



A PARTNERSHIP OF PROFESSIONAL ASSOCIATIONS
ATTORNEYS AT LAW

MEMORANDUM

TO: Administrators for all Florida Police or Fire Defined Benefit Plans

FROM: Klausner Kaufman Jensen & Levinson

RE: New online Annual Report requirement

DATE: November 23, 2016

Effective next year, the 2016 Annual Report to the Division of Retirement will be required to be submitted electronically using a new online submission process. Attached are instructions and examples that were circulated at the Division of Retirement's conference earlier this month.

While the new online submission process is intended to simplify the process of submitting Annual Reports, we anticipate that there may be a learning curve for some plans during the first year of implementation.

Administrators (or other professionals) who prepare the Annual Report should become familiar with the new system prior to the submission deadline. At the outset, each plan must provide the Division of Retirement with the name and email address of a designated contact person ("filer") who will be responsible for filing next year's Annual Report. The Division will create an online account for the filer who will receive an email with a User Id and default Password, along with a link to the new online portal. The Board should ensure that a filer has established an online account and that the default password has been changed.

Our office is available to answer any questions.

7080 NORTHWEST 4TH STREET, PLANTATION, FLORIDA 33317

PHONE: (954) 916-1202 • FAX: (954) 916-1232

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www.robertdklausner.com



INSTRUCTIONS:

1. Each retirement plan must provide to the Division of Retirement the name and email address of the contact person who will be responsible for filing the next Annual Report. The Division of Retirement will create an online account for that person. The contact person will receive an email with the User ID and default Password, and a link to the online portal. The contact person should change this default password at the earliest opportunity.
2. From the online portal website, select "Log In" from the menu and sign in with the provided User ID and current Password.
3. Select "Police and Fire" from the menu on the left of the screen.
4. Once logged in, plan(s) which have been associated with your username will be listed in the drop-down box. If the correct plan(s) is not listed, please contact Local Retirement at 850-922-0667.
5. Select the plan for the report being filed and click the "Select Plan" button.
6. Click "Start New Police and Fire Report" or select the report to be viewed or revised.
7. Complete the "Plan and Contacts" page. If you wish to provide additional information or description for the item(s) in this section, please use the "Notes" box at the bottom of the screen.
8. Complete the "Board, Ordinances, and Plan Details" page.
 - a. When completing "Board Members" and "Ordinances" you must click "Add" to save the entered information for each data name or ordinance. Clicking "Add" will also create a new data box if you need to add another.
 - b. Use the drop down box to select dates.
9. Complete "Third Party Contacts" page. Use "Notes" at the bottom to provide additional information.
10. Download the templates for each Member Data page (Pension Data, Terminations Data, Statistical Exhibit(s), DROP Plan and Share Plan Rollforward schedules). The templates must be used to submit these pages of the report. You may bypass any pages that are no applicable to your plan.
 - a. The template fields use a specific data format for each field. If the information on the template is in an incorrect format, the file will not upload and you will receive a message stating the error and the line on which the error occurred.
 - b. When you have entered the data in Microsoft Excel and saved the template, select "Browse..." to locate the file and click "Open". After selecting the file click "Validate File" to upload. The system will populate the on-screen form with the data from the file.

Note, if the data contains an error, you may not edit the data in the on-screen form. Corrections will have to be made to the spreadsheet and the file must be re-uploaded.

- c. Under "Pension Data" complete the Disability Categories
11. For the "Plan Financials and Insurance" section, complete the Assets, Liabilities, Revenue and Expenditures pages.
 - a. Grayed boxes will be auto-filled.
 - b. You must select "Add" to save your record and generate a new box for further additions.
 12. Complete "Fund Totals" page.
 - a. Grayed boxes will be auto-filled.
 - b. "Fund Balance Beginning of Year" must equal to "Fund Balance as of Plan Year End Date" from the prior year's annual report. The page will not allow you to "Save and Continue" until these figures match.
 13. Complete the "Investment Compliance" page.
 14. If applicable, complete "Investment Compliance" page.
 - a. Download form for completion.
 - b. Upload to attach the file.
 15. If there are any letters, notes, reports or other documents which you would like to append to this report, please upload them on the "Supporting Documents" page.
 16. Once the report is completed and ready to submit to the Division of Retirement, select "Save and Submit".

Welcome (/main.aspx)
My Account
Profile Settings (/personal/profile_settings.aspx?s=STgtvezhnq53tvetBw9APZBUJ1bv4ktvRUI.)
Local Retirement
File Submit (/local_retirement/file_submit.aspx?s=STgtvezhnq53tvetBw9APZBUJ1bv4ktvRUI.)
Reports Summary (/local_retirement/reports_sun.aspx?s=STgtvezhnq53tvetBw9APZBUJ1bv4ktvRUI.)
Actuarial Valuations (/local_retirement/ActuarialVa.aspx?s=STgtvezhnq53tvetBw9APZBUJ1bv4ktvRUI.)
Police and Fire (/local_retirement/PoliceAnd.aspx?s=STgtvezhnq53tvetBw9APZBUJ1bv4ktvRUI.)
FRS Home (http://frs.myflorida.com/)
F.A.Q. (/faq/view_faq_pdf.aspx?s=STgtvezhnq53tvetBw9APZBU9qJ1bv4ktvRUI.)
Forms (http://dms.myflorida.com/huma
Contact Us (/contact/contact_info.aspx?s=STgtvezhnq53tvetBw9APZBU9qJ1bv4ktvRUI.)
Log Out (/logout.aspx)

Global Navigation:

- Plan Details
- Member Data
- Plan Financials and Insurance
- Supporting Documents

Plan Name: City of Apopka Municipal Police Officers' Retirement Trust Fund

Plan And Contacts

Welcome to the electronic annual Police and Fire Report submission portal. Complete the fields below to begin your submission. Please note that information provided in this report is public record.

Plan

Name of Fund

Apopka

City

Apopka

For Plan Year Ending

09/30/2016

Plan Contacts

The chairman and secretary must be members of the board of trustees.

Chairman
Name

John Smith

Address Line 1

Address Line 2

Apopka

City

123 ABC St

Zip

32703

Phone (format: 999-999-9999)

999-999-9999

Email

jsmith@apokajunkmail.com

Secretary
Name

Jim Smith

Address Line 1

123 ABC St

Address Line 2

City

Apopka

Zip

32703

Save and Continue

Phone (format: 999-999-9999)

999-999-9999

Email

jmsmith@apopkajunkmail.com

Plan Contact Person

The Municipal Police Officers[™] and Firefighters[™] Retirement Trust Funds Office will contact the person listed below for additional information and/or corrections regarding the Annual Report. Please note that this person will be the primary liaison between the division and your pension fund. This person will be responsible for coordinating all responses to the division's requests for further information. Please help us reduce our operating cost by listing the e-mail address for the contact person.

Name

Jill Smith

Title

Plan Administrator

Address Line 1

123 ABC St

Address Line 2

City

Apopka

Zip

32703

Phone (format: 999-999-9999)

999-999-9999
Save and Continue

[Welcome \(/main.aspx\)](#)

[My Account](#)

[Profile Settings \(/personal/profile_settings.aspx?s=O_gk3M02Fr8-ijociRBW6jeJA5C6Q2uEMqvirksZ\)](#)

[Local Retirement](#)

[File Submit \(/local_retirement/file_submit.aspx?s=O_gk3M02Fr8-ijociRBW6jeJA5C6Q2uEMqvirksZ\)](#)

[Reports Summary \(/local_retirement/reports_sun.aspx?s=O_gk3M02Fr8-ijociRBW6jeJA5C6Q2uEMqvirksZ\)](#)

[Actuarial Valuations \(/local_retirement/ActuarialVal.aspx?s=O_gk3M02Fr8-ijociRBW6jeJA5C6Q2uEMqvirksZ\)](#)

[Police and Fire \(/local_retirement/PoliceAndFire.aspx?s=O_gk3M02Fr8-ijociRBW6jeJA5C6Q2uEMqvirksZ\)](#)

[FRS Home \(http://frs.myflorida.com/\)](#)

[F.A.Q. \(/faq/view_faq_pdf.aspx?s=O_gk3M02Fr8-ijociRBW6jeJA5C6Q2uEMqvirksZ\)](#)

[Forms \(http://dms.myflorida.com/humanresources/forms\)](#)

[Contact Us \(/contact/contact_info.aspx?s=O_gk3M02Fr8-ijociRBW6jeJA5C6Q2uEMqvirksZ\)](#)

[Log Out \(/logout.aspx\)](#)

Global Navigation:

[Plan Details](#) [Member Data](#) [Plan Financials and Insurance](#) [Supporting Documents](#)

Plan Name: City of Apopka Municipal Police Officers' Retirement Trust Fund

Board, Ordinances, and Plan Details

Board of Trustees

Makeup of board specified in:

Ordinance Number

ABCDEF

Section

Area 54

Dated

09/15/2014

Board Members

Name of Trustee	Elected/Appointed By	
Albert Appke	City/District Appointee	Delete
Barry Banana	City/District Appointee	Delete
Chris Celery	Police Officer	Delete
Daniel Dill	Police Officer	Delete
Elvis Elderberry	Elected Fifth Member	Delete

[Save and Go Back Name of Trustee](#)

[Save and Continue](#)

Elected/Appointed By

City/District Appointee

Add

Quarterly Meetings

Quarter 1 Meeting Date

01/14/2016

Quarter 2 Meeting Date

04/19/2016

Quarter 3 Meeting Date

07/06/2016

Quarter 4 Meeting Date

09/20/2016

Ordinances

List all ordinances passed during this reporting period that affect your pension fund. An impact statement must be performed for each new ordinance. Any ordinance having no actuarial impact upon the plan must have a letter from your actuary attesting to this fact. Please upload supplemental documents if they have not been previously submitted to the department.

Ordinance Number
Save and Go Back

Save and Continue

Date Passed

2016-123

4/12/2016

Delete

2016-ABC

9/21/2016

[Delete](#)

Ordinance Number

Date Passed

Add

Chapter Funds Only (Premium Tax Monies)

List any benefit improvements implemented during this reporting period and the date effective.

Ordinance Number

Date Passed

Add

Miscellaneous Plan Details

Chapter Minimum Benefits

Does the plan meet all the chapter minimum benefits and standards as of July 1, 2015?

Save and Go Back

Save and Continue

Collective Bargaining Agreement

Is service in the plan subject to a collective bargaining agreement?

Yes No

Effective Date

09/30/2016

Period Covered Begin Date

10/01/2016

Period Covered End Date

09/30/2019

Next Scheduled Date

10/01/2020

Defined Contribution Plan

Does the plan have a defined contribution plan?

Yes No

Date Established

10/01/2016

Detailed Accounting Report

Has the plan submitted a detailed accounting report for this filing?

Yes No

Date provided to plan

Administrative Expense Budget

Did the plan operate under Administrative Expense Budget?

Yes No

Date provided to plan

Save and Go Back

Save and Continue

- Welcome (/main.aspx)

- My Account
 - Profile Settings (/personal/profile_settings.aspx=EiCXRvqjRNe4Vqw78mF4o3SU)

- Local Retirement
 - File Submit (/local_retirement/file_submit.s=EiCXRvqjRNe4Vqw78mF4o3SU)
 - Reports Summary (/local_retirement/reports_sun s=EiCXRvqjRNe4Vqw78mF4o3SU)
 - Actuarial Valuations (/local_retirement/ActuarialVa s=EiCXRvqjRNe4Vqw78mF4o3SU)
 - Police and Fire (/local_retirement/PoliceAnd s=EiCXRvqjRNe4Vqw78mF4o3:

- FRS Home (http://frs.myflorida.com/)

- F.A.Q. (/faq/view_faq_pdf.aspx?s=EiCXRvqjRNe4Vqw78mF4o3SUu)

- Forms (http://dms.myflorida.com/hum)

- Contact Us (/contact/contact_info.aspx?s=EiCXRvqjRNe4Vqw78mF4o3SUu)

- Log Out (/logout.aspx)

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Plan Name: City of Apopka Municipal Police Officers' Retirement Trust Fund

Member Data

Pension Data - Police Members

Upload your pension data line items file by clicking the upload file button below and then clicking the validate file button. Validating files can take several minutes, do not close or refresh your browser.

Download a copy of the pension data file upload template [here](#).

Choose File No file chosen

Validate File

Social Security Number	First Name	Last Name	Date Of Birth	Retire or Disability	Benefit Type	Date of Disbursements	Name of Beneficiary	Pension Option Elected	Monthly Pension Amount	Total Distributions This Period	Notes
6789	Greg	Grape	07/1977	Retirement	LOD	9/30/2016	Bingley	1	4,000.00	48,000.00	
6321	Carl	Carrot	03/1973	Terminated Vested	NLOD	9/30/2012	Elizabeth	3A	2,000.00	24,000.00	
4789	David	Date	04/1974	Retirement	LOD	9/30/2013	Kitty	2	2,500.00	30,000.00	
4123	Edward	Elderberry	05/1975	Disability	LOD	9/30/2014	Lydia	3B	3,000.00	36,000.00	
4987	Frank	Fig	06/1976	Terminated Vested	NLOD	9/30/2015	Georgianna	4	3,500.00	42,000.00	
6789	Albert	Apple	01/1971	Retirement	NLOD	9/30/2010	Mary	1	1,000.00	12,000.00	
4321	Benny	Berry	02/1972	Disability	LOD	9/30/2011	Jane	2	1,500.00	18,000.00	

Data Summary Total Number of Members on this report: 7

[Save and Continue Disability Categories](#)

For members listed as disabled please enter the counts below of members with the given disability type.

Heart Disease

Hypertension

Emphysema

Injury

Cancer

Other

Total

0.00

Subtotals

Retirement

90,000.00

Disability

54,000.00

Beneficiary

66,000.00

Save and Continue

Grand Total

210,000.00

Notes

Use the following text area to add any notes about the above fields.

Save and Continue