



Pension Administration

ADMINISTRATIVE SERVICES AVAILABLE

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- 1) **FINANCIAL MANAGEMENT REPORTS:** Prepare annual Financial Management Reports including supplemental accounting disclosure notes in compliance with GASB
- 2) **EMPLOYEE / EMPLOYER CONTRIBUTIONS:** Reconcile, monitor and data manage all employer/employee contribution history.
- 3) **MINIMUM MUNICIPAL OBLIGATION (MMO):** Prepare MMO for Chief Administrative Officer (CAO) annually in compliance with Act 205 adhering to applicable deadlines.
- 4) **AUDIT COMPLIANCE:** Attend all Auditor General Exit Conferences as municipal advocate.
 - Work closely with auditor and CAO to eliminate and or rectify audit findings and observations.
 - Provide guidance and/or remedies to the CAO relative to Act 600, Act 30, and Act 205 compliance.
 - If necessary, correspond directly with the Auditor General's Office to lobby on behalf of the plan.
 - Attend audit compliance meetings in Harrisburg if necessary.
- 5) **ENROLLMENT FORMS:** Provide and maintain participant database, including Enrollment, Beneficiary, and Spousal Waiver forms for CAO.
- 6) **ENROLLMENT PROCESSING:** Enroll new participants into the plan
- 7) **TERMINATION/RETIREMENT FORMS:** Provide Notice of Termination/ Notice of Retirement forms to CAO for processing terminations and/or retirements.
- 8) **RETIREMENT PROCESSING:** Processing of participant retirements/terminations including the following:
 - Provide retirees with detailed retirement paperwork including options and special tax information.
 - Communicate with retirees relative to the retirement process
 - Obtain necessary signatures authorizing the retirement process (*Resolution, minutes, etc.*)
 - Ensure the retirement benefits -- retroactive and current -- are processed in a timely manner and in accordance with the selected retirement option and tax withholding request.
 - Follow up at year-end to insure 1099r's are issued to all retirees and copies are retained for future audit purposes.
 - Handle any anomalies that may arise concerning retiree/beneficiaries monthly benefits, i.e., 'lost' checks, tax withholding adjustments, etc.
- 9) **DEATH BENEFIT/BENEFICIARY BENEFIT PROCESSING:** Process Retiree Death Benefits and Beneficiary Benefits for spouses and/or surviving children.



- 10) **ACTUARIAL LIAISON FOR BENEFIT CALCULATIONS:** Assist the plan’s actuary with all necessary data to prepare:
- Retirement Benefit Calculations
 - Return of Contribution Calculations
 - Vesting Calculations
 - Death Benefit Calculations
 - Disability Retirement Calculations
 - Biennial Act 205 Actuarial Valuations
 - Biennial Participant Statements
 - Cost Study Calculations
- 11) **ACTUARIAL LIAISON FOR ACT 205 ACTUARIAL VALUATIONS:** Assist the plan’s actuary with pertinent ordinance amendments and/or resolutions relative to benefits.
- 12) **CENSUS ROSTERS:** Provide CAO with annual participant census rosters to insure compliance with Act 205.
- 13) **RETIREE ROSTERS:** Provide CAO with annual retiree rosters to insure compliance with Act 205. Process – “Are You Alive” notifications annually through the Social Security administration to test retiree roster for “active” check recipients.
- 14) **ADMINISTRATION BINDERS:** Provide an **Administration Binder** to the CAO to organize paperwork and insure proper record retention for audit compliance.
- 15) **LEGISLATIVE UPDATES:** Advise the CAO and governing body of new legislative changes such as Federal GUST provisions and recently enacted Act 30 legislation.
- 16) **STATE AID ALLOCATION:** Provide a State Aid Allocation Guideline to reconcile the annual Pennsylvania Municipal State Aid allocation for the municipality’s pension plans.
- 17) **PLAN RECONCILIATION:** Prepare annual reconciliations to ensure the MMO has been satisfied.
- 18) **SAMPLE ORDINANCES/RESOLUTIONS:** Provide sample ordinance amendment/ resolution language for changing benefit provisions, setting annual contribution requirements, etc.
- 19) **COST OF LIVING ADJUSTMENTS:** Process all Cost-of-Living (COLA) Adjustments granted to retirees annually.
- 20) **COLLECTIVE BARGAINING ASSISTANCE:** Assist the City, Borough or Township during Collective Bargaining negotiations with employees relative to their current ordinance provisions, and/or any limitations of the various governing legislation, such as Acts 600, 205 or 120.
- 21) **MISCELLANEOUS PLAN SERVICE:** Provide “on and off-site” consulting services in a timely fashion in support of the CAO and governing body of the Municipality.
- 22) **COMMUNICATION:** Provide Toll-free access to AFG throughout the Commonwealth of Pennsylvania. Email and Website Access available at: **www.AFG-Pension.com**