



Pension Review Board

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Summary of Reporting Requirements for Texas Public Retirement Systems

Public retirement systems shall adhere to the various reporting requirement provisions of the Texas Government Code as summarized below:

Registration: Register with the PRB within 90 days after the plan's creation date; and report any change in administration or composition of the system's board of trustees within 30 days after the day of the change.

Include: plan name, the address and phone number of the plan and the administrator, the fiscal year, governing statute, and names plus occupations of all board members. See Gov't Code §802.105 and 40 TAC, Chapter 605, Form *PRB-100*.

Summary Plan Description: File a copy of the system's summary plan description; and notify the PRB of any changes within 30 days after the date of publication or the date the change is adopted.

Include: a summary of plan benefits and procedures for claiming or choosing the benefits, vesting period, eligibility requirements, benefit formulas, minimum/maximum benefits, contribution rates, contribution withdrawal requirements, summary of significant changes to the retirement system's governing statute or plan modifications, and amendment date. See Gov't Code §802.106 and 40 TAC, Chapter 605, Form *PRB-200*.

Membership Report: File an annual report of total membership of active employees and persons receiving a benefit within 210 days after the last day of the plan's fiscal year.

Include: active members, vested members with terminated employment, and retirees as of most recent fiscal year end. See Gov't Code §802.104 and 40 TAC, Chapter 605, Form *PRB-200*.

Annual Financial Report: File an annual financial report, including the financial statements and schedules as examined in an annual audit performed by a certified public accountant per Section §802.102, within 210 days after the last day of the plan's fiscal year.

Include within the audit: total assets, total liabilities, and a breakdown of assets: cash, receivables, fixed income investments, equity investments, real estate investments, and other investments. See Gov't Code §802.102 & §802.103 and 40 TAC, Chapter 605, Form *PRB-300*.

Investment Policy: File an investment policy and changes to the policy within 90 days after the date the policy or any change is adopted. See Gov't Code §802.202(d).

Actuarial Valuation: Defined Benefit plans must have an actuarial valuation prepared by a certified actuary, at least, once every three years, and provide a copy of the valuation to the PRB.

Include within the valuation: recommended contribution rate needed for the system to achieve and maintain an amortization period that does not exceed 30 years, actuarial value of assets, actuarial accrued liability, present value of future benefits, annual payroll of members covered by retirement plan, percent of contributions devoted to normal cost, percent of payroll devoted to unfunded actuarial accrued liability contributions, amortization period, employer contributions, employee contributions, all actuarial methods and assumptions used to calculate these values, and a definition of the actuarial terms used within the valuation. See Gov't Code §802.101 and 40 TAC, Chapter 605, Form *PRB-400*.

Audits by Governmental Entity: Defined Benefit plans with book value assets of **at least \$100 million** must allow the governmental entity to conduct an audit by an independent actuary every five years of the actuarial valuations, studies, and reports of a public retirement system most recently prepared for the retirement system as required by Section §802.101 or other law under Title 8 of the Gov't Code or under Title 109, Revised Statutes. The Employees

Retirement System of Texas, Judicial Retirement System of Texas Plan Two, Teacher Retirement System of Texas, Texas County and District Retirement System, and the Texas Municipal Retirement System are exempt from this report. See Gov't Code §802.1012.

Investment Returns and Assumptions Report: File an investment returns and actuarial assumptions report within 210 days after the last day of the system's fiscal year.

Include within the report: gross and net investment returns for each of the most recent 10 fiscal years; the rolling gross and net investment returns for the most recent 1-year, 3-year, and 10-year periods; the rolling gross and net investment returns for the most recent 30-year period or since the plan's inception, whichever is shorter; the assumed rate of return in the most recent actuarial valuation and the assumed rate of return in the most recent 10 actuarial valuations; and a letter certifying a reason for any unavailable information and agreeing to timely submission of that information when it becomes available. See Gov't Code §802.108.

Actuarial Experience Study: If a retirement system conducts an actuarial experience study, submit to the PRB a copy of the study within 30 days after the study's adoption. Defined Benefit plans with an asset value of **at least \$100 million** must conduct an actuarial experience study once every five years. See Gov't Code §802.1014.

Funding Soundness Restoration Plan: A public retirement system is required to notify its associated governmental entity if it receives an actuarial valuation indicating the system's actual contributions are insufficient to achieve an amortization period of 40 years or less. If the system's amortization period exceeds 40 years over a few valuations, the public retirement system and its associated governmental entity shall formulate a Funding Soundness Restoration Plan. Each public retirement system that formulates a funding soundness restoration plan shall submit a copy of that plan and any change to the plan to the PRB not later than the 31st day after the date on which the plan or the change is agreed to. The system shall report any updates of progress made by the entities toward improved actuarial soundness to the PRB every two years. The Employees Retirement System of Texas, Judicial Retirement System of Texas Plan Two, Teacher Retirement System of Texas, Texas County and District Retirement System, and the Texas Municipal Retirement System are exempt from this report. See Gov't Code §802.2015 and §802.2016.

Internet Posting of Reports and Information: If a retirement system maintains its own website, the system shall prominently post on its website its system administrator's contact information and reports and registration information submitted to the PRB. If a system does not have its own website, it has the option to post the information on its sponsoring entity's website or on a state agency website, such as the PRB. The PRB will help systems without a website comply with these requirements through its agency website. See Gov't Code §802.107.

Plans exempt from reporting to the Pension Review Board: Volunteer firefighter's retirement systems organized under the Texas Local Fire Fighter's Retirement Act (TLFFRA) and defined contribution plans are only subject to the registration, summary plan description, and internet posting requirements of the Government Code. These systems are exempt from all the other reporting requirements. See Gov't Code §802.002 (c) & (d).

Plans exempt from registering and reporting to the Pension Review Board: Plans offering only worker's compensation; plans administered by the federal government; Individual Retirement Account (IRA); plans claiming 401(d), 403(b), or 457(b) tax status under the Internal Revenue Code; and plans administered by life insurance companies. See Gov't Code §802.001.

To obtain the various PRB Reporting Forms referenced in this document, the PRB *Calendar for Reporting Due Dates*, and the Plan Memorandums outlining the updated reporting requirements for the various retirement system groups please [Click Here](#).

With questions or for additional information, please feel free to contact the PRB at 512-463-1736/800-213-9425 or e-mail us at PRB@prb.state.tx.us.

Minimum Educational Training (MET) Program Reporting Requirements:

Public retirement systems shall adhere to the various reporting requirement provisions of the Minimum Educational Training (MET) Program, established by the Texas Government Code, and as summarized below:

Reports Required from all Defined Benefit Systems:

Trustee and System Administrator Information: Defined benefit plans must provide the PRB with basic information regarding their trustees and system administrator, and report any changes to this information within 30 days of the change.

Include: name of system administrator or trustee, title, phone number, email, position (chair, vice-chair, secretary, etc.) trustee type (active, retired, citizen, employer, etc.), term length, term start date and term end date. See 40 TAC, Chapter 607, Form *PRB-150*.

Training Reporting: File an MET program form every March 1st (for training completed September 1st of the previous year through January 31st) and October 1st (for training completed February 1st through August 31st).

Include: trustee or system administrator name, course title, topic covered, sponsor, credit hours, location of training, date training took place, instructor name and title. See 40 TAC, Chapter 607, Form *PRB-2000*.

Optional Forms for Certain Systems:

Exemption for Certain System Administrators: Systems may apply for an exemption from the system administrator training requirement if the system has designated an outside entity (bank or financial institution) as the system administrator, or if the system does not have an administrator that meets the statutory definition and affirms that a trustee performs this role and will be subject to the training. In both cases, submit a certification letter for exemption of certain system administrators. See Gov't Code §801.001(3) and §802.001(4) and 40 TAC, Chapter 607, Form *Certification Letter for Exemption of Certain System Administrators*.

Sponsor Accreditation: Systems may apply to become an accredited sponsor, using the sponsor approval application, to be able to offer credit for in-house training, often provided by staff or outside consultants. The in-house training must meet the same standards as training offered by all sponsors. See TAC 40, Chapter 607, Form *Sponsor Accreditation Application*.

Individual Course Approval: The individual course approval application may be used by a system trustee or administrator who wishes to attend an MET activity from an unaccredited sponsor. The application must be submitted at least 30 days in advance of the activity. The application may also be used by a system that is not an accredited sponsor but seeks MET credit for in-house training provided to its trustees and/or administrator. See TAC 40, Chapter 607, Form *Individual Course Approval Application*.

DISCLAIMER: Every care is taken to make sure the content and information in this document is accurate and up to date. However, this document should not be treated as a legal reference or a complete statement of the laws or administrative rules of the Pension Review Board. In any conflict between the information contained in this document and Texas Laws or administrative rules, the laws and administrative rules shall prevail.