909</u>	<u>4,151,754</u>	<u>3,393,792</u>
<b>Expense Fund:</b>					
Board Member Stipend	13,750	14,500	14,900	15,000	15,000
Salaries	54,606	66,693	62,917	60,690	58,574
Benefits	4,884	0	0	0	0
Legal Expenses	1,199	10,750	14,557	5,916	5,494
Medical Expenses	0	0	29	0	24
Travel Expenses	2,315	2,184	1,337	2,253	2,263
Administrative Expenses	7,861	24,134	8,394	8,183	8,776
Professional Services	10,000	6,000	13,500	7,000	0
Education and Training	0	960	600	1,200	1,080
Furniture and Equipment	2,224	0	0	0	3,182
Management Fees	289,982	284,315	257,202	230,566	209,777
Service Contracts	25,852	20,853	10,406	47,596	18,835
Fiduciary Insurance	<u>3,641</u>	<u>4,869</u>	<u>4,766</u>	<u>4,676</u>	<u>4,546</u>
Sub Total	<u>418,218</u>	<u>435,258</u>	<u>388,608</u>	<u>383,080</u>	<u>327,551</u>
<b>Total Disbursements</b>	<u>\$6,647,220</u>	<u>\$5,704,281</u>	<u>\$5,335,414</u>	<u>\$5,646,006</u>	<u>\$4,704,729</u>

# ANNUAL STATEMENTS (as submitted) (Continued)

## INVESTMENT INCOME

	FOR THE PERIOD ENDING DECEMBER 31,				
	2019	2018	2017	2016	2015
<b>Investment Income Received From:</b>					
Cash	\$3,916	\$1,976	\$4,868	\$2,443	\$1,270
Pooled or Mutual Funds	<u>1,509,677</u>	<u>1,474,731</u>	<u>1,348,268</u>	<u>1,226,419</u>	<u>1,056,431</u>
<b>Total Investment Income</b>	<u>1,513,593</u>	<u>1,476,708</u>	<u>1,353,136</u>	<u>1,228,862</u>	<u>1,057,701</u>
<b>Plus:</b>					
Realized Gains	2,797,761	2,473,930	2,207,476	1,213,650	1,469,205
Unrealized Gains	4,395,867	1,914,745	4,404,943	3,684,540	2,133,666
Interest Due and Accrued - Current Year	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Sub Total	<u>7,193,628</u>	<u>4,388,675</u>	<u>6,612,419</u>	<u>4,898,190</u>	<u>3,602,871</u>
<b>Less:</b>					
Realized Loss	0	<u>0</u>	<u>0</u>	(23,567)	(20,001)
Unrealized Loss	<u>0</u>	<u>(6,887,746)</u>	<u>0</u>	<u>(2,809,645)</u>	<u>(4,096,712)</u>
Sub Total	<u>0</u>	<u>(6,887,746)</u>	<u>0</u>	<u>(2,833,212)</u>	<u>(4,116,713)</u>
<b>Net Investment Income</b>	<u>8,707,221</u>	<u>(1,022,363)</u>	<u>7,965,555</u>	<u>3,293,840</u>	<u>543,859</u>
<b>Income Required:</b>					
Annuity Savings Fund	48,874	20,499	28,847	17,328	19,292
Annuity Reserve Fund	100,860	94,046	95,068	91,967	78,984
Expense Fund	<u>418,218</u>	<u>435,258</u>	<u>388,608</u>	<u>383,080</u>	<u>327,551</u>
<b>Total Income Required</b>	<u>567,952</u>	<u>549,803</u>	<u>512,524</u>	<u>492,374</u>	<u>425,828</u>
Net Investment Income	<u>8,707,221</u>	<u>(1,022,363)</u>	<u>7,965,555</u>	<u>3,293,840</u>	<u>543,859</u>
Less: Total Income Required	<u>567,952</u>	<u>549,803</u>	<u>512,524</u>	<u>492,374</u>	<u>425,828</u>
<b>Excess Income (Loss) To The Pension Reserve Fund</b>	<u>\$8,139,268</u>	<u>(\$1,572,166)</u>	<u>\$7,453,031</u>	<u>\$2,801,466</u>	<u>\$118,031</u>

## SUPPLEMENTARY INFORMATION

### SCHEDULE OF ALLOCATION OF INVESTMENTS OWNED

(percentages by category)

AS OF DECEMBER 31, 2019		
	MARKET VALUE	PERCENTAGE OF TOTAL ASSETS
Cash	\$406,262	0.7%
PRIT Cash Fund	125,497	0.2%
PRIT Core Fund	<u>60,756,869</u>	<u>99.1%</u>
<b>Grand Total</b>	<u><u>\$61,288,628</u></u>	<u><u>100.0%</u></u>

For the year ending December 31, 2019, the rate of return for the investments of the Southbridge Retirement System was 16.69%. For the five-year period ending December 31, 2019, the rate of return for the investments of the Southbridge Retirement System averaged 8.13%. For the 35-year period ending December 31, 2019, since PERAC began evaluating the returns of the retirement systems, the rate of return on the investments of the Southbridge Retirement System was 8.17%.

The composite rate of return for all retirement systems for the year ending December 31, 2019 was 16.90%. For the five-year period ending December 31, 2019, the composite rate of return for the investments of all retirement systems averaged 7.95%. For the 35-year period ending December 31, 2019, since PERAC began evaluating the returns of the retirement systems, the composite rate of return on the investments of all retirement systems averaged 9.22%.

## SUPPLEMENTARY INFORMATION (Continued)

### SUMMARY OF PLAN PROVISIONS

The plan is a contributory defined benefit plan covering all Southbridge Retirement System member unit employees deemed eligible by the retirement board, with the exception of school department employees who serve in a teaching capacity. The Teachers' Retirement Board administers the pensions of such school employees.

### ADMINISTRATION

There are 104 contributory retirement systems for public employees in Massachusetts. Each system is governed by a retirement board and all boards, although operating independently, are governed by Chapter 32 of the Massachusetts General Laws. This law in general provides uniform benefits, uniform contribution requirements and a uniform accounting and funds structure for all systems.

### PARTICIPATION

Participation is mandatory for all full-time employees. Eligibility with respect to part-time, provisional, temporary, seasonal or intermittent employment is governed by regulations promulgated by the retirement board, and approved by PERAC. Membership is optional for certain elected officials.

There are 4 classes of membership in the retirement system, but one of these classes, Group 3, is made up exclusively of the State Police. The other 3 classes are as follows:

#### **Group 1:**

General employees, including clerical, administrative, technical and all other employees not otherwise classified.

#### **Group 2:**

Certain specified hazardous duty positions.

#### **Group 4:**

Police officers, firefighters, and other specified hazardous positions.

## SUPPLEMENTARY INFORMATION (Continued)

### MEMBER CONTRIBUTIONS

Member contributions vary depending on the most recent date of membership:

Prior to 1975:	5% of regular compensation
1975 - 1983:	7% of regular compensation
1984 to 6/30/96:	8% of regular compensation
7/1/96 to present:	9% of regular compensation
1979 to present:	an additional 2% of regular compensation in excess of \$30,000.

In addition, members of Group 1 who join the system on or after April 2, 2012 will have their withholding rate reduced to 6% after achieving 30 years of creditable service.

### RATE OF INTEREST

Interest on regular deductions made after January 1, 1984 is a rate established by PERAC in consultation with the Commissioner of Banks. The rate is obtained from the average rates paid on individual savings accounts by a representative sample of at least 10 financial institutions.

### RETIREMENT AGE

The mandatory retirement age for some Group 2 and Group 4 employees is age 65. Most Group 2 and Group 4 members may remain in service after reaching age 65. Group 4 members who are employed in certain public safety positions are required to retire at age 65. There is no mandatory retirement age for employees in Group 1.

### SUPERANNUATION RETIREMENT

A person who became a member before April 2, 2012 is eligible for a superannuation retirement allowance (service retirement) upon meeting the following conditions:

- completion of 20 years of service, or
- attainment of age 55 if hired prior to 1978, or if classified in Group 4, or
- attainment of age 55 with 10 years of service, if hired after 1978, and if classified in Group 1 or 2.

A person who became a member on or after April 2, 2012 is eligible for a superannuation retirement allowance (service retirement) upon meeting the following conditions:

- attainment of age 60 with 10 years of service if classified in Group 1, or
- attainment of age 55 with 10 years of service if classified in Group 2, or
- attainment of age 55 if classified in Group 4.



## SUPPLEMENTARY INFORMATION (Continued)

### AMOUNT OF BENEFIT

A member's annual allowance is determined by multiplying average salary by a benefit rate related to the member's age and job classification at retirement, and the resulting product by his creditable service. The amount determined by the benefit formula cannot exceed 80% of the member's highest three year (or five year as discussed below) average salary. For veterans as defined in G.L. c. 32, s. 1, there is an additional benefit of \$15 per year for each year of creditable service, up to a maximum of \$300.

For employees who become members after January 1, 2011, regular compensation is limited to 64% of the federal limit found in 26 U.S.C. 401(a)(17). In addition, regular compensation will be limited to prohibit "spiking" of a member's salary to increase the retirement benefit.

- For persons who became members prior to April 2, 2012, Average Salary is the average annual rate of regular compensation received during the 3 consecutive years that produce the highest average, or, if greater, during the last 3 years (whether or not consecutive) preceding retirement.
- For persons who became members on or after April 2, 2012, Average Salary is the average annual rate of regular compensation received during the 5 consecutive years that produce the highest average, or, if greater, during the last 5 years (whether or not consecutive) preceding retirement.
- The Benefit Rate varies with the member's retirement age. For persons who became members prior to April 2, 2012 the highest rate of 2.5% applies to Group 1 employees who retire at or after age 65, Group 2 employees who retire at or after age 60, and to Group 4 employees who retire at or after age 55. A .1% reduction is applied for each year of age under the maximum age for the member's group. For Group 2 employees who terminate from service under age 55, the benefit rate for a Group 1 employee shall be used.
- For persons who became members on or after April 2, 2012 and retire with less than 30 years of creditable service, the highest rate of 2.5% applies to Group 1 employees who retire at or after age 67, Group 2 employees who retire at or after age 62, and to Group 4 employees who retire at or after age 57. A .15% reduction is applied for each year of age under the maximum age for the member's group.
- For persons who became members on or after April 2, 2012 and retire with more than 30 years of creditable service, the highest rate of 2.5% applies to Group 1 employees who retire at or after age 67, Group 2 employees who retire at or after age 62, and to Group 4 employees who retire at or after age 57. A .125% reduction is applied for each year of age under the maximum age for the member's group.

### DEFERRED VESTED BENEFIT

A participant who has attained the requisite years of creditable service can elect to defer his or her retirement until a later date. Certain public safety employees cannot defer beyond age 65. All participants must begin to receive a retirement allowance or withdraw their accumulated deductions no later than April 15 of the calendar year following the year they reach age 72.

## SUPPLEMENTARY INFORMATION (Continued)

### WITHDRAWAL OF CONTRIBUTIONS

Member contributions may be withdrawn upon termination of employment. The interest rate for employees who first become members on or after January 1, 1984 who voluntarily withdraw their contributions with less than 10 years of service will be 3%. Interest payable on all other withdrawals will be set at regular interest.

### DISABILITY RETIREMENT

The Massachusetts Retirement Plan provides 2 types of disability retirement benefits:

#### ORDINARY DISABILITY

**Eligibility:** Non-veterans who become totally and permanently disabled by reason of a non-job related condition with at least 10 years of creditable service (or 15 years creditable service in systems in which the local option contained in G.L. c. 32, s. 6(1) has not been adopted).

Veterans with ten years of creditable service who become totally and permanently disabled by reason of a non-job related condition prior to reaching “maximum age”. “Maximum age” applies only to those employees classified in Group 4 who are subject to mandatory retirement.

**Retirement Allowance:** For persons who became members prior to April 2, 2012, the benefit is equal to the accrued superannuation retirement benefit as if the member was age 55. If the member is a veteran, the benefit is 50% of the member’s final rate of salary during the preceding 12 months, plus an annuity based upon accumulated member contributions plus credited interest. If the member is over age 55, he or she will receive not less than the superannuation allowance to which he or she is entitled.

For persons in Group 1 who became members on or after April 2, 2012, the benefit is equal to the accrued superannuation retirement benefit as if the member was age 60. If the member is a veteran, the benefit is 50% of the member’s final rate of salary during the preceding 12 months, plus an annuity based upon accumulated member contributions plus credited interest. If the member is over age 60, he or she will receive not less than the superannuation allowance to which he or she would have been entitled had they retired for superannuation.

For persons in Group 2 and Group 4 who became members on or after April 2, 2012, the benefit is equal to the accrued superannuation retirement benefit as if the member was age 55. If the member is a veteran, the benefit is 50% of the member’s final rate of salary during the preceding 12 months, plus an annuity based upon accumulated member contributions plus credited interest. If the member is over age 55, he or she will receive not less than the superannuation allowance to which he or she would have been entitled had they retired for superannuation.

## SUPPLEMENTARY INFORMATION (Continued)

### ACCIDENTAL DISABILITY

**Eligibility:** Applies to members who become permanently and totally unable to perform the essential duties of the position as a result of a personal injury sustained or hazard undergone while in the performance of duties. There are no minimum age or service requirements.

**Retirement Allowance:** 72% of salary plus an annuity based on accumulated member contributions, with interest. This amount is not to exceed 100% of pay. For those who became members in service after January 1, 1988 or who have not been members in service continually since that date, the amount is limited to 75% of pay. There is an additional pension of \$952.32 per year (or \$312 per year in systems in which the local option contained in G.L. c. 32, s. 7(2)(a)(iii) has not been adopted), per child who is under 18 at the time of the member's retirement, with no age limitation if the child is mentally or physically incapacitated from earning. The additional pension may continue up to age 22 for any child who is a full time student at an accredited educational institution. For systems that have adopted Chapter 157 of the Acts of 2005, veterans as defined in G.L. c. 32, s. 1 receive an additional benefit of \$15 per year for each year of creditable service, up to a maximum of \$300.

### ACCIDENTAL DEATH

**Eligibility:** Applies to members who die as a result of a work-related injury or if the member was retired for accidental disability and the death was the natural and proximate result of the injury or hazard undergone on account of which such member was retired.

**Allowance:** An immediate payment to a named beneficiary equal to the accumulated deductions at the time of death, plus a pension equal to 72% of current salary and payable to the surviving spouse, dependent children or the dependent parent, plus a supplement of \$952.32 per year, per child (or \$312 per year in systems in which the local option contained in G.L. c. 32, s. 9(2)(d)(ii) has not been adopted), payable to the spouse or legal guardian until all dependent children reach age 18 or 22 if a full time student, unless mentally or physically incapacitated.

The surviving spouse of a member of a police or fire department or any corrections officer who, under specific and limited circumstances detailed in the statute, suffers an accident and is killed or sustains injuries while in the performance of his duties that results in his death, may receive a pension equal to the maximum salary for the position held by the member upon his death. In addition, an eligible family member may receive a one-time payment of \$300,000 from the State Retirement Board. This lump sum payment is also available to the family of a public prosecutor in certain, limited circumstances.

## SUPPLEMENTARY INFORMATION (Continued)

### DEATH AFTER ACCIDENTAL DISABILITY RETIREMENT

Effective November 7, 1996, Accidental Disability retirees were allowed to select Option C at retirement and provide a benefit for an eligible survivor. For Accidental Disability retirees prior to November 7, 1996, who could not select Option C, if the member's death is from a cause unrelated to the condition for which the member received accidental disability benefits, a surviving spouse will receive an annual allowance of \$6,000. For Systems that accept the provisions of Section 28 of Chapter 131 of the Acts of 2010, the amount of this benefit is \$9,000. For Systems that accept the provisions of Section 63 of Chapter 139 of the Acts of 2012, the amount of this benefit is \$12,000.

### DEATH IN ACTIVE SERVICE (OPTION D)

**Allowance:** An immediate allowance equal to that which would have been payable had the member retired and selected Option C on the day before his or her death. For a member who became a member prior to April 2, 2012 whose death occurred prior to the member's superannuation retirement age, the age 55 benefit rate is used. For a member classified in Group 1 who became a member on or after April 2, 2012 whose death occurred prior to the member's superannuation retirement age, the age 60 benefit rate is used. If the member died after age 60, the actual age is used. For a member classified in Group 2 or Group 4, whose death occurred prior to the member's minimum superannuation retirement age, the benefit shall be calculated using an age 55 age factor. The minimum annual allowance payable to the surviving spouse of a member in service who dies with at least two years of creditable service is \$3,000 unless the retirement system has accepted the local option increasing this minimum annual allowance to \$6,000, provided that the member and the spouse were married for at least one year and living together on the member's date of death.

The surviving spouse of such a member in service receives an additional allowance equal to the sum of \$1,440 per year for the first child and \$1,080 per year for each additional child until all dependent children reach age 18 or 22 if a full time student, unless mentally or physically incapacitated.

### COST OF LIVING

If a system has accepted Chapter 17 of the Acts of 1997, and the Retirement Board votes to pay a cost of living increase (COLA) for that year, the percentage is determined based on the increase in the Consumer Price Index used for indexing Social Security benefits, but cannot exceed 3.0%. Section 51 of Chapter 127 of the Acts of 1999, if accepted, allows boards to grant COLA increases greater than that determined by CPI but not to exceed 3.0%. Only a certain portion of a retiree's total allowance is subject to a COLA. The total COLA for periods from 1981 through 1996 is paid for by the Commonwealth of Massachusetts.

Under the provisions of Chapter 32, Section 103(j) inserted by Section 19 of Chapter 188 of the Acts of 2010, systems may increase the maximum base on which the COLA is calculated in multiples of \$1,000. For many years the COLA base was calculated based upon the first \$12,000 of a retiree's allowance. Now the maximum base upon which the COLA is calculated varies from system to system. Each increase in the base must be accepted by a majority vote of the Retirement Board and approved by the legislative body.

## SUPPLEMENTARY INFORMATION (Continued)

### METHODS OF PAYMENT

A member may elect to receive his or her retirement allowance in one of 3 forms of payment.

**Option A:** Total annual allowance, payable in monthly installments, commencing at retirement and terminating at the member's death.

**Option B:** A reduced annual allowance, payable in monthly installments, commencing at retirement and terminating at the death of the member, provided, however, that if the total amount of the annuity portion received by the member is less than the amount of his or her accumulated deductions, including interest, the difference or balance of his accumulated deductions will be paid in a lump sum to the retiree's beneficiary or beneficiaries of choice.

**Option C:** A reduced annual allowance, payable in monthly installments, commencing at retirement. At the death of the retired employee, 2/3 of the allowance is payable to the member's designated beneficiary (who may be the spouse, or former spouse who has not remarried, child, parent, sister, or brother of the employee) for the life of the beneficiary. For members who retired on or after January 12, 1988, if the beneficiary pre-deceases the retiree, the benefit payable increases (or "pops up" to Option A) based on the factor used to determine the Option C benefit at retirement. For members who retired prior to January 12, 1988, if the System has accepted Section 288 of Chapter 194 of the Acts of 1998 and the beneficiary pre-deceases the retiree, the benefit payable "pops up" to Option A in the same fashion. The Option C became available to accidental disability retirees on November 7, 1996.

### ALLOCATION OF PENSION COSTS

If a member's total creditable service was partly earned by employment in more than one retirement system, the cost of the "pension portion" is allocated between the different systems pro rata based on the member's service within each retirement system. In certain circumstances, if a member received regular compensation concurrently from two or more systems on or after January 1, 2010, and was not vested in both systems as of January 1, 2010, such a pro-ration may not be undertaken. This is because such a person may receive a separate retirement allowance from each system.

## SUPPLEMENTARY INFORMATION (Continued)

### SIGNIFICANT ACCOUNTING POLICIES

The accounting records of the System are maintained on a calendar year basis in accordance with the standards and procedures established by the Public Employee Retirement Administration Commission.

Cash accounts are considered to be funds on deposit with banks and are available upon demand.

Short Term Investments are highly liquid investments that will mature within twelve months from the date of acquisition.

Investments are reported at their fair value. Securities traded on recognized exchanges are valued at the most recent sales price at year end. If no sale was reported, the mean of the bid and asked price is used when available, or the most recent bid price. Mutual, commingled and pooled funds are valued based on the net asset or unit value at year end. Real estate and alternative investments are valued based on estimates provided by the managers of those respective investments. Purchases and sales of securities are reflected on the date the trade is initiated. Realized gain or loss is largely based on the difference between the cost or the value at the prior year end and the funds realized upon liquidation. Dividend income is generally recorded when received. Interest income is recorded as earned on an accrual basis. Income from alternative investments is recorded as reported by the managing partner. Appreciation or depreciation in the value of investments consists of the unrealized gains and losses reported as the difference between the previous period and the current value.

The system makes estimates and assumptions that affect the reported values of assets and liabilities and the reported amounts added and deducted during the reporting periods. The fair value of real estate and alternative investment holdings are generally estimated in the absence of reliable exchange values. The actual funds realized upon liquidation may differ from these estimates.

The provisions of Massachusetts General Laws Chapter 32, § 23(2) generally govern the investment practices of the system. The Board primarily relies upon the investment strategy of the PRIM Board to maintain their progress toward full funding of the system. That strategy seeks to balance the exposure to common deposit and investment risks related to custody, credit concentrations, interest rate and foreign currency fluctuations.

Operating expenses include the ordinary and necessary cost of investment and professional services and the other miscellaneous administrative expenses of the system.

## SUPPLEMENTARY INFORMATION (Continued)

The Annuity Savings Fund is the fund in which members' contributions are deposited. Voluntary contributions, re-deposits, and transfers to and from other systems, are also accounted for in this fund. Members' contributions to the fund earn interest at a rate determined by PERAC. Interest for some members who withdraw with less than ten years of service is transferred to the Pension Reserve Fund. Upon retirement, members' contributions and interest are transferred to the Annuity Reserve Fund. Dormant account balances must be transferred to the Pension Reserve Fund after a period of ten years of inactivity.

The Annuity Reserve Fund is the fund to which a member's account is transferred upon retirement from the Annuity Savings Fund and Special Military Service Credit Fund. The annuity portion of the retirement allowance is paid from this fund. Interest is credited monthly to this fund at the rate of 3% annually on the previous month's balance.

The Special Military Service Credit Fund contains contributions and interest for members while on a military leave for service in the Armed Forces who will receive creditable service for the period of that leave.

The Expense Fund contains amounts transferred from investment income for the purposes of administering the retirement system.

The Pension Fund contains the amounts appropriated by the governmental units as established by PERAC to pay the pension portion of each retirement allowance.

The Pension Reserve Fund contains amounts appropriated by the governmental units for the purposes of funding future retirement benefits. Any profit or loss realized on the sale or maturity of any investment or on the unrealized gain of a market valued investment as of the valuation date is credited to the Pension Reserve Fund. Additionally, any investment income in excess of the amount required to credit interest to the Annuity Savings Fund, Annuity Reserve Fund, and Special Military Service Credit Fund is credited to this Reserve account.

The Investment Income Account is credited with all income derived from interest and dividends of invested funds. At year-end the interest credited to the Annuity Savings Fund, Annuity Reserve Fund, Expense Fund, and Special Military Service Credit Fund is distributed from this account and the remaining balance is transferred to the Pension Reserve Fund.

## SUPPLEMENTARY INFORMATION (Continued)

### ADMINISTRATION OF THE SYSTEM

The System is administered by a five-person Board of Retirement consisting of the Town Accountant who shall be a member ex-officio, a second member appointed by the governing authority, a third and fourth member who shall be elected by the members in or retired from the service of such system, and a fifth member appointed by the other four board members.

Ex-officio Member: Karen S. Harnois

Appointed Member: Sharon Ashleigh Serves until a successor is appointed

Elected Member: Julie A. Peña, Chairperson Term Expires: 07/20/2023

Elected Member: Wilfrid Cournoyer Term Expires: 12/31/2024

Appointed Member: Pamela A. Leduc Term Expires: 03/01/2024

The Board members are required to meet at least once a month. The Board must keep a record of all of its proceedings. The Board must annually submit to the appropriate authority an estimate of the expenses of administration and cost of operation of the system. The board must annually file a financial statement of condition for the system with the Executive Director of PERAC.

The investment of the system's funds is the responsibility of the Board. All retirement allowances must be approved by the Retirement Board. The PERAC Actuary performs verification prior to payment, unless the system has obtained a waiver for superannuation calculations allowing them to bypass this requirement. All expenses incurred by the System must be approved by a majority vote of the Board. Payments shall be made only upon vouchers signed by two persons designated by the Board.

Retirement board members and employees are bonded by an authorized agent representing a company licensed to do business in Massachusetts. Fidelity insurance is the only required policy coverage under Ch. 32 §21 and §23 as well as 840 CMR 17.01. The policy is designed to cover specific intentional acts such as theft, fraud or embezzlement and also specify who commits such acts, most commonly employees of the system. This coverage reimburses the system for the losses it suffers as a result of its employees' actions. It does not insure the employees for their illegal acts. Statutorily required coverage is provided by the current fidelity insurance policy to a limit of \$1,000,000 with a \$10,000 deductible issued through Travelers Casualty and Surety Company. The system also has Fiduciary coverage to a limit of \$50,000,000 under a blanket policy issued through the Massachusetts Association of Contributory Retirement Systems.

### BOARD REGULATIONS

The Southbridge Retirement Board has adopted Supplemental Regulations which are available on the PERAC website at <https://www.mass.gov/southbridge-retirement-board-regulations>.



## SUPPLEMENTARY INFORMATION (Continued)

### ACTUARIAL VALUATION AND ASSUMPTIONS

The most recent actuarial valuation of the System was prepared by the Public Employee Retirement Administration Commission as of January 1, 2020.

The actuarial liability for active members was	\$41,618,754
The actuarial liability for retired, survivor, and inactive members was	<u>51,421,910</u>
The total actuarial liability was	\$93,040,664
System assets as of that date were (actuarial value)	<u>58,536,400</u>
The unfunded actuarial liability was	<u>\$34,504,264</u>
The ratio of system's assets to total actuarial liability was	62.9%
As of that date the total covered employee payroll was	\$17,487,814

The normal cost for employees on that date was 9.0% of payroll  
 The normal cost for the employer including administrative expenses was 8.9% of payroll

The principal actuarial assumptions used in the valuation are as follows:

Investment Return: 7.15% per annum  
 Rate of Salary Increase: Varies by service and group

### SCHEDULE OF FUNDING PROGRESS AS OF JANUARY 1, 2020

Actuarial Valuation Date	Actuarial Value of Assets ( a )	Actuarial Accrued Liability ( b )	Unfunded AAL (UAAL) ( b-a )	Funded Ratio ( a/b )	Covered Payroll ( c )	UAAL as a % of Cov. Payroll ( (b-a)/c )
1/1/2020	\$58,536,400	\$93,040,664	\$34,504,264	62.9%	\$17,487,814	197.3%
1/1/2018	\$51,014,413	\$84,665,077	\$33,650,664	60.3%	\$15,884,890	211.8%
1/1/2016	\$42,500,766	\$77,067,013	\$34,566,247	55.1%	\$14,858,952	232.6%
1/1/2014	\$34,326,073	\$67,505,108	\$33,179,035	50.8%	\$14,953,830	221.9%
1/1/2012	\$29,605,477	\$60,261,625	\$30,656,148	49.1%	\$13,145,717	233.2%

## SUPPLEMENTARY INFORMATION (Continued)

### MEMBERSHIP EXHIBIT

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
<b>Retirement in Past Years</b>										
Superannuation	10	3	6	8	10	10	7	6	8	8
Ordinary Disability	0	0	0	1	0	0	1	0	0	0
Accidental Disability	0	1	0	0	0	0	1	2	2	0
<b>Total Retirements</b>	10	4	6	9	10	10	9	8	10	8
Total Retirees, Beneficiaries and Survivors	178	167	168	178	180	183	186	181	181	193
Total Active Members	371	346	355	380	386	396	423	433	466	356
<b>Pension Payments</b>										
Superannuation	\$1,973,371	\$2,012,467	\$2,132,700	\$2,229,552	\$2,321,933	\$2,495,121	\$2,796,739	\$2,915,484	\$2,883,025	\$3,084,387
Survivor/Beneficiary Payments	74,007	79,683	76,520	79,699	89,678	\$102,820	104,785	102,944	89,719	105,183
Ordinary Disability	12,379	12,739	13,099	13,459	22,189	\$25,354	42,214	54,384	55,464	67,662
Accidental Disability	401,009	388,905	394,305	407,534	400,132	\$371,533	375,405	418,957	510,213	550,806
Other	<u>301,467</u>	<u>315,574</u>	<u>317,168</u>	<u>381,080</u>	<u>496,035</u>	<u>\$398,964</u>	<u>832,612</u>	<u>517,140</u>	<u>536,173</u>	<u>522,752</u>
<b>Total Payments for Year</b>	<u>\$2,762,233</u>	<u>\$2,809,368</u>	<u>\$2,933,792</u>	<u>\$3,111,324</u>	<u>\$3,329,967</u>	<u>\$3,393,792</u>	<u>\$4,151,754</u>	<u>\$4,008,909</u>	<u>\$4,074,596</u>	<u>\$4,330,790</u>





**COMMONWEALTH OF MASSACHUSETTS**

**Public Employee Retirement Administration Commission**

Five Middlesex Avenue, Suite 304 | Somerville, MA 02145

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# PERAC

COMMONWEALTH OF MASSACHUSETTS | PUBLIC EMPLOYEE RETIREMENT ADMINISTRATION COMMISSION

PHILIP Y. BROWN, ESQ., *Chair*

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

Auditor DIANA DIZOGLIO | KATHLEEN M. FALLON | KATE FITZPATRICK | JAMES J. GUIDO | RICHARD MACKINNON, JR. | JENNIFER F. SULLIVAN, ESQ.

April 6, 2023

Pamela Leduc, Chairperson  
Southbridge Retirement Board  
41 Elm Street  
Southbridge, MA 01550

**REFERENCE:** Report of the Examination of the Southbridge Retirement Board for the five-year period from January 1, 2015 through December 31, 2019.

Dear Chairperson Leduc:

The Public Employee Retirement Administration Commission has completed a follow-up review of the findings and recommendations contained in its audit report of the Southbridge Retirement Board for the period referenced above. We conduct these visits as a regular part of the oversight process to ensure the timely implementation of the recommendations contained in that report. The examination also addressed the other matters discussed at the completion of the audit. The results are as follows:

***1. The Audit Report cited a finding that certain accounting information was not being retained. Specifically, we identified certain general ledgers as well as pre-closing and post-closing trial balances weren't retained.***

**Follow-up Result:** Copies of retained accounting information for the calendar year 2022 were provided. This issue is resolved.

***2. The Audit Report cited a finding that four retirees should have their retirement benefit recalculated and adjusted as needed.***

**Follow-up Result:** Recalculations of the four retirees were provided and the requisite adjustments were made. This issue is resolved.



April 6, 2023

Page Two

**3. The Audit Report cited a finding that an executive session board meeting was held without first being started in open session and recommended that future executive session meetings be started in open session.**

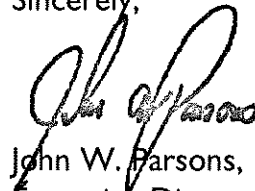
**Follow-up Result:** Based on a discussion with the Administrator, she is aware of the need to start executive session in open sessions and no such executive sessions were recently held. This issue is resolved.

The additional matters discussed have been reviewed and have been resolved.

The Commission wishes to acknowledge the effort demonstrated by the staff of the Southbridge Retirement Board to correct the issues from the most recent examination of the system.

Thank you for your continued cooperation in this matter.

Sincerely,



John W. Parsons, Esq.  
Executive Director

cc: Southbridge Retirement Board Members

JWP/dmd