PA Department of the Auditor General Municipal Pension Reporting Program (MPRP)

ACT 205 ONLINE FILING USER GUIDE FOR FORM TYPE A-ACTUARIES & 3RD PARTY ADMINISTRATORS

If a municipality's **Plan Declaration** has been Submitted & Approved by MPRP *and* the municipality has assigned your firm to complete its Actuarial Valuation Report for a pension plan <u>without</u> defined benefits (Type A), you may now proceed to **Step 2. Form Links** to complete the report(s). For the 2019 filing period, the actuarial valuation reporting forms are required to be submitted to the Municipal Pension Reporting Program (MPRP) by March 31, 2020.

Logging In

Begin by logging in to DCED's Municipal Statistics website at https://munstats.pa.gov/forms/LogIn.aspx.



mberor	Log in to M	Iunicipal Statistics	
Login	User Name:*		
	Password:		
		Forgot your user name or pass	sword?
	Register		Log In

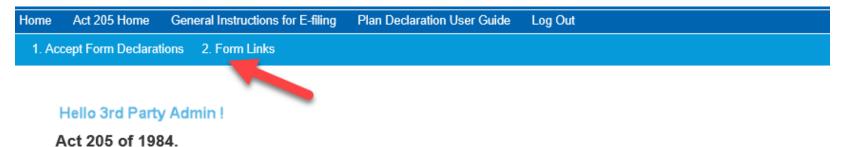
	* If you have	ve registered with PA PowerPort, vo	u should

* If you have registered with PA PowerPort, you should use the same user name and password to access Municipal Statistics. After logging in you will come to the Start Page, which lists your Act 205 Form Tasks. You can go to the Act 205 forms by clicking on "Click here to file Act 205" on the page.

PA	pennsylvania DEPARTMENT OF COM & ECONOMIC DEVELO	IMUNITY			Municipal Statistics Start Page	
Home	e My Profile	Tip Sheets	Public Reports	DCED.PA.Gov	Log Out	
W	/elcome, 3rd Pa	rty Admin				
	General News					
	You may obtain a bl	ank copy of the	2015 Annual Audit a	and Financial Report	t (DCED-CLGS-30) by clicking the link below:	
	http://dced.pa.gov/	download/dced-	clgs-30-2015-munic	ipal-annual-audit-a	nd-financial-report/	
	Note that this is a	working copy	only- All municipa	lities are require	d to e-file their Report with DCED.	
- 1						
	Your Act 205 Fo		noral's Municipal Do	ncione & Eine Poliof	Programs Unit at 1-800-882-5073 or email to Comptroller@PaAuditor.gov)	History
	Click here to file Act 20		neral s Humcipal Pe	nsions & File Keller	Programs one at 1 000 002 5075 or email to Comptromer@Paruuttor.gov)	

2. Form Links

Once on the Act 205 Home Page, click on **Step 2. Form Links** to be able to enter your clients' Actuarial Valuation Reports.



Act 205, known as the Municipal Pension Plan Funding Standard and Recovery Act (53 P.S. governments.

Act 205 E-Filing User Guide Form Type A- Actuaries & 3rd Party Administrators

Any pension plan(s) for which your firm has been assigned as the **<u>Responsible Party</u>** (as selected under the Plan Declaration) will be listed here to be completed. Begin by 1) selecting a County from the drop-down box as shown below. You can then 2) click an Entity from the selected county and 3) hit 'Submit.' Click on the highlighted portion under Your Available Tasks to open the Form Type A.

1. Accept Fo	rm Declarations 2. Form Links			
Assigned Enti	ties			
(Click on the links	to the right to access the forms)			
3rc	I Party Administrators, Inc.	•	***	STAGING ***
-	dit a previously submitted form, please unicipality or Authority.		County: Entity:	Select ALLEGHENY ARMSTRONG BEDFORD CLARION NORTHAMPTON PHILADELPHIA
2			Your	Submit Pending Tasks
2				ave no pending tasks.
County:	ALLEGHENY	~		1 5
			Your	Available Tasks
Entity:	Select DUQUESNE CITY		03/31/2	
	UPPER ST CLAIR TWP			2019 Form Type C - Upper St Clair - Non Uniform - Defined Benefit Plan is 03/31/2020
	Submit			2019 Form Type A - Upper St Green Non Uniform - Defined Contribution due on 03/31/2020

(NOTE: This form is set up differently than the paper version that was filed in past reporting periods (Forms PC-201A, PC-202A, and PC-203A). Throughout this user guide there will be pages and sections mentioned from the paper form to help you cross-reference where the data should now be reported.)

1. Pension Plan Situation (This step is the same as Section III A. from page 2 of the paper form.)

Determine which one of the situation descriptions provided below applies to the pension plan. Click the applicable button and then click 'Next' at the bottom of the page. At any point during the online filing process, you can hit 'Save' to save your progress if you cannot complete it all at one time.

PENSION PLAN SITUATION

Situation No. 1: Municipality maintains a pension fund to provide pension or retirement benefits for municipal employees of the type indicated, where there is NO FIXED or defined contribution amount or percentage specified in an ordinance, resolution or plan document and the benefit is usually provided through discretional purchases of insurance or annuity contracts. (Not IRA's, SEP-IRA's or deferred compensation plans.)

- O Situation No. 2: Municipality maintains a pension fund to provide pension or retirement benefits for municipal employees of the type indicated, but NO ACTIVE, VESTED OR RETIRED employees exist at the present time.
- Situation No. 3: Municipality provides pension or retirement benefits for municipal employees of the type indicated through participation in a multi-employer, jointly trusteed, Taft-Hartley Act collectively bargained (UNION ADMINISTERED) pension plan.

Situation No. 4: Municipality provides pension or retirement benefits for municipal employees of the type indicated through a FIXED, defined contribution
amount or percentage specified in an ordinance, resolution or plan document, where the amount of pension or retirement benefits is determined by the monies accumulated in the individual employee accounts at retirement. (Not IRA's, SEP-IRA's or deferred compensation plans.)

2. General Information (*This step is the same as Section IV from page 2 of the paper form.*)

Respond to each question by clicking 'Yes' or 'No'. A new question that has been added for this reporting period is "Is this a PMRS plan?" After answering each question, click 'Next' at the bottom of the page.

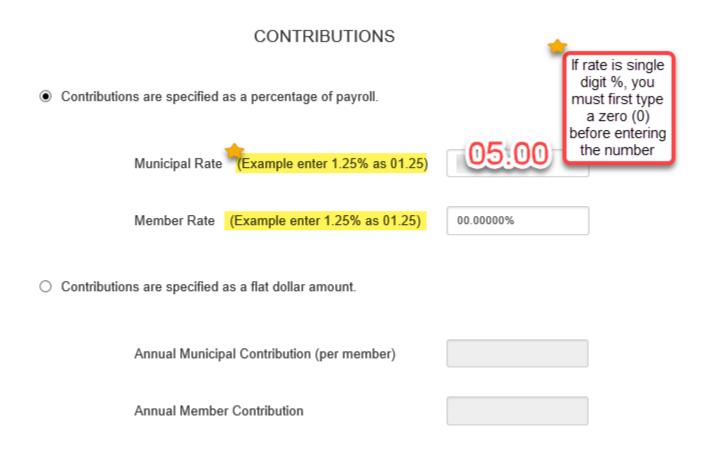
GENERAL INFORMATION

			Yes	No
A. Is Social Security coverage	ge provided for the active members of the pens	sion plan?	۲	0
B. Do any active members of	of this pension plan participate in any other pen	sion plan or plans that receive funding from the municipality?	0	۲
C. Do any of the active mem	nbers of this pension plan work on average less	s than 35 hours per week?	۲	0
D. Does the pension plan in	clude active members who are not employees	of the municipality?	0	۲
E. Do retired members of th municipality and not funded	Retirement System (PMRS) is a 3rd-	urance coverage, that is provided wholly or partially by the	0	۲
F. Is this a PMRS Plan?	party Administrator for many plans in Pennsylvania		0	۲

Act 205 E-Filing User Guide Form Type A- Actuaries & 3rd Party Administrators

3. Contributions (*This step is the same as Section V B. from page 3 of the paper form.*)

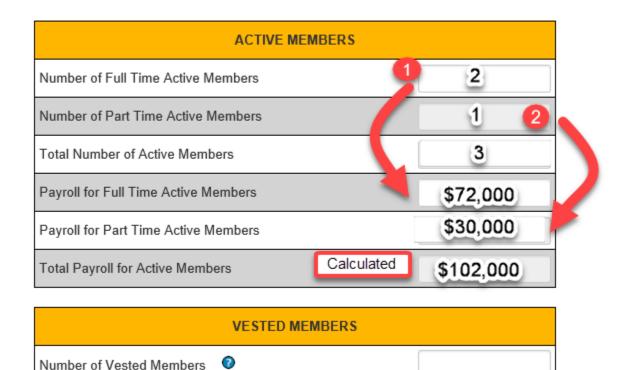
If Situation No. 4 was checked for Step 1, check the appropriate button (contributions as % of payroll <u>or</u> as a flat \$ amount) and enter the requested information. <u>Unless Situation No. 4 was checked for Step 1</u>, this section cannot be completed. It is important to enter the percentages as shown in the example below. Once completed, click 'Next' at the bottom of the page.



4. Demographic Data Summary (This step is the same as Section VI A. from page 4 of the paper form.)

Active members are now broken out between 1) full-time and 2) part-time members. *Part-time members* are defined as having worked on **average less than 35 hours per week**. If you answered 'Yes' to question C. on Step 2. General Information, you will list those part-time members separately on this step. Payroll is broken out between full-time and part-time members as well. Once you have entered all of the data, click 'Next' at the bottom of the page.

DEMOGRAPHIC DATA SUMMARY



5. Demographic Detail – Active (*This step is the same as Schedule A Part I on page 6 of the paper form.*)

Enter the distribution of <u>all</u> active members by age and service (including part-time members). The total # of members and total annual payroll should match the totals that were entered on Step 4. However, the payroll may be slightly different due to rounding. (*Note that the payroll amounts are to be entered in thousands (\$000)*). Once completed, click 'Next' at the bottom of the page.

			DISTR	IBUTION OF ACT	TIVE MEMBERS	BY AGE AND SE	RVICE			
Age	1	2	3	4 - 5	6 - 10	11 - 15	16 - 20	21 - 25	26 - 30	30+
Jnder 20										
# of Members		1								
Payroll (\$000)		30								
1.0										
# of Members				2						
Payroll (\$000)				72						
otal Members 0		1	0	2	0	0	0	0	0	0
otal Annual sayroll	0	\$30	\$0	\$70	\$0	\$0	\$0	\$0	\$0	\$0

Municipal Pension Reporting Program MPRP

6. Assets and Liabilities (This step is the same as Schedule B Section I on page 7 of the paper form.)

Click 'Add New' to add a type of Asset. Click on the Type and select the appropriate type of asset to report. You can only enter a Description if "Investments at Market Value" or "Other Assets" is selected. Enter the Amount as of Valuation Date then hit 'Add.' Repeat for all Asset Types.

STATEMENT OF ASSETS AVAILABLE FOR BENEFITS AS OF THE VALUATION DATE



A	dd New Asset
Type * Description *	Select Cash Accrued Interest and Dividends Receivable Other Receivables
Amount as of Valuation Date *	Investments at Market Value Insurance/Annuity Cash Surrender Value (Individual Policies) Other Assets
	Cancel Add

Act 205 E-Filing User Guide Form Type A- Actuaries & 3rd Party Administrators

Click 'Add New' to add a type of Liability. Click on the Type and select the appropriate type of liability to report. You can only enter a Description if "Other Current Liabilities" is selected. Enter the Amount as of Valuation Date then hit 'Add.' Repeat for all Liability Types.



	Add New Liability
Type *	Select
Description *	Accounts Payable
Amount as of	Accrued Administrative Expenses
Valuation Date *	Other Current Liabilities

After entering the assets and liabilities (if applicable), the Net Assets Available for Benefits will be calculated based on the Total Assets and Total Liabilities entered. If the pension plan has a **Balance in Forfeited Non-Vested Employer Contribution Account** (previously line 22 on page 7 of the paper form), enter it in the last box. Once completed, click 'Next' at the bottom of the page.

Assets

Туре	Description	Amount as of Valuation Date		
Investments at Market Value	Mutual Funds	\$1,500,000.00	Edit	Delete
	Total Assets	\$1,500,000.00		

Current Liabilities

Туре	Description	Amount as of V	aluation Date		
Accounts Payable		\$250,00	00.00	Edit	Delete
	Total Liabilities	\$250,00	00.00		
	Net Assets Available for Benefits (Market Value) as o	f Valuation Date	\$1,250,000	ated	
	Balance in Forfeited Non-Vested Employer Contributi	on Account	\$0	-	

7. Revenues and Expenses (*This step is the same as Schedule B Section II on page 8 of the paper form.*)

Be sure to enter the 1) Net Assets at Beginning of Year, 2) Revenues, 3) Expenses and 4) Net Change in Market Value of Assets (if applicable). Enter the Type of Revenue or Expenses by clicking on 'Add New.' The Net Assets at End of Year is a calculated field based on the Net Assets at Beginning of Year, the Total Revenues and Total Expenses entered. Once completed, click 'Next' at the bottom of the page.

Net Assets at Be	ginning of Year (Market Value) as of	MM/DD/YYY: 🔍 \$15,000 📘		
	Reven	ues		
Add New 2				
Туре	Description	Amount as of Valuation Date		
Member Contributions		\$2,500.00	Edit	Delete
Total Municipal Contributions		\$15,000.00	Edit	Delete
	Total Revenues	\$17,500.00		
	Expen	ses		
Add New 3				
Туре	Description	Amount as of Valuation Date		
Total Benefit Payments (Lump Sum)		\$25,000.00	Edit	Delete
Administrative Expenses		\$150.00	Edit	Delete
	Total Expenses	\$25,150.00		
Net Change in Marke	et Value of Assets (Unrealized Capital	Gains or Losses) \$0	4	
Net Assets at End of	Year (Market Value) 🛛 🛛	\$7,350 Ca	lculated	

8. Additional Financial Data (This step is the same as <u>9. Transfers made In Lieu of Municipal Contributions</u> on page 3 of the paper form.)

If the pension plan did not have any transfers made in lieu of municipal contributions, click 'Next.'

ADDITIONAL FINANCIAL DATA

Description	Amount
Transfers made in Lieu of Municipal Contributions for the year	
ended on the above Valuation Date (Enter the total amount of	
any unallocated monies in forfeiture or other accounts that	
was allocated to the individual participant accounts and	
reduced the municipality's contribution requirement.)	

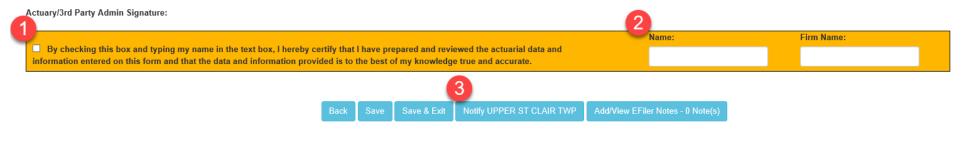


9. Certification (This step is the same as Section VII on page 5 of the paper form).

Once the form has been reviewed for accuracy, the Certification section can be completed. Begin by 1) checking the box to certify and 2) filling out your name and the firm name. You can then 3) click 'Notify' to send the form to the municipality for review. An email will be sent to the municipality informing them that the actuary/3rd party administrator has completed the form and it is ready for review.

CERTIFICATION

Please review the information you have provided for UPPER ST CLAIR TWP below. If necessary, you may need to go back to a previous step by clicking the appropriate step above. When you are satisfied with the information provided, enter your name, title check the certification box to the left, and then click the "Submit" button below. Your filing is complete when you see your Submission Details.



A box will appear after clicking Notify stating that the "Form was submitted successfully and the municipality has been notified via email."

After the municipality has reviewed the form, certified it and submitted it to MPRP, the status will show up as "PENDING" <u>until</u> MPRP has reviewed and approved the form. You can review the status of the submitted forms under **2. Form Links**.

Once MPRP has reviewed and approved a form, it will show up under History. You can now print out a copy of the form for your records.

n (Type A) User Guide	Log Out		
	County:	CLARION	~
	Entity:	HIGHLAND TWP	~
		Submit	
You	r Pending Tasks	;	
	2019 Form Type C DING Status	C · Nonuniform was submitted on 00	6/05/2019 and is in
You	r Available Task	s	
You	nave no available ta	asks.	
You	r Sent Back Tasl	ks	
You	nave no sent back t	asks.	

If MPRP finds an issue when reviewing a Submission, an email notice will be sent with the discrepancies found and the form will appear under Your Sent Back Tasks. You will have to go back in and correct any issues that MPRP has found. You must submit the form again through the same process once the corrections have been made.

(Be sure to review page 16 of this user guide for Common Errors Found On Submitted Forms.)

COMMON ERRORS FOUND ON SUBMITTED FORMS

Please review the list below before submitting the Act 205 reporting form to MPRP.

- Use the correct year's data the report requests information *as of* January 1st. The financial data is based on the pension plan activity from January 1 to December 31 of the prior year. (i.e., the 2019 Act 205 valuation is the activity from January 1 to December 31, 2018).
- Situation 3, or union-administered pension plans, are only required to complete Steps 1, 2, 4, 5, 7 and the Certification Screen.
- Municipal Contributions as a Percentage on Step 3 must be entered as- *Example: enter 1.25% as 01.25*.
- If the plan has multiple contribution rates applicable to different employee groups in the plan or other conditions, you must calculate the percentage in order to enter a <u>single</u> rate for Step 3. To calculate the rate, take the *Total Municipal Contributions* (*line 33 on page 3 of the paper form*) divided by the *Total Annual Payroll (line 14 on page 4 of the paper form)* to determine the Contribution Rate. <u>EXAMPLE</u>: \$30,000 in Municipal Contributions with a Total Payroll of \$450,000. (\$30,000 / \$450,000) x 100 = 06.67 % Municipal Contribution Rate
- Number of Active Members on Steps 4 & 5 must match. Total Payroll of Active Members on Steps 4 & 5 must match.
- Listing contributions as receivables on Step 6 Only list if a receivable is the contribution amount required to be deposited, but was <u>not</u> deposited during the valuation year.
- Net Change in Market Value of Assets on Step 7 (for the MPRP's purpose) is the change between the beginning assets, plus the revenues earned, minus the expenses and minus the ending balance reported on the end-of-year statement.

Direct all questions to the Municipal Pension Reporting Program at:

Phone:	(717) 787-3637 or 1-833-852-4335
E-mail:	MPRP@PAAuditor.gov
Mail:	Department of the Auditor General
	Municipal Pension Reporting Program
	321 Finance Building
	Harrisburg, PA 17120