

SWAMPSCOTT
RETIREMENT SYSTEM
AUDIT REPORT
JAN. 1, 2015 - DEC. 31, 2018



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., *Chair*

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

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

December 5, 2022

The Public Employee Retirement Administration Commission has completed an examination of certain activities of the Swampscott Retirement System pursuant to G.L. c. 32, § 21. The examination covered the period from January 1, 2015 to December 31, 2018. 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.

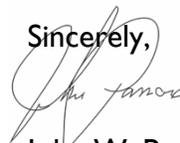
The specific objectives of our review were to determine: 1) that the Board is exercising appropriate fiduciary oversight, 2) that cash and investment balances are accurately stated, 3) that procurements of investment related contracts complied with the provisions of Section 23B of Chapter 32 and that management fees paid were in accordance with the executed contracts, 4) that travel expenses were properly documented and accounted for, 5) that retirement contributions are accurately deducted, 6) that retirement allowances were correctly calculated, 7) that required member documentation is maintained, 8) that appropriations certified by PERAC have been paid to the retirement system, and 9) that refunds issued by the system were correctly calculated.

To achieve these objectives, we inspected certain records of the Swampscott 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, examined a sample of investment related procurements and recalculated management fees charged. We tested a sample of travel expenses for Board approval, 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 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. We reviewed appropriations received and compared to PERAC appropriation letters for the fiscal years during the audit period. We also tested refunds issued during the audit period and recalculated the interest portion of the refunds tested.

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 exceptions noted in the findings presented in this report.

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

Sincerely,



John W. Parsons, Esq.
Executive Director



EXPLANATION OF FINDINGS AND RECOMMENDATIONS

I. Retirement Contributions:

The base retirement deductions for two of the five employees of the Swampscott Housing Authority reviewed had an incorrect amount of deductions. In both circumstances, a hard-coded deduction amount was not updated when the employees' earnings had changed.

Recommendation: The Board should review and recalculate the retirement deductions for these actives. The Board also should periodically review the payroll register to determine that member deductions are correct.

Board Response:

The Administrator has reviewed all Housing payrolls through October 2022 and corrected the deduction amounts that were in error. All deductions are currently in balance. Additionally, the Administrator has requested payroll registers from the Housing Authority Director going forward to ensure member deductions are accurate.

2. New Retirees' Allowance Calculations:

We found the following issues with our review of new retirees' calculations:

- The 3-year average salary calculations of two retirees included types of pay that are not regular compensation. These payments were all related to unused sick time and sick time incentives. Using payroll records instead of the retirement deductions would have identified these errors at the time of retirement.
- The Option B retirement benefits of two retirees were calculated using incorrect accumulated deduction amounts.
- We did not see the earnings records used to calculate a buyback for one retiree.
- There was an overpayment of the veteran allowance to one retiree by \$300 annually.

Recommendation: The Retirement Board should review and recalculate the retirement allowances for these retirees. In addition, SRB should be using payroll records when calculating the three-year average salary.

Board Response:

- The Administrator is in the process of reviewing and recalculating the retirement allowances for the retirees in question. The Administrator currently reviews actual payroll records to determine if any deductions were taken in error before calculating new retirement allowances.
- The Administrator is in the process of reviewing and recalculating the retirement allowance for the retirees in question.
- The Administrator will make sure the proper documentation is placed in the appropriate file for buyback calculations.
- The retiree in question was notified of the error and the additional deduction was stopped in June 2022. Additionally, the member was invited to the June 2022 Board meeting and a repayment plan was established.

EXPLANATION OF FINDINGS AND RECOMMENDATIONS (Continued)

3. Cybersecurity Incident:

The February 23, 2021 open session minutes noted that the Administrator received an email from someone impersonating a Town retiree requesting a change in the bank account information used for direct deposit of the monthly allowance. An official direct deposit form was not provided to the Board for the change, resulting in \$2,007.64 paid to an erroneous individual who has since absconded with the funds. The Administrator did report this incident to the local police and the FBI.

Recommendation: Proper internal controls must be put in place to prevent this and other types of fraud from occurring. Going forward, per PERAC Memo 32 of 2021, any attempted or successful cyber attack shall be reported to PERAC immediately.

Board Response:

To change bank accounts, a retiree must now complete a form signed under the pains and penalties of perjury as well as provide previous bank information before bank accounts will be changed. If such an incident occurs in the future, the Administrator will notify PERAC.

4. Refunds Calculations:

Three of the sampled refunds paid the members interest at the regular Annuity Savings Fund rate when they should have received 3%. A fourth member was paid an amount that was unable to be recreated using either interest rate.

Recommendation: The Board should attempt to contact these members and pay the additional money owed. PERAC recommends having a second person reviewing refunds prior to issuance.

Board Response:

The Administrator will review and recalculate the interest due to the members who were refunded.

5. Investments

The Board has several investment managers but has not been performing an annual review of them at a Board meeting. 840 CMR 16.07 requires that this takes place.

Recommendation: The Board must have its managers attend at least one meeting each year for review.

Board Response:

The Board met with all of the Systems investment managers between November 2021 and January 2022. The Board has also met with two investment managers at its meeting in November 2022 and is in the process of scheduling the additional two for either December or January 2023.

Final Determination

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

ANNUAL STATEMENTS (as submitted)

STATEMENT OF LEDGER ASSETS AND LIABILITIES

	AS OF DECEMBER 31,			
	2018	2017	2016	2015
Net Assets Available For Benefits:				
Cash	\$607,241	\$197,125	\$341,479	\$378,149
Short Term Investments	274,315	35,621	2,335,762	253,252
Equities	0	0	0	2,085,155
Pooled Domestic Equity Funds	8,676,615	0	7,326,719	7,232,560
Pooled International Equity Funds	8,049,495	19,516,614	0	0
Pooled Domestic Fixed Income Funds	2,528,403	2,047,020	0	0
Pooled Alternative Investment Funds	3,177,008	2,721,437	273,664	361,101
Pooled Real Estate Funds	4,957,392	4,617,031	181,734	511,740
PRIT Cash Fund	0	0	0	500,127
PRIT Core Fund	28,123,656	29,120,331	38,455,772	34,285,232
Interest Due and Accrued	1,138	341	1,609	0
Accounts Receivable	1,410	3,246	1,505	1,397
Accounts Payable	(14,877)	0	(12,292)	(15,036)
Total	<u>\$56,381,796</u>	<u>\$58,258,764</u>	<u>\$48,905,952</u>	<u>\$45,593,677</u>
Fund Balances:				
Annuity Savings Fund	\$14,413,416	\$14,087,183	\$14,089,190	\$13,675,817
Annuity Reserve Fund	2,856,834	2,743,183	2,607,108	2,717,197
Pension Fund	3,710,138	3,388,138	2,752,034	2,069,105
Expense Fund	0	0	0	0
Pension Reserve Fund	35,401,409	38,040,260	29,457,620	27,131,558
Total	<u>\$56,381,796</u>	<u>\$58,258,764</u>	<u>\$48,905,952</u>	<u>\$45,593,677</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	\$12,708,776	\$2,957,534	\$1,839,762	\$0	\$26,960,232	\$44,466,304
Receipts	1,391,850	83,166	4,890,926	392,868	171,101	6,929,912
Interfund Transfers	(361,601)	361,376	0	0	225	(0)
Disbursements	(63,208)	(684,879)	(4,661,583)	(392,868)	0	(5,802,539)
Ending Balance 2015	13,675,816	2,717,197	2,069,106	0	27,131,558	45,593,677
Receipts	1,461,171	76,218	5,400,504	424,692	2,319,526	9,682,110
Interfund Transfers	(533,549)	527,013	0	0	6,537	0
Disbursements	(514,248)	(713,321)	(4,717,575)	(424,692)	0	(6,369,836)
Ending Balance 2016	14,089,189	2,607,108	2,752,034	0	29,457,620	48,905,951
Receipts	1,407,607	76,510	5,585,846	433,553	8,572,835	16,076,352
Interfund Transfers	(823,549)	813,744	0	0	9,805	(0)
Disbursements	(586,065)	(754,179)	(4,949,742)	(433,553)	0	(6,723,539)
Ending Balance 2017	14,087,183	2,743,182	3,388,138	0	38,040,260	58,258,764
Receipts	1,436,819	82,653	5,642,109	484,259	(2,644,989)	5,000,852
Interfund Transfers	(871,985)	865,848	0	0	6,137	(0)
Disbursements	(238,602)	(834,850)	(5,320,110)	(484,259)	0	(6,877,821)
Ending Balance 2018	\$14,413,415	\$2,856,834	\$3,710,138	\$0	\$35,401,409	\$56,381,795

ANNUAL STATEMENTS (as submitted) (Continued)

STATEMENT OF RECEIPTS

	FOR THE PERIOD ENDING DECEMBER 31,			
	2018	2017	2016	2015
Annuity Savings Fund:				
Members Deductions	\$1,251,904	\$1,260,360	\$1,243,541	\$1,187,482
Transfers from Other Systems	153,674	121,653	197,698	185,930
Member Make Up Payments and Re-deposits	3,972	1,632	2,276	4,708
Member Payments from Rollovers	6,429	9,329	0	493
Investment Income Credited to Member Accounts	<u>20,841</u>	<u>14,634</u>	<u>17,657</u>	<u>13,236</u>
Sub Total	<u>1,436,819</u>	<u>1,407,607</u>	<u>1,461,171</u>	<u>1,391,850</u>
Annuity Reserve Fund:				
Investment Income Credited to the Annuity Reserve Fund	<u>82,653</u>	<u>76,510</u>	<u>76,218</u>	<u>83,166</u>
Pension Fund:				
3 (8) (c) Reimbursements from Other Systems Received from Commonwealth for COLA and Survivor Benefits	153,513	160,920	297,881	150,000
Pension Fund Appropriation	93,430	31,871	75,277	0
Recovery of 91A Overearnings	5,395,166	5,393,055	5,012,346	4,711,121
	<u>0</u>	<u>0</u>	<u>15,000</u>	<u>29,805</u>
Sub Total	<u>5,642,109</u>	<u>5,585,846</u>	<u>5,400,504</u>	<u>4,890,926</u>
Expense Fund:				
Investment Income Credited to the Expense Fund	<u>484,259</u>	<u>433,553</u>	<u>424,692</u>	<u>392,868</u>
Pension Reserve Fund:				
Miscellaneous Income	0	191	4,628	2,369
Excess Investment Income	<u>(2,644,989)</u>	<u>8,572,644</u>	<u>2,314,898</u>	<u>168,732</u>
Sub Total	<u>(2,644,989)</u>	<u>8,572,835</u>	<u>2,319,526</u>	<u>171,101</u>
Total Receipts, Net	<u>\$5,000,852</u>	<u>\$16,076,352</u>	<u>\$9,682,110</u>	<u>\$6,929,912</u>

ANNUAL STATEMENTS (as submitted) (Continued)

STATEMENT OF DISBURSEMENTS

FOR THE PERIOD ENDING DECEMBER 31,				
	2018	2017	2016	2015
Annuity Savings Fund:				
Refunds to Members	\$76,614	\$45,628	\$134,004	\$40,591
Transfers to Other Systems	<u>161,988</u>	<u>540,436</u>	<u>380,244</u>	<u>22,618</u>
Sub Total	<u>238,602</u>	<u>586,065</u>	<u>514,248</u>	<u>63,208</u>
Annuity Reserve Fund:				
Annuities Paid	<u>834,850</u>	<u>754,179</u>	<u>713,321</u>	<u>684,879</u>
Pension Fund:				
Pensions Paid:				
Regular Pension Payments	3,561,685	3,384,653	3,277,006	3,215,801
Survivorship Payments	182,051	171,466	131,670	126,442
Ordinary Disability Payments	50,042	425	0	0
Accidental Disability Payments	830,544	786,288	787,206	815,763
Accidental Death Payments	123,457	134,945	157,522	155,182
Section 101 Benefits	81,914	79,578	77,271	75,022
3 (8) (c) Reimbursements to Other Systems	420,214	323,772	219,863	206,667
State Reimbursable COLA's Paid	66,559	64,787	63,601	63,371
Chapter 389 Beneficiary Increase Paid	<u>3,645</u>	<u>3,829</u>	<u>3,435</u>	<u>3,335</u>
Sub Total	<u>5,320,110</u>	<u>4,949,742</u>	<u>4,717,575</u>	<u>4,661,583</u>
Expense Fund:				
Board Member Stipend	1,580	0	3,000	0
Salaries	68,454	111,079	107,550	103,814
Legal Expenses	6,015	11,262	3,388	5,862
Medical Expenses	0	90	0	0
Travel Expenses	3,976	2,464	1,380	2,438
Administrative Expenses	20,562	4,455	3,215	3,031
Professional Services	0	0	87	1,209
Actuarial Services	1,000	13,950	6,650	14,800
Education and Training	960	1,700	5,534	2,030
Furniture and Equipment	1,736	0	0	0
Management Fees	274,376	210,493	218,650	205,156
Custodial Fees	20,711	13,330	19,524	22,395
Consultant Fees	40,000	24,000	26,250	23,750
Service Contracts	37,283	32,742	21,560	1,366
Fiduciary Insurance	<u>7,605</u>	<u>7,987</u>	<u>7,904</u>	<u>7,019</u>
Sub Total	<u>484,259</u>	<u>433,553</u>	<u>424,692</u>	<u>392,868</u>
Total Disbursements	<u>\$6,877,821</u>	<u>\$6,723,539</u>	<u>\$6,369,836</u>	<u>\$5,802,539</u>

ANNUAL STATEMENTS (as submitted) (Continued)

INVESTMENT INCOME

	FOR THE PERIOD ENDING DECEMBER 31,			
	2018	2017	2016	2015
Investment Income Received From:				
Cash	\$25,067	\$16,676	\$3,438	\$783
Equities	0	0	148,196	228,665
Pooled or Mutual Funds	<u>1,522,598</u>	<u>1,237,614</u>	<u>1,063,568</u>	<u>937,099</u>
Total Investment Income	<u>1,547,665</u>	<u>1,254,290</u>	<u>1,215,202</u>	<u>1,166,547</u>
Plus:				
Realized Gains	2,226,096	2,148,177	1,236,289	1,883,654
Unrealized Gains	4,471,733	6,094,969	4,207,503	3,082,570
Interest Due and Accrued - Current Year	<u>1,138</u>	<u>341</u>	<u>1,609</u>	<u>0</u>
Sub Total	<u>6,698,967</u>	<u>8,243,487</u>	<u>5,445,401</u>	<u>4,966,224</u>
Less:				
Realized Loss	(104,804)	(112,327)	(320,893)	(287,498)
Unrealized Loss	(10,183,892)	(286,500)	(3,506,246)	(5,187,267)
Interest Due and Accrued - Prior Year	<u>(341)</u>	<u>(1,609)</u>	<u>0</u>	<u>(2)</u>
Sub Total	<u>(10,289,037)</u>	<u>(400,436)</u>	<u>(3,827,139)</u>	<u>(5,474,768)</u>
Additional Adjustments:				
Carried Interest Expense	<u>(14,830)</u>	<u>0</u>	<u>0</u>	<u>0</u>
Net Investment Income	<u>(2,057,236)</u>	<u>9,097,341</u>	<u>2,833,464</u>	<u>658,003</u>
Income Required:				
Annuity Savings Fund	20,841	14,634	17,657	13,236
Annuity Reserve Fund	82,653	76,510	76,218	83,166
Military Service Fund	0	0	0	0
Expense Fund	<u>484,259</u>	<u>433,553</u>	<u>424,692</u>	<u>392,868</u>
Total Income Required	<u>587,753</u>	<u>524,697</u>	<u>518,567</u>	<u>489,271</u>
Net Investment Income	<u>(2,057,236)</u>	<u>9,097,341</u>	<u>2,833,464</u>	<u>658,003</u>
Less: Total Income Required	<u>587,753</u>	<u>524,697</u>	<u>518,567</u>	<u>489,271</u>
Excess Income (Loss) To The Pension Reserve Fund	<u>(\$2,644,989)</u>	<u>\$8,572,644</u>	<u>\$2,314,898</u>	<u>\$168,732</u>

SUPPLEMENTARY INFORMATION

SCHEDULE OF ALLOCATION OF INVESTMENTS OWNED

(percentages by category)

AS OF DECEMBER 31, 2018		
	MARKET VALUE	PERCENTAGE OF TOTAL ASSETS
Cash	\$607,241	1.1%
Short Term Investments	274,315	0.5%
Pooled Domestic Equity Funds	8,676,615	15.4%
Pooled International Equity Funds	8,049,495	14.3%
Pooled Domestic Fixed Income Funds	2,528,403	4.5%
Pooled Alternative Investment Funds	3,177,008	5.6%
Pooled Real Estate Funds	4,957,392	8.8%
PRIT Core Fund	<u>28,123,656</u>	<u>49.9%</u>
Grand Total	<u>\$56,394,124</u>	<u>100.0%</u>

For the year ending December 31, 2018, the rate of return for the investments of the Swampscott Retirement System was -3.41%. For the five-year period ending December 31, 2018, the rate of return for the investments of the Swampscott Retirement System averaged 6.22%. For the 34-year period ending December 31, 2018, since PERAC began evaluating the returns of the retirement systems, the rate of return on the investments of the Swampscott Retirement System was 8.83%.

The composite rate of return for all retirement systems for the year ending December 31, 2018 was -2.25%. For the five-year period ending December 31, 2018, the composite rate of return for the investments of all retirement systems averaged 6.22%. For the 34-year period ending December 31, 2018, since PERAC began evaluating the returns of the retirement systems, the composite rate of return on the investments of all retirement systems averaged 9.00%.

SUPPLEMENTARY INFORMATION (Continued)

SUMMARY OF PLAN PROVISIONS

The plan is a contributory defined benefit plan covering all Swampscott 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 \$924.60 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 \$924.60 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 retains an investment consultant to closely monitor the implementation and performance of their investment strategy and advise them of the 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 Director of Administration & Finance 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:	Amy Sarro		
Appointed Member:	Thomas H. Driscoll, Jr., Chairman	Term Expires:	06/30/2023
Elected Member:	John F. Behen, Jr.	Term Expires:	12/11/2023
Elected Member:	Kevin F. Breen	Term Expires:	08/11/2025
Appointed Member:	Robert J. Powell, III	Term Expires:	01/12/2024

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 \$1,000,000 under a blanket policy issued through Markel American Insurance Company.

BOARD REGULATIONS

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

SUPPLEMENTARY INFORMATION (Continued)

ACTUARIAL VALUATION AND ASSUMPTIONS

The most recent actuarial valuation of the System was prepared by the Segal Group as of January 1, 2021.

The actuarial liability for active members was	\$41,420,975
The actuarial liability for inactive members was	1,921,183
The actuarial liability for retired members was	<u>69,534,462</u>
The total actuarial liability was	\$112,876,620
System assets as of that date were (actuarial value)	<u>70,487,046</u>
The unfunded actuarial liability was	<u>\$42,389,574</u>
The ratio of system's assets to total actuarial liability was	62.4%
As of that date the total covered employee payroll was	\$13,226,041

The normal cost for employees on that date was 10.2% of payroll

The normal cost for the employer including administrative expenses was 7.3% of payroll

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

Investment Return: 7.125% per annum
 Rate of Salary Increase: Varies by group and service

SCHEDULE OF FUNDING PROGRESS AS OF JANUARY 1, 2021

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)
1/1/2021	\$70,487,046	\$112,876,620	\$42,389,574	62.4%	\$13,226,041	320.5%
1/1/2019	\$59,769,690	\$100,256,387	\$40,486,697	59.6%	\$13,368,456	302.9%
1/1/2017	\$50,954,804	\$95,315,344	\$44,360,540	53.5%	\$13,083,316	339.1%
1/1/2015	\$42,498,707	\$88,143,505	\$45,644,798	48.2%	\$12,270,247	372.0%
1/1/2013	\$34,140,831	\$78,077,092	\$43,936,261	43.7%	\$11,186,504	392.8%

SUPPLEMENTARY INFORMATION (Continued)

MEMBERSHIP EXHIBIT

	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Retirement in Past Years										
Superannuation	6	0	1	0	6	8	6	5	8	11
Ordinary Disability	0	0	0	0	0	0	0	0	0	0
Accidental Disability	1	0	0	0	2	2	0	0	1	1
Total Retirements	7	0	1	0	8	10	6	5	9	12
Total Retirees, Beneficiaries and Survivors	229	212	202	203	190	198	194	197	201	212
Total Active Members	242	233	233	242	250	253	260	250	247	259
Pension Payments										
Superannuation	\$2,743,274	\$2,832,245	\$2,840,973	\$3,009,931	\$2,925,646	\$2,985,566	\$3,215,801	\$3,277,006	\$3,384,653	\$3,561,685
Survivor/Beneficiary Payments	118,241	118,865	113,847	126,633	121,360	121,152	126,442	131,670	171,466	182,051
Ordinary Disability	17,153	17,513	17,888	18,278	18,668	3,179	0	0	425	50,042
Accidental Disability	817,219	748,594	752,966	706,751	751,375	797,252	815,763	787,206	786,288	830,544
Other	477,726	297,487	395,211	437,737	454,591	538,718	503,577	521,692	606,910	695,788
Total Payments for Year	<u>\$4,173,613</u>	<u>\$4,014,704</u>	<u>\$4,120,885</u>	<u>\$4,299,330</u>	<u>\$4,271,640</u>	<u>\$4,445,867</u>	<u>\$4,661,583</u>	<u>\$4,717,575</u>	<u>\$4,949,742</u>	<u>\$5,320,110</u>



COMMONWEALTH OF MASSACHUSETTS

Public Employee Retirement Administration Commission

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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.

March 6, 2024

Thomas Driscoll, Jr., Chairperson
Swampscott Retirement Board
22 Monument Avenue
Swampscott, MA 01907

REFERENCE: Report of the Examination of the Swampscott Retirement Board for the four-year period from January 1, 2015 through December 31, 2018.

Dear Chairperson Driscoll, Jr.:

The Public Employee Retirement Administration Commission has completed a follow-up review of the findings and recommendations contained in its audit report of the Swampscott 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 the base retirement deductions of two employees of the Swampscott Housing Authority were incorrectly calculated.

Follow-up Result: We reviewed a payroll register from after the audit was issued and verified that the base retirement contributions were correct. This issue is resolved.

2. The Audit Report cited a finding that there were various issues with six retirees.

Follow-up Result: All the cited retirees that required recalculation have been recalculated and are being paid the corrected allowances. We also verified the earnings record used to calculate the service purchase of the tested retiree. The retiree with two veterans' allowances has been reduced to one. The Board has not voted on payment plans for two retirees' overpayments. This issue is partially resolved.



March 6, 2024
Swampscott Follow up Letter
Page Two

3. The Audit Report cited a finding that an impersonator requested a change in the bank account information of a retiree and defrauded the Retirement Board of \$2,007 on February 23, 2021.

Follow-up Result: We reviewed the new change of bank account information form on the Board's letterhead and verified that signatures, photo identifications and notarization are required. This issue is resolved.

4. The Audit Report cited a finding that four of the sampled refunds paid to members had an incorrect amount of interest.

Follow-up Result: We reviewed the refund recalculations made by the Retirement Board. This issue is resolved.

5. The Audit Report cited a finding that the Board has not been performing an annual review of their investment managers as required by 840 CMR 16.07.

Follow-up Result: We reviewed the Board minutes of November 23, 2022 to confirm that the Board met with its investment managers. 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 Swampscott Retirement Board to correct many of the issues from the most recent examination of the system. PERAC auditors will conduct further follow-up as warranted to ensure corrections have been made in the area that has not been resolved at this time.

Thank you for your continued cooperation in this matter.

Sincerely,



William T. Keefe
Interim Executive Director

WTK/tal
cc: Swampscott Retirement Board Members