

PERAC AUDIT REPORT



Springfield Contributory Retirement System

JAN. 1, 2013 - DEC. 31, 2016



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PERAC

COMMONWEALTH OF MASSACHUSETTS | PUBLIC EMPLOYEE RETIREMENT ADMINISTRATION COMMISSION

PHILIP Y. BROWN, ESQ., *Chairman*

JOSEPH E. CONNARTON, *Executive Director*

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August 16, 2018

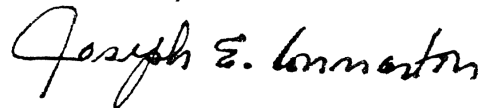
The Public Employee Retirement Administration Commission has completed an examination of the Springfield Retirement System pursuant to G.L. c. 32, § 21. The examination covered the period from January 1, 2013 to December 31, 2016. This audit was conducted in accordance with the accounting and management standards established by the Public Employee Retirement Administration Commission in regulation 840 CMR 25.00. Additionally, all supplementary regulations approved by PERAC and on file at PERAC are listed in this report.

In our opinion, the financial records are being maintained and the management functions are being performed in conformity with the standards established by the Public Employee Retirement Administration Commission.

We commend the Springfield Retirement Board for the exemplary operation of the system.

In closing, I acknowledge the work of examiners Scott Henderson and Richard Wrona who conducted this examination, and express appreciation to the Board of Retirement and staff for their courtesy and cooperation.

Sincerely,



Joseph E. Connarton
Executive Director



STATEMENT OF LEDGER ASSETS AND LIABILITIES

	AS OF DECEMBER 31,			
	2016	2015	2014	2013
Net Assets Available For Benefits:				
Cash	\$385,621	\$620,894	\$1,060,792	\$827,023
Pooled Alternative Investment Funds	1,204,342	1,382,549	1,725,061	1,887,543
PRIT Cash Fund	1,633,694	1,201,135	1,650,553	1,750,418
PRIT Core Fund	295,516,990	284,154,070	291,527,421	281,487,563
Accounts Receivable	309,482	880,092	528,106	612,453
Accounts Payable	(87,175)	(77,850)	(85,619)	(12,793)
Total	<u>\$298,962,953</u>	<u>\$288,160,891</u>	<u>\$296,406,314</u>	<u>\$286,552,207</u>
Fund Balances:				
Annuity Savings Fund	\$151,793,896	\$148,948,647	\$149,016,421	\$146,114,117
Annuity Reserve Fund	58,009,459	57,125,108	54,329,365	53,170,032
Pension Fund	0	0	0	0
Military Service Fund	46,349	53,681	46,467	53,931
Expense Fund	0	0	0	0
Pension Reserve Fund	89,113,250	82,033,454	93,014,062	87,214,127
Total	<u>\$298,962,953</u>	<u>\$288,160,891</u>	<u>\$296,406,314</u>	<u>\$286,552,207</u>

STATEMENT OF CHANGES IN FUND BALANCES

	Annuity Savings Fund	Annuity Reserve Fund	Pension Fund	Military Service Fund	Expense Fund	Pension Reserve Fund	Total All Funds
Beginning Balance (2013)	\$141,029,343	\$53,967,979	\$0	\$55,602	\$0	\$63,902,914	\$258,955,839
Receipts	14,250,124	1,605,313	44,652,691	54	2,279,417	35,038,591	97,826,189
Interfund Transfers	(6,771,163)	6,347,716	12,152,551	(1,725)	0	(11,727,378)	0
Disbursements	(2,394,187)	(8,750,976)	(56,805,241)	0	(2,279,417)	0	(70,229,821)
Ending Balance (2013)	146,114,117	53,170,032	0	53,931	0	87,214,127	286,552,207
Receipts	14,218,557	1,621,632	46,420,582	2,716	2,296,379	18,107,072	82,666,938
Interfund Transfers	(8,925,967)	8,781,123	12,462,162	(10,180)	0	(12,307,138)	0
Disbursements	(2,390,286)	(9,243,421)	(58,882,744)	0	(2,296,379)	0	(72,812,830)
Ending Balance (2014)	149,016,421	54,329,365	0	46,467	0	93,014,062	296,406,314
Receipts	14,677,547	1,676,492	50,442,453	7,215	2,211,155	(722,193)	68,292,669
Interfund Transfers	(11,797,110)	11,137,249	10,918,276	0	0	(10,258,415)	0
Disbursements	(2,948,211)	(10,017,998)	(61,360,729)	0	(2,211,155)	0	(76,538,092)
Ending Balance (2015)	148,948,647	57,125,108	0	53,681	(0)	82,033,454	288,160,891
Receipts	15,338,058	1,735,209	52,333,114	2,995	2,364,557	18,133,364	89,907,296
Interfund Transfers	(9,550,902)	9,552,469	11,062,329	(10,327)	0	(11,053,569)	0
Disbursements	(2,941,907)	(10,403,328)	(63,395,442)	0	(2,364,557)	0	(79,105,234)
Ending Balance (2016)	\$151,793,896	\$58,009,459	\$0	\$46,349	(\$0)	\$89,113,250	\$298,962,953

STATEMENT OF RECEIPTS

	FOR THE PERIOD ENDING DECEMBER 31,			
	2016	2015	2014	2013
Annuity Savings Fund:				
Members Deductions	\$13,993,664	\$13,619,615	\$13,241,636	\$12,534,530
Transfers from Other Systems	1,031,909	530,832	608,912	648,750
Member Make Up Payments and Re-deposits	0	208,453	64,778	621,371
Member Payments from Rollovers	92,082	103,894	102,201	246,866
Investment Income Credited to Member Accounts	<u>220,403</u>	<u>214,753</u>	<u>201,030</u>	<u>198,607</u>
Sub Total	<u>15,338,058</u>	<u>14,677,547</u>	<u>14,218,557</u>	<u>14,250,124</u>
Annuity Reserve Fund:				
Investment Income Credited to the Annuity Reserve Fund	<u>1,735,209</u>	<u>1,676,492</u>	<u>1,621,632</u>	<u>1,605,313</u>
Pension Fund:				
3 (8) (c) Reimbursements from Other Systems Received from Commonwealth for COLA and Survivor Benefits	685,068	997,473	589,063	773,307
Pension Fund Appropriation	642,422	918,971	793,421	891,889
Settlement of Workers' Compensation Claims	50,572,700	47,710,100	45,009,537	42,866,226
Recovery of 91A Overearnings	304,400	799,733	20,858	73,500
	<u>128,525</u>	<u>16,176</u>	<u>7,703</u>	<u>47,768</u>
Sub Total	<u>52,333,114</u>	<u>50,442,453</u>	<u>46,420,582</u>	<u>44,652,691</u>
Military Service Fund:				
Contribution Received from Municipality on Account of Military Service	2,924	7,168	2,672	0
Investment Income Credited to the Military Service Fund	<u>71</u>	<u>46</u>	<u>44</u>	<u>54</u>
Sub Total	<u>2,995</u>	<u>7,215</u>	<u>2,716</u>	<u>54</u>
Expense Fund:				
Investment Income Credited to the Expense Fund	<u>2,364,557</u>	<u>2,211,155</u>	<u>2,296,379</u>	<u>2,279,417</u>
Pension Reserve Fund:				
Interest Not Refunded	668	4,302	3,301	11,132
Miscellaneous Income	7,583	1,820	152	111
Excess Investment Income	<u>18,125,113</u>	<u>(728,315)</u>	<u>18,103,619</u>	<u>35,027,348</u>
Sub Total	<u>18,133,364</u>	<u>(722,193)</u>	<u>18,107,072</u>	<u>35,038,591</u>
Total Receipts, Net	<u>\$89,907,296</u>	<u>\$68,292,669</u>	<u>\$82,666,938</u>	<u>\$97,826,189</u>

STATEMENT OF DISBURSEMENTS

FOR THE PERIOD ENDING DECEMBER 31,				
	2016	2015	2014	2013
Annuity Savings Fund:				
Refunds to Members	\$1,776,057	\$1,629,589	\$1,287,938	\$1,863,808
Transfers to Other Systems	<u>1,165,850</u>	<u>1,318,622</u>	<u>1,102,348</u>	<u>530,379</u>
Sub Total	<u>2,941,907</u>	<u>2,948,211</u>	<u>2,390,286</u>	<u>2,394,187</u>
Annuity Reserve Fund:				
Annuities Paid	10,337,803	9,678,412	9,064,402	8,576,865
Option B Refunds	<u>65,525</u>	<u>339,586</u>	<u>179,019</u>	<u>174,111</u>
Sub Total	<u>10,403,328</u>	<u>10,017,998</u>	<u>9,243,421</u>	<u>8,750,976</u>
Pension Fund:				
Pensions Paid:				
Regular Pension Payments	41,506,716	39,604,065	37,883,463	36,469,383
Survivorship Payments	2,735,921	2,668,597	2,565,651	2,463,827
Ordinary Disability Payments	575,535	600,964	553,806	569,965
Accidental Disability Payments	13,314,253	13,058,378	12,731,403	12,264,058
Accidental Death Payments	2,387,098	2,399,432	2,217,886	2,230,813
Section 101 Benefits	541,465	542,023	524,272	537,011
3 (8) (c) Reimbursements to Other Systems	1,873,481	2,035,426	1,956,379	1,823,909
State Reimbursable COLA's Paid	<u>460,974</u>	<u>451,843</u>	<u>449,884</u>	<u>446,274</u>
Sub Total	<u>63,395,442</u>	<u>61,360,729</u>	<u>58,882,744</u>	<u>56,805,241</u>
Expense Fund:				
Board Member Stipend	15,000	15,000	15,000	15,000
Salaries	533,157	456,341	435,288	443,123
Legal Expenses	42,649	38,737	51,080	60,537
Medical Expenses	20	700	1,357	3,946
Travel Expenses	10,251	7,297	7,898	7,082
Administrative Expenses	104,162	84,267	83,345	81,282
Education and Training	12,863	11,510	8,033	11,293
Furniture and Equipment	0	1,758	23,404	1,848
Management Fees	1,533,864	1,488,222	1,544,536	1,518,499
Rent Expenses	22,279	22,279	22,279	22,279
Service Contracts	51,933	49,849	69,175	76,360
Fiduciary Insurance	<u>38,380</u>	<u>35,195</u>	<u>34,985</u>	<u>38,167</u>
Sub Total	<u>2,364,557</u>	<u>2,211,155</u>	<u>2,296,379</u>	<u>2,279,417</u>
Total Disbursements	<u>\$79,105,234</u>	<u>\$76,538,092</u>	<u>\$72,812,830</u>	<u>\$70,229,821</u>

INVESTMENT INCOME

FOR THE PERIOD ENDING DECEMBER 31,				
	2016	2015	2014	2013
Investment Income Received From:				
Cash	\$5,151	\$5,889	\$5,003	\$5,972
Pooled or Mutual Funds	8,236,080	7,519,833	8,098,038	7,735,262
Commission Recapture	<u>11</u>	<u>765</u>	<u>0</u>	<u>0</u>
Total Investment Income	<u>8,241,243</u>	<u>7,526,486</u>	<u>8,103,041</u>	<u>7,741,234</u>
Plus:				
Realized Gains	8,238,933	10,729,813	13,355,879	12,433,314
Unrealized Gains	<u>25,236,410</u>	<u>15,588,108</u>	<u>18,920,098</u>	<u>33,179,455</u>
Sub Total	<u>33,475,343</u>	<u>26,317,921</u>	<u>32,275,977</u>	<u>45,612,769</u>
Less:				
Realized Loss	(251,371)	(353,475)	(106,920)	(208,346)
Unrealized Loss	<u>(19,019,863)</u>	<u>(30,116,801)</u>	<u>(18,049,395)</u>	<u>(14,034,919)</u>
Sub Total	<u>(19,271,234)</u>	<u>(30,470,275)</u>	<u>(18,156,315)</u>	<u>(14,243,265)</u>
Net Investment Income	<u>22,445,352</u>	<u>3,374,131</u>	<u>22,222,703</u>	<u>39,110,739</u>
Income Required:				
Annuity Savings Fund	220,403	214,753	201,030	198,607
Annuity Reserve Fund	1,735,209	1,676,492	1,621,632	1,605,313
Military Service Fund	71	46	44	54
Expense Fund	<u>2,364,557</u>	<u>2,211,155</u>	<u>2,296,379</u>	<u>2,279,417</u>
Total Income Required	<u>4,320,239</u>	<u>4,102,446</u>	<u>4,119,084</u>	<u>4,083,390</u>
Net Investment Income	<u>22,445,352</u>	<u>3,374,131</u>	<u>22,222,703</u>	<u>39,110,739</u>
Less: Total Income Required	<u>4,320,239</u>	<u>4,102,446</u>	<u>4,119,084</u>	<u>4,083,390</u>
Excess Income (Loss) To The Pension Reserve Fund	<u>\$18,125,113</u>	<u>(\$728,315)</u>	<u>\$18,103,619</u>	<u>\$35,027,348</u>

SCHEDULE OF ALLOCATION OF INVESTMENTS OWNED

(percentages by category)

AS OF DECEMBER 31, 2016		
	MARKET VALUE	PERCENTAGE OF TOTAL ASSETS
Cash	\$385,621	0.1%
Pooled Alternative Investment Funds	1,204,342	0.4%
PRIT Cash Fund	1,633,694	0.5%
PRIT Core Fund	<u>295,516,990</u>	<u>98.9%</u>
Grand Total	<u>\$298,740,646</u>	<u>100.0%</u>

For the year ending December 31, 2016, the rate of return for the investments of the Springfield Retirement System was 8.43%. For the five-year period ending December 31, 2016, the rate of return for the investments of the Springfield Retirement System averaged 9.37%. For the 32-year period ending December 31, 2016, since PERAC began evaluating the returns of the retirement systems, the rate of return on the investments of the Springfield Retirement System was 8.30%.

The composite rate of return for all retirement systems for the year ending December 31, 2016 was 8.08%. For the five-year period ending December 31, 2016, the composite rate of return for the investments of all retirement systems averaged 9.12%. For the 32-year period ending December 31, 2016, since PERAC began evaluating the returns of the retirement systems, the composite rate of return on the investments of all retirement systems averaged 9.11%.

SUPPLEMENTARY INVESTMENT REGULATIONS

The Springfield Retirement System voted on June 13, 2005 to invest all of the system's assets, with the exception of some alternative investments, with the PRIT fund. As a result of that motion, the supplemental investment regulations submitted and previously approved by the Public Employee Retirement Administration Commission were effectively rescinded.

NOTES TO FINANCIAL STATEMENTS

NOTE I – SUMMARY OF PLAN PROVISIONS

The plan is a contributory defined benefit plan covering all Springfield 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.

NOTES TO FINANCIAL STATEMENTS (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.

NOTES TO FINANCIAL STATEMENTS (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 70½.

NOTES TO FINANCIAL STATEMENTS (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.

NOTES TO FINANCIAL STATEMENTS (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 \$871.56 per year (or \$312.00 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 \$871.56 per year, per child (or \$312.00 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 \$150,000.00 from the State Retirement Board. This lump sum payment is also available to the family of a public prosecutor in certain, limited circumstances.

NOTES TO FINANCIAL STATEMENTS (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

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.

NOTES TO FINANCIAL STATEMENTS (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-rata may not be undertaken. This is because such a person may receive a separate retirement allowance from each system.

NOTES TO FINANCIAL STATEMENTS (Continued)

NOTE 2 - 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 professional services and the other miscellaneous administrative expenses of the system.

NOTES TO FINANCIAL STATEMENTS (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.

NOTES TO FINANCIAL STATEMENTS (Continued)

NOTE 3 - SUPPLEMENTARY MEMBERSHIP REGULATIONS

The Springfield Retirement System submitted the following supplementary membership regulations, which were approved by the Public Employee Retirement Administration Commission:

March 4, 2010:

The purpose is to define membership eligibility requirements.

The following regulations cover the membership of the City of Springfield, Springfield Water & Sewer Commission and the Springfield Housing Authority (further known as Units of the Springfield Retirement System). The employees of these Unit's, full-time and part-time hours, vary from each Employer. The supplemental regulations will be considered for each specific employer based on their specific hours of employment.

Definitions: unless a different meaning is defined by statute, an advisory opinion or 840: CMR Regulations of PERAC or by a ruling of a court of competent jurisdiction, the following definitions will apply:

“Employee” is any person hired, employed, elected or appointed to a position within the City of Springfield, Springfield Water & Sewer Commission and the Springfield Housing Authority, who is regularly employed with a regular work schedule with a commensurate salary or wages.

“Full-time employee” is an employee who regularly works the required hours as designated by each Unit of the Springfield Retirement System.

“Part-time Employee” is an employee who regularly works the required hours as designated by each Unit of the Springfield Retirement System.

Membership eligibility requires that all employees must work a minimum of 20 hours per week.

November 3, 1992:

To accept Springfield Police Cadets employed by the City of Springfield on a full-time basis into the Retirement System as Group I members, beginning on the first day of employment or if presently employed by the city, effective on the date of the Commissioner of Public Employee Retirement Administration's approval.

March 4, 2010:

The purpose is to define creditable service

A member whose entire service is in a part-time position shall receive one year of creditable service for each year worked, provided the member works the number of hours required by the position.

A member employed on a part-time basis who becomes full-time, shall receive credit for his part-time service, on a pro-rated basis as it relates to a full-time position.

A member employed on a full-time basis who becomes part-time shall receive credit for his part-time service on a pro-rated basis as it relates to a full-time position.

NOTES TO FINANCIAL STATEMENTS (Continued)

NOTE 3 - SUPPLEMENTARY MEMBERSHIP REGULATIONS (Continued)

Creditable service for all part-time, provisional, temporary, temporary provisional, per diem, seasonal or intermittent employment and/or service shall be computed to credit the member for that proportion of a normal year which the number of days actually worked during that year bears to the normal working year from the department under which the employee works.

You have indicated that the intent of #1 is to recognize that full-time employment is 37.5 to 40 hours per week, but if the employer budgets for a 32 hour position the Board will consider that to be full-time for purposes of granting creditable service.

August 8, 2002:

Educational Incentive Compensation provided in the contract between the City of Springfield and the International Association of Firefighters AFL-CIO, Local 648 are regular compensation for retirement purposes. Pursuant to 840 CMR 15.03(1)(e), any amounts paid as educational incentives are regular compensation.

May 1, 2017:

Correction of Errors

The Springfield Retirement Board voted to adopt the interest rate annually determined by the Public Employee Retirement Administration Commission pursuant to Chapter 32, Section 22(6) to be applied on adjustments/corrections when Chapter 32, Section 20(5)(c)(2) is utilized.

February 28, 2000:

Election Regulations

1. Call of the Election and Notice of Election

Not less than 120 days prior to expiration of the term of office an elected member of the Retirement Board, the Director shall notify the Retirement Board of a duly called meeting of the Retirement Board of the need to conduct an election. At this meeting of the Retirement Board, the Board shall designate an Election Officer who maybe a member of the Board or a staff member. The Election Officer shall have the duties and be governed by the procedures set forth in 840 CMR 7.03.

At this meeting of the Retirement Board, the Board shall provide a notice of election which notice shall provide for an election date at least ninety days after date of the mailing of the notice of election to all retired members and posting of the notice pursuant to 840 CMR 7.03(2).

The notice of election shall state the time, date, place and manner of election and shall describe nomination and election procedures, including if the election is conducted at a polling place, procedures for voting by absentee ballot.

2. Nomination Procedure

Any member of the retirement system may qualify as a candidate by filing with the Retirement Board a nomination paper or papers, containing the signatures and addresses of at least twenty (20) members of the retirement system. Nomination papers, in blank, shall be made available to

NOTES TO FINANCIAL STATEMENTS (Continued)

NOTE 3 - SUPPLEMENTARY MEMBERSHIP REGULATIONS (Continued)

candidates at least ninety (90) days prior to the date of the election. The nomination paper or papers, containing the necessary number of qualified signatures and addresses shall be filed no later than forty five (45) days prior to the date of the election. If the Retirement Board determines that a candidate has filed nomination papers containing less than the required number of qualified signatures, the Retirement Board shall declare the nomination papers invalid and shall notify the candidate of its determination.

3. Election by Declaration

If the Retirement Board determines that only one candidate has been nominated, the Retirement Board shall declare said candidate to be the elected member of the Board, no election shall be held, and said candidate shall take office and serve in all respects as though he or she had been chosen by election.

4. Official Election Ballot

If the Retirement Board determines that more than one candidate has been nominated, the Board shall immediately prepare an official election ballot. Qualified candidates shall be listed on the official ballot in an order determined by a random drawing of the names of the candidates by the Retirement Board or Election Officer. If the incumbent elected member is nominated, he or she shall be identified as the incumbent on the official ballot.

5. Elections Conducted by Mail or at a Polling Place

Elections shall be conducted either entirely by mail or at one polling place open for not less than ten hours, the time and place to be determined by the Retirement Board. In elections conducted at a polling place, members shall cast their votes on the official ballot in person at the polling place except as provided in Section 6 below.

6. Absentee Ballots

In elections conducted at a polling place members retired from service may vote by absentee ballot and an absentee ballot shall be mailed to each retired member. A member in service may, upon timely request, vote by absentee ballot only if he or she:

(a) will be absent from the City of Springfield during the hours that the polling place will be opened:

(b) will be unable to cast his or her vote in person on the day of the election for reasons of religious belief, or

(c) will be unable to cast his or her vote in person at the polling place by reason of temporary physical disability.

Requests for absentee ballots shall be in writing and shall be filed no later than the business day prior to the election. Absentee ballots shall be counted only if received by the Retirement Board no later than the time fixed for the closing of the polls on the day of the election.

7. Tabulation of Ballots

NOTES TO FINANCIAL STATEMENTS (Continued)

NOTE 3 - SUPPLEMENTARY MEMBERSHIP REGULATIONS (Continued)

Ballots shall be tabulated by persons designated by Election Officer and may include Retirement Board staff members and/or Election Department employees. The Election Officer shall notify each candidate of the time and location of the tabulation of the ballots and shall permit all candidates, or their representatives, to be present at the tabulation.

8. Election Results

The Retirement Board shall notify each candidate, in writing, and shall give public notice of the results of the election within seven days after the election.

9. Preservation of Ballots

All ballots received by the Retirement Board, including those determined to be invalid, shall be preserved by the Retirement Board for ninety days following the date of the election.

January 10, 2003

Travel Regulations:

The Springfield Retirement System has adopted Travel Supplemental Regulations under the provisions of G.L. c. 7, § 50 and G.L. c. 32, § 21(4). Regulations available upon written request, and are also available on the PERAC website <http://www.mass.gov/perac/Springfield>).

NOTES TO FINANCIAL STATEMENTS (Continued)

NOTE 4 - ADMINISTRATION OF THE SYSTEM

The System is administered by a five-person Board of Retirement consisting of the City Comptroller 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: Patrick Burns

Appointed Member: Haskell Kennedy, Jr. Term Expires: 6/30/19

Elected Member: Thomas Scanlon Term Expires: 6/30/20

Elected Member: Robert Moynihan, Chairman, Term Expires: 7/31/19

Fifth Member: Philip Mantoni Term Expires: 8/1/18

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 fiduciary insurance policy to a limit of \$2,000,000 with a \$10,000 deductible issued through Travelers Casualty and Surety Company. The system also has fidelity coverage to a limit of \$1,000,000 under a blanket policy issued through the Massachusetts Association of Contributory Retirement Systems.

NOTES TO FINANCIAL STATEMENTS (Continued)

NOTE 5 - 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, 2016.

The actuarial liability for active members was	\$438,667,897
The actuarial liability for vested terminated members was	5,699,120
The actuarial liability for non-vested terminated members was	2,374,541
The actuarial liability for retired members was	<u>674,233,526</u>
The total actuarial liability was	\$1,120,975,084
System assets as of that date were (actuarial value)	<u>293,563,184</u>
The unfunded actuarial liability was	<u>\$827,411,900</u>
The ratio of system's assets to total actuarial liability was	26.2%
As of that date the total covered employee payroll was	\$152,160,828

The normal cost for employees on that date was 8.8% of payroll
 The normal cost for the employer was 5.7% of payroll

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

Investment Return: 7.65% per annum
 Rate of Salary Increase: Varies by group and service

SCHEDULE OF FUNDING PROGRESS AS OF JANUARY 1, 2016

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)
1/1/2016	\$293,563,184	\$1,120,975,084	\$827,411,900	26.2%	\$152,160,828	543.8%
1/1/2014	\$270,426,394	\$1,001,474,811	\$731,048,417	27.0%	\$139,681,456	523.4%
1/1/2012	\$267,806,693	\$924,996,962	\$657,190,269	29.0%	\$134,749,528	487.7%
1/1/2010	\$278,377,005	\$810,997,085	\$532,620,080	34.3%	\$124,129,569	429.1%
1/1/2008	\$296,522,245	\$699,025,798	\$402,503,553	42.4%	\$126,477,597	318.2%

NOTES TO FINANCIAL STATEMENTS (Continued)

NOTE 6 - MEMBERSHIP EXHIBIT

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Retirement in Past Years										
Superannuation	75	64	79	91	85	89	74	94	126	94
Ordinary Disability	3	2	1	1	3	2	1	1	2	2
Accidental Disability	25	13	16	28	11	9	8	17	11	13
Total Retirements	103	79	96	120	99	100	83	112	139	109
 Total Retirees, Beneficiaries and Survivors	2,979	2,940	2,934	2,828	2,841	2,816	2,874	2,805	2,813	2,823
 Total Active Members	3,793	2,998	3,530	3,401	3,440	3,346	3,256	3,264	3,361	3,393
 Pension Payments										
Superannuation	\$30,268,156	\$30,229,412	\$31,594,707	\$32,616,070	\$33,535,353	\$35,065,446	\$36,469,383	\$37,883,463	\$39,604,065	\$41,506,716
Survivor/Beneficiary Payments	2,262,958	1,457,387	2,079,876	2,401,960	2,177,304	2,428,456	2,463,827	2,565,651	2,668,597	2,735,921
Ordinary Disability	499,738	483,609	492,081	583,548	609,813	581,836	569,965	553,806	600,964	575,535
Accidental Disability	9,740,333	11,309,234	10,680,491	11,639,856	11,965,554	12,242,230	12,264,058	12,731,403	13,058,378	13,314,253
Other	<u>3,225,541</u>	<u>3,641,430</u>	<u>3,750,328</u>	<u>3,893,758</u>	<u>4,395,174</u>	<u>4,665,389</u>	<u>5,038,008</u>	<u>5,148,420</u>	<u>5,428,724</u>	<u>5,263,019</u>
Total Payments for Year	<u>\$45,996,726</u>	<u>\$47,121,072</u>	<u>\$48,597,483</u>	<u>\$51,135,192</u>	<u>\$52,683,198</u>	<u>\$54,983,357</u>	<u>\$56,805,241</u>	<u>\$58,882,744</u>	<u>\$61,360,729</u>	<u>\$63,395,442</u>

NOTES TO FINANCIAL STATEMENTS (Continued)

NOTE 7 – LEASED PREMISES

The Springfield Retirement Board leases approximately 2,665 square feet of space for its offices located at the Richard E. Neal Municipal Operations Center, 70 Tapley Street, Springfield, MA. The lease is signed annually, expiring June 30 of each year, in the amount of \$22,278.96. The landlord is the City of Springfield.

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