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

ACT 205 ONLINE FILING USER GUIDE FOR ACTUARIES FORM TYPE C

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>with</u> defined benefits (Type C), you may now proceed to **Step 2. Form Links** to complete the report(s). For the 2025 filing period, the actuarial valuation reporting forms are required to be submitted to the Municipal Pension Reporting Program (MPRP) by March 31, 2026.

Logging In

Begin by logging in to DCED's Municipal Statistics website at https://apps.dced.pa.gov/Munstats-forms/login.aspx.



| mberor | Log in to Municipal Statistics | | | | | |
|--------|--|--------------------------------------|----------|--|--|--|
| Login | User Name:* | | | | | |
| | Password: | | | | | |
| | Log in to Municipal Statis User Name:* Password: Forgot your user na Register * If you have registered with PA Po | Forgot your user name or pass | word? | | | |
| | Register | | Log In | | | |
| | | | | | | |
| | * If you have | ve registered with PA PowerPort, you | a 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 | I IMUNITY PMENT | | | 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 Repor | t (DCED-CLGS-30) by clicking the link below: | |
| | http://dced.pa.gov/ | download/dced- | clgs-30-2015-munic | ipal-annual-audit-a | ind-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 | orm Tasks | neral's Municipal De | ncions & Fire Relief | Programs Unit at 1-900-982-5072 or email to Comptroller@DaAuditor.gov) | History |
| 2 | Click here to file Act 20 | | | | | |

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.

Any pension plan(s) for which your firm has been assigned as the **<u>Responsible Party</u>** (as selected under the Plan Declaration) and has been approved by MPRP 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 <u>highlighted portion</u> under Your Available Tasks to open the Form Type C.

| Assigned Entil Click on the links | ties to the right to access the forms) | 0 | |
|--|---|-----------------------------|--|
| Actuarial Firm, Inc. If you wish to edit a previously submitted form, please contact your Municipality or Authority. | | • | |
| | | County: Entity: | Select ALLEGHENY ARMSTRONG BEDFORD CLARION NORTHAMPTON PHILADELPHIA |
| 2 | | | Submit Ir Pending Tasks |
| County: | ALLEGHENY | ~ 3 | have no pending tasks. |
| Entity: | UQUESNE CITY UPPER ST CLAIR TWP | You 03/3 You due o | r Available Tasks r 2019 Form Type C - Theor St Clair - Police - Defined Benefit Plan is due on 1/2020 r 2019 Form Type C - Upper St Clair - Non Uniform - Defined Benefit Plan is on 03/31/2020 |

NOTES ON THE E-FILING OF C FORMS

Demographic Detail (Steps 3 & 4)

For the online reporting form, MPRP has returned to the way demographic data was collected on the Actuarial Valuation Reports prior to 2011. Active members, retired members and vested members are grouped by Age and Years of Service.

Revenues & Expenses (Step 6)

State Aid contributions will now be included under Municipal Contributions. This will no longer be broken out separately.

UAAL & Amortization Contributions (Step 13)

This page will now show the <u>full</u> amortization of UAAL history, not just the current year. The Aggregated Amortization Contribution in Part B is looking for the total amortization contribution amount, which should match the amount on Step 9.

Actuarial Assumptions (Step 14)

'Average Future Service' is a newly required field. Since the form is no longer requesting detailed demographic data for individual members, we are requesting this calculation to be provided by the actuary.

Benefit Plan Provisions (Step 15)

For the normal retirement eligibility, we are looking for the current new hire eligibility provision. For example: a city's Fire plan has a normal retirement eligibility of age 50 & 20 years of service if hired before July 1, 1999. For those hired *after* that date, the requirement is age 50 & 25 years of service. You would list the **50** & **25** requirement.

In instances where there is no cutoff date for using one eligibility requirement versus another, enter the more *common* provision for the members.

Required Exhibits and Data

For the online reporting form, MPRP will no longer be requiring the exhibits to be attached. Instead, it will be expected that the municipalities will have the exhibits on file in the event that an auditor would need to review them.

Bond Exhibits

For the 2025 filing period, portions of the Bond Exhibit are included with the online reporting forms, but the full Bond Exhibits are still required to be sent to MPRP in electronic format.

(**NOTE:** This form is set up differently than the paper version that was filed in past reporting periods (Forms PC-201C, PC-202C, and PC-203C). 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. General Information (This step is the same as Section III 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 "What is the Administrative Arrangement?" After answering each question, click 'Next' at the bottom of the page.

GENERAL INFORMATION

| | Yes | No |
|--|----------------|------------------------------------|
| A. Is Social Security coverage provided for the active members of the pension plan? | 0 | 0 |
| B. Do any active members of this pension plan participate in any other pension plan or plans that receive funding from the municipality? | \circ | 0 |
| C. Do any of the active members of this pension plan work on average less than 35 hours per week? | 0 | 0 |
| D. Does the pension plan include active members who are not employees of the municipality? | 0 | 0 |
| E. Do retired members of the pension plan receive any benefit, such as insurance coverage, that is provided wholly or partially by the municipality and not funded through the pension plan? | 0 | 0 |
| F. What is the Administrative Arrangement? | Sp PN Ot | Gelect Nit-Funded MRS her |

Next Save Save & Exit Add/View EFiler Notes - 0 Note(s)

Municipal Pension Reporting Program MPRP

2. Demographic Data Summary (*This step is the same as Section IV from page 2 of the paper form.*)

The demographic data is separated by active, vested, retired and benefit members. Greyed-out boxes are <u>calculated</u> fields. After filling in each section, click 'Next' at the bottom of the page.

DEMOGRAPHIC DATA SUMMARY

| ACTIVE MEMBERS | | | | |
|------------------------------------|-------------|--|--|--|
| Total Number of Active Members | 17 | | | |
| Total Payroll for Active Members | \$1,044,259 | | | |
| Average Payroll for Active Members | \$61,427 | | | |

| | VESTED MEMBERS | |
|--------------------------|----------------|---|
| Number of Vested Members | 0 | 0 |

| RETIRED MEMBERS | | | | | |
|-------------------------------------|-----------|--|--|--|--|
| Number of Normal Retired members | 8 | | | | |
| Number of DROP Members | | | | | |
| Total Number of Retired Members | 8 | | | | |
| Benefits for Normal Retired Members | \$252,849 | | | | |
| Benefits for DROP Members | | | | | |
| Total Benefits for Retired Members | \$252,849 | | | | |

| BENEFIT MEMBERS | | | | | | |
|---|----------|--|--|--|--|--|
| Number of Disability Benefit Members | 0 | | | | | |
| Number of Surviving Spouse Benefit Members | 3 | | | | | |
| Number of Surviving Child Benefit Members | | | | | | |
| Total Number of Benefit Members | 3 | | | | | |
| Benefits for Disability Benefit Members | 0 | | | | | |
| Benefits for Surviving Spouse Benefit Members | \$63,718 | | | | | |
| Benefits for Surviving Child Benefit Members | | | | | | |
| Total Benefits for Benefit Members \$63,7 | | | | | | |

RETIRED AND BENEFIT MEMBERS TOTALS

| Total Count of Retired and Benefit Members | 11 | |
|--|-----------|--|
| Total Benefits for Retired and Benefit Members | \$316,567 | |

3. Demographic Detail – Active (*This step replaces Schedule A Part III on page 9 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 2. (*Note that the payroll amounts are to be entered in thousands (\$000)*). Once completed, click 'Next' at the bottom of the page.

| | DISTRIBUTION OF ACTIVE MEMBERS BY AGE AND SERVICE | | | | | | | |
|-------------------------|---|------|------|-------|--------|---------|----------------|---------|
| Age | 1 | 2 | 3 | 4 - 5 | 6 - 10 | 11 - 15 | 16 - 20 | 21 - 25 |
| 30 - 34 | | | | | | | | |
| # of Members | 1 | | 1 | | 1 | | | |
| Payroll (\$000) | \$10 | | \$65 | | \$67 | | | |
| 35 - 39 | | | | | | | | |
| # of Members | | | | | 2 | 3 | | |
| Payroll (\$000) | | | | | \$125 | \$208 | | |
| 40 - 44 | | | | | | | | |
| # of Members | 1 | 1 | | | | 2 | | |
| Payroll (\$000) | \$10 | \$65 | | | | \$134 | | |
| | | | | | | | | |
| Payroll (\$000, | | | | | | | \$75 | |
| Total Members | 2 | 1 | 1 | 0 | 3 | 7 | 2 | 1 |
| Total Annual Payroll | \$20 | \$65 | \$65 | \$0 | \$192 | \$471 | \$151 | \$81 |

DEMOGRAPHIC DETAIL - ACTIVE

| GRAND TOTAL | |
|----------------|-------------|
| Members | 17 |
| Annual Payroll | \$1,045,000 |

4. Demographic Detail – Retired & Vested (*This step replaces Schedule A Parts I & II on page 8 of the paper form.*)

Enter the distribution of <u>all</u> retired members and members terminated with vesting by age. The total # of members and total annual pension should match the totals that were entered on Step 2. Once completed, click 'Next' at the bottom of the page.

| DEMOGRAPHIC DATA FOR RETIRED MEMBERS | | | | | | | |
|--------------------------------------|--------|------------------------|--|--|--|--|--|
| Age | Number | Annual Pension Payable | | | | | |
| Under 30 | | | | | | | |
| 30 - 34 | | | | | | | |
| 35 - 39 | | | | | | | |
| 40 - 44 | | | | | | | |
| 45 - 49 | | | | | | | |
| 50 - 54 | 1 | \$50,856 | | | | | |
| 55 - 59 | 2 | \$79,956 | | | | | |
| 60 - 64 | 1 | \$25,368 | | | | | |
| 65 - 69 | 2 | \$51,744 | | | | | |
| 70 - 74 | 2 | \$47,220 | | | | | |
| 75 - 79 | 1 | \$17,316 | | | | | |
| 80 - 84 | 2 | \$44,100 | | | | | |
| Over 84 | | | | | | | |
| Totals | 11 | \$316,560 | | | | | |

| DEMOGRAPHIC DATA FOR MEMBERS TERMINATED WITH VESTING | | | | |
|--|--------|--------------------------|--|--|
| Age | Number | Annual Projected Pension | | |
| Under 25 | | | | |
| 25 - 29 | | | | |
| 30 - 34 | | | | |
| 35 - 39 | | | | |
| 40 - 44 | | | | |
| 45 - 49 | | | | |
| 50 - 54 | | | | |
| 55 - 59 | | | | |
| 60 - 64 | | | | |
| 65 - 69 | | | | |
| Over 69 | | | | |
| Totals | 0 | \$0 | | |

Municipal Pension Reporting Program MPRP

5. Assets and Liabilities (This step is the same as Schedule B Section I on page 10 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 "Other Receivables" or "Other Assets" is selected. Enter the *Amount as of Valuation Date* and *Amount as of Previous Year* then hit 'Add.' Repeat for all Asset Types.

STATEMENT OF ASSETS AVAILABLE FOR BENEFITS AS OF THE VALUATION DATE



| А | dd New Asset | | | | | | |
|----------------------------------|--|--|--|--|--|--|--|
| | | | | | | | |
| Туре * | Select | | | | | | |
| Description * | Accrued Interest and Dividends Receivable | | | | | | |
| Amount as of Valuation Date * | Receivables - Employee Contributions Receivables - Employer Contributions Receivables - State Aid | | | | | | |
| Amount as of Previous Year * | Other Receivables Investments at Market Value - Money Markets and other Cash Investments Investments at Market Value - Mutual Funds Investments at Market Value - Stocks and other Equities Investments at Market Value - Bonds and other Fixed Income Insurance/Annuity Cash Surrender Value (Individual Policies) Other Assets | | | | | | |

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 Liabilities" is selected. Enter the *Amount as of Valuation Date* and *Amount as of Previous Year* then hit 'Add.' Repeat for all Liability Types.

| Add New | | | |
|---------|-----------------|-----------------------------|--|
| Туре | Description | Amount as of Valuation Date | |
| | Total Liabiliti | es | |



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 as of Valuation Date and Previous Year. Once completed, click 'Next' at the bottom of the page.

STATEMENT OF ASSETS AVAILABLE FOR BENEFITS AS OF THE VALUATION DATE

Assets

| Туре | Description | Amount as of Valuation Date | Amount as of Previous Year | | |
|--|--------------|-----------------------------|----------------------------|------|--------|
| Cash | | \$2,903.00 | \$955.00 | Edit | Delete |
| Accrued Interest and Dividends Receivable | | \$8,829.00 | \$7,272.00 | Edit | Delete |
| Investments at Market Value - Money Markets and other Cash Investments | | \$457,015.00 | \$350,603.00 | Edit | Delete |
| Investments at Market Value - Stocks and other Equities | | \$1,161,628.00 | \$1,194,269.00 | Edit | Delete |
| Investments at Market Value - Bonds and other Fixed Income | | \$972,453.00 | \$846,754.00 | Edit | Delete |
| Investments at Market Value - Mutual Funds | | \$896,666.00 | \$914,356.00 | Edit | Delete |
| | Total Assets | \$3,499,494.00 | \$3,314,209.00 | | |

Current Liabilities

| Туре | Description | Amount as of Valuation Date | Amount as of Previous Year | | |
|---|-------------------|-----------------------------|----------------------------|------|--------|
| Accounts Payable and Accrued Administrative Expenses | | \$0.00 | (\$6,293.00) | Edit | Delete |
| | Total Liabilities | \$0.00 | (\$6,293.00) | | |

| Net Assets Available for Benefits (Market Value) as of Valuation Date | | | | |
|--|-------------|---|------------|--|
| As of Valuation Date | \$3,499,494 | | Calculated | |
| Previous Year | \$3,307,916 | - | Galculated | |

Municipal Pension Reporting Program MPRP

6. Revenues and Expenses (*This step is the same as Schedule B Section II on page 11 of the paper form.*)

Be sure to enter the 1) Net Assets at Beginning of Year, 2) Revenues and 3) Expenses (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 End o | ie) | |
|----------------------|-------------|------------|
| As of Valuation Date | \$3,499,494 | Calculated |
| Previous Year | \$3,312,084 | Calculatou |

Municipal Pension Reporting Program MPRP

7. Additional Financial Data (*This step includes three lines from page 3 of the paper form.*)

If the plan had any Contributions Receivable at the beginning or the end of the year, that information can be entered here. Administrative Expenses paid from the assets of the pension plan can also be entered.

If the plan had Bonded Debt, the lower portion on Step 7 will need to be completed. The Summary of Modified Actuarial Data comes directly from page 1 of Exhibit 1- Bonded Debt.

Once completed, click 'Next' at the bottom of the page.

ADDITIONAL FINANCIAL DATA

| Description | Amount |
|--|--------|
| Actual Municipal Deposit | |
| a. Contributions Receivable at beginning of year | |
| b. Contributions Receivable at end of year 🛛 🕢 | |
| Administrative Expenses | |

| BONDED DEBT | |
|---|--------|
| Description | Amount |
| Summary of Modified Actuarial Data | |
| 1. Actuarial Value of Assets reported | |
| 2. UNFUNDED ACTUARIAL ACCRUED LIABILITY as of valuation date | |
| 3. Total Amortization Requirement | |

8. Presentation of Actuarial Present Value of Future Benefits (*This step is the same as Schedule C Section I on page 15 of the paper form*).

Complete all items using the entry age normal actuarial cost method. The Totals for Active Members, Non-Active Members and Benefit Recipients and Total Actuarial Present Value of Future Benefits are calculated fields. Once completed, click 'Next' at the bottom of the page.

| SENT VALUES FOR ACTIVE MEMBERS | | |
|---|--|--|
| Description Amount | | |
| | | |
| ACTUARIAL PRESENT VALUES FOR NON- ACTIVE ME | MBERS AND BENEFIT RE | CIPIENTS |
| Туре | Description | Amount |
| Deferred Vested Benefits | | |
| Retirement Benefits | | |
| Disability Benefits | | |
| Survivor Benefits | | |
| Total Monies Accumulated in DROP Participation Accounts | | |
| Other Non-Active Benefits | | |
| Total Non-Active Benefits | Calculated | \$0 |
| | Description Amount ACTUARIAL PRESENT VALUES FOR NON- ACTIVE ME Type Deferred Vested Benefits Retirement Benefits Disability Benefits Survivor Benefits Total Monies Accumulated in DROP Participation Accounts Other Non-Active Benefits Total Non-Active Benefits | SENT VALUES FOR ACTIVE MEMBERS Description Amount ACTUARIAL PRESENT VALUES FOR NON- ACTIVE MEMBERS AND BENEFIT RE Type Description Deferred Vested Benefits Retirement Benefits Disability Benefits Survivor Benefits Total Monies Accumulated in DROP Participation Accounts Other Non-Active Benefits Calculated |

| Туре | Amount |
|--|--------|
| Total Actuarial Present Value of Future Benefits (Without Adjustments) | \$0 |
| Total Adjustments for Ancillary Benefits Valued Through Approximation Techniques | |
| Total Actuarial Present Value of Future Benefits Calculated | \$0 |

9. Actuarial Data Summary (This step is the same as Section VI A. on page 4 of the paper form).

Enter the data requested. Note: The asset values provided below must include all the assets of the pension plan regardless of custodial arrangements involving administrative agencies. Once completed, click 'Next' at the bottom of the page.

| De | scription | | Amount | | |
|---|--|-------------------|---------------------------|----------------------------|---------------------------|
| 1. Actuarial Present Value of Future Benefits | Ca | alculated | \$0 | | |
| 2. Actuarial Present Value of Future Normal C | osts | | | | |
| 3. Actuarial Accrued Liability | | | | | |
| 4. Actuarial Value of Assets 🛛 🔍 | | | | | |
| 5. Unfunded Actuarial Accrued Liability | Ca | alculated | \$0 | | |
| 6. Normal Cost 📀 | 9. Amortization Contributions | | | | |
| a. As a dollar amount | a. For amortization of initial unfunded actuarial accrued liability established 1/1/85 0 | | | 1/1/85 📀 | |
| 7. Average Administrative Expenses | 1. Amortization period remaining (years) | | | | |
| 8. Annual Covered Payroll | 2. Amortization contribution calculated as a level dollar amount for the plan year beginning on valuation date | | | | |
| | 3. Amortization contribution calcula beginning on valuation date | ated as a level p | percentage of payroll for | the plan year | |
| | b. For amortization of all increases o UAL's establishment | or decreases in | unfunded actuarial accru | ied liability occurring af | ter 1/1/85 or the initial |
| | 1. Aggregated Amortization period | (years) | | | |
| | 2. Aggregated Amortization contrib beginning on valuation date | oution calculated | d as a level dollar amour | nt for the plan year | |
| | c. Modified Total Amortization Requi | irement 💿 | | | |
| | d. Total Amortization Requirement | | | | |
| | 10. Actual or Estimated Member Contr | tributions | | | |

SUMMARY OF ACTUARIAL DATA

Municipal Pension Reporting Program MPRP

10. Actuarial Data Summary (This step is the same as Section VI A. on page 5 of the paper form).

If insurance/annuity contracts are maintained pre-retirement to fund a portion of the benefits provided by the pension plan at retirement <u>AND</u> the Administrative Arrangement selected was "Split-Funded," the information on this step must be completed. Otherwise, the page will not be displayed. Click 'Next' at the bottom of the page to continue.

SUMMARY OF ACTUARIAL DATA



SUMMARY OF ACTUARIAL DATA

| Description | Amount |
|---|-------------|
| 11. Actuarial Present Value of Insurance/Annuity Contract Cash Values at Retirement | |
| 12. Adjusted Actuarial Present Value of Future Benefits | \$7,295,357 |
| 13. Adjusted Actuarial Present Value of Future Normal Costs | |
| 14. Adjusted Actuarial Accrued Liability | |
| 15. Actuarial Value of Assets 🛛 🕹 | |
| 16. Adjusted Unfunded Actuarial Accrued Liability | \$0 |
| 17. Adjusted Normal Costs 🛛 🚱 | |
| 18. Annual Insurance/Annuity Premium Payments 0 | |
| 19. Gross Adjusted Normal Cost 🥹 | |
| a. As a dollar amount | |
| b. As a percentage of payroll (Example enter 1.25% as 01.25) | |
| 20. Adjusted Amortization Contributions 📀 | |

11. MMO EVEN (*This step is the same as Schedule B Section III on page 12 of the paper form*).

Enter data reflecting the minimum municipal obligation developed in the fall of 2017 for the plan year beginning in 2018. [Section 302(c) of Act 205 of 1984.] Once completed, click 'Next' at the bottom of the page.

| A. Identification of the Actuarial Valuation Report | 1/01/2017 | | | | |
|---|-----------|--|--|--|--|
| DEVELOPMENT OF MINIMUM MUNICIPAL OBLIGATION | | | | | |
| Description | Amount | | | | |
| B. Development of Minimum Municipal Obligation 🛛 📀 | | | | | |
| 1. Total Annual Payroll | \$916,480 | | | | |
| 2. Total Normal Cost 🧕 (Example enter 1.25% as 01.25) | 11.02580 | | | | |
| 3. Total Projected Normal Cost | \$101,049 | | | | |
| 4. Total Amortization Requirement 0 | \$84,661 | | | | |
| 5. Total Administrative Expenses | \$21,934 | | | | |
| 6. Total Financial Requirements | \$207,644 | | | | |
| 7. Member Contributions | \$28,594 | | | | |
| 8. Funding Adjustment 🛛 🔍 | | | | | |
| 9. Minimum Municipal Obligation (MMO) | \$179,050 | | | | |
| 10. Delinquent MMO Plus Interest | | | | | |
| 11. Total MMO | \$179,050 | | | | |
| AMORTIZATION CONTRIBUTION REDUCTION | | | | | |
| Description | Amount | | | | |
| C. Amortization Contribution Reduction | | | | | |
| 1. Reduction of Amortization Contribution | | | | | |
| 2. Re-Calculated MMO | \$179,050 | | | | |

12. MMO ODD (This step is the same as Schedule B Section IV on page 13 of the paper form).

Enter data reflecting the minimum municipal obligation developed in the fall of 2016 for the plan year beginning in 2017. [Section 302(c) of Act 205 of 1984.] Once completed, click 'Next' at the bottom of the page.

| A. Identification of the Actuarial Valuation Report | 01/01/2015 | | | | |
|---|------------|--|--|--|--|
| DEVELOPMENT OF MINIMUM MUNICIPAL OBLIGATION | | | | | |
| Description | Amount | | | | |
| B. Development of Minimum Municipal Obligation 🛛 🤨 | | | | | |
| 1. Total Annual Payroll | \$895,693 | | | | |
| 2. Total Normal Cost | 11.02580 | | | | |
| 3. Total Projected Normal Cost | \$98,757 | | | | |
| 4. Total Amortization Requirement 📀 | \$84,661 | | | | |
| 5. Total Administrative Expenses 🛛 🥹 | \$21,437 | | | | |
| 6. Total Financial Requirements | \$204,855 | | | | |
| 7. Member Contributions | \$46,576 | | | | |
| 8. Funding Adjustment 🛛 💿 | | | | | |
| 9. Minimum Municipal Obligation (MMO) | \$158,279 | | | | |
| 10. Delinquent MMO Plus Interest | | | | | |
| 11. Total MMO | \$158,279 | | | | |
| AMORTIZATION CONTRIBUTION REDU | JCTION | | | | |
| Description | Amount | | | | |
| C. Amortization Contribution Reduction | | | | | |
| 1. Reduction of Amortization Contribution | | | | | |
| 2. Re-Calculated MMO | \$158,279 | | | | |

13. UAAL & Amortization Contributions (This step replaces Schedule C Section II on page 16 of the paper form).

This page has been updated to simply show the <u>full</u> amortization of UAAL history. To add a new liability 1) select 'Add New' and choose the appropriate source. After you have entered all of the amortization bases, 2) enter the Aggregated Target Date and 3) the Aggregated Amortization Period. Once completed, click 'Next' at the bottom of the page.

| 1 Add New | AMORTIZATION O Part A - Chang | F UNFUNDED A ges in Unfunded | CTUARIAL ACCRUED |) LIABILITY iability | | | |
|---------------------------------|---|---------------------------------|---------------------|-------------------------|-------------------------------|------|--------|
| Source | Amount of Liability | Date Established | Amortization Period | Remaining Balance | Amortization Contributions | | |
| Experien | Add New | 1/1/2003 | 16 | \$820,374.00 | \$83,481.00 | Edit | Delete |
| Experien Source * | Select | 1/1/2005 | 1 | (\$58,343.00) | (\$58,343.00) | Edit | Delete |
| Assumption * | Benefit Modification - Active Benefit Modification - Retired | 1/1/2007 | 3 | (\$37,453.00) | (\$13,397.00) | Edit | Delete |
| Amount of Liability * | Experience Gain Experience Loss Other | 1/1/2007 | | (\$115,918.00) | ++10,000.00 | Edit | Delete |
| Experient Amortization Period * | | 1/1/2015 | 10 | \$299,744.00 | \$40,622.00 | Edit | Delete |
| Assumption Amortization | | 1/1/2017 | 12 | \$546,269.00 | \$65,693.00 | Edit | Delete |
| Experien Contributions * | | 1/1/2017 | 12 | \$1,368,754.00 | \$164,604.00 | Edit | Delete |
| Iotal | \$5,235,506.00 | | | \$4,621,800.00 | \$586,715.00 | | |

Part B - Aggregation of Changes in Unfunded Actuarial Accrued Liability

| Remaining Ba | lance of Aggregated ∟iability | Date of Aggregation | 2 Aggregated Target Date | 3 | Aggregated Amortization Period | Aggregated A | mortization Contribution |
|--------------|----------------------------------|---------------------|--------------------------|-------|--------------------------------|--------------|--------------------------|
| \$4,621,800 | Calculated 01/01/2019 | 0 | 01/01/2028 |] [1 | 2 | \$586,715 | Calculated |

14. Actuarial Assumptions (This step is the same as Schedule C Section III on page 17 of the paper form).

Enter the actuarial assumptions of the plan. Once entered, this information will be saved so you will not need to re-type it for the following filing period. A new required field for this filing period is "Average Future Service." Once completed, click 'Next' at the bottom of the page.

| ACTUARIAL ASSUMPTIONS | | | | |
|-----------------------|--|--|--|--|
| Actuarial Assumptions | | | | |
| 1. Interest Rate | 7.50% | | | |
| 2. Salary Projections | 5.00% | | | |
| 3. Disability Rate | None Assumed | | | |
| 4. Termination Rate | None | | | |
| 5. Mortality | RP2000 Mortality Table w | th built-in project and Blue Collar Adjustment | | |
| 6. Retirement Age | 100% at age 65 or 22 yea | rs of service | | |
| 7. Asset Smoothing | The greater of: actuarial v other deposits except inve expenses or other paymen to the current valuate date | alue of assets from the prior valuation increased by contributions and stment income; decrased by benefit payments and other administrative ats; and credited with interest at 1% less than the plan's assumed rate , or the market value of assets. Subject to a maximum of 120% of the | | |
| 8. Other (Specify) | 87% of active are married | with females 4 years younger than males | | |
| 9. Other (Specify) | | | | |
| Actuarial Cost Method | Entry Age Normal | | | |

| * | ACTUARIAL | CALCULATIONS |
|---------------------------|-----------|--------------|
| 1. Average Future Service | 12 | |

15. Benefit Plan Provisions (*This step is the same as Schedule C Section IV on page 18 of the paper form*).

Enter the benefit provisions of the plan. Once entered, this information will be saved so you will not need to re-type it for the following filing period. Once completed, click 'Next' at the bottom of the page.

| | PRESENTATION | OF BENEFIT PL | AN | PROVI | SIONS | |
|--|--|--|-------|--------------|------------|---------------------------------------|
| A. Eligibility Requirement | | | | | | |
| Normal Retirement (Enter your most current new hire | Retirement Age | Years of Service | Re | ational | Selection | n |
| requirement) | 50 | 25 | | And | ~ | |
| Early Retirement | None. | | | | | |
| Vesting | 10 years of service | 3. | | | | |
| B. Retirement Benefit | 50% of final 36 mo January 1, 1998 a | onths average compe nd January 2, 2000. | nsat | tion at reti | irement. P | ercentage is 65% for retirees between |
| C. Survivor Benefit | 50% of pension participant was receiving had he been retired at death, payable to widow until death or remarriage. Any benefits to children will be paid for a maximum of 96 months. | | | | | |
| D. Disability Benefits | | | | | | |
| Service Related | Total and permane | ent: 50% of final 36 m | nonth | hs averag | e. | |
| Non-Service Related | None. | | | | | |
| E. Post Retirement Adjustments | None. | | | | | |
| F. DROP Benefit | None. | | | | | |
| G. Other Benefit | | | | | | |
| H. Member Contributions | | | | | | |
| Amount or Rate | 5.00% | | | | | |
| Interest Rate Credited to Member Contributions | 6.00% | | | | | |

16. Certification (This step replaces Section VI. C on page 6 and Section VII on page 7 of the paper form).

Once you have reviewed the form for accuracy, you can complete the Certification section. Begin by 1) checking the box to certify and 2) filling out your name and 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 has completed the form and it is ready for review.



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 will be able to print out a copy of the form for your records.

| m (Type A) User Guide | e Log Out | | |
|-----------------------|-------------------------------------|------------------------------------|---------------------|
| | | | |
| | - | | |
| | County: | CLARION | ~ |
| | Entity: | HIGHLAND TWP | ~ |
| | | Submit | |
| Yo | ur Pending Tasks | 5 | |
| | ur 2019 Form Type (IDING Status | C · Nonuniform was submitted on 06 | 6/05/2019 and is in |
| Yo | ur Available Task | (5 | |
| You | have no available t | asks. | |
| Yo | ur Sent Back Tas | ks | |
| You | have no sent back | tasks. | |

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.

Direct all questions to the Municipal Pension Reporting Program at:

| Phone: | 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 |