

ACTUARIAL VALUATION REPORT AS OF OCTOBER 1, 2015

**City of Wilton Manors Volunteer Firefighters' Retirement System**



June 2, 2016

Pension Board  
City of Wilton Manors Volunteer Firefighters Retirement System  
Wilton Manors, FL

Dear Board Members:

The results of the October 1, 2015 Annual Actuarial Valuation of the City of Wilton Manors Volunteer Firefighters Retirement System are presented in this report.

The contribution amount shown on page 1 may be considered as a minimum contribution rate that complies with the Board's funding policy. Users of this report should be aware that contributions made at that rate do not guarantee benefit security. Given the importance of benefit security to any retirement system, we suggest that contributions to the System in excess of those presented in this report be considered.

This report was prepared at the request of the Board and is intended for use by the Pension Plan and those designated or approved by the Board. This report may be provided to parties other than the Pension Plan only in its entirety and only with the permission of the Board. GRS is not responsible for unauthorized use of this report.

The purpose of the valuation is to measure the Pension Plan's funding progress, to determine the employer contribution rate for the fiscal year ending September 30, 2016, and to determine the actuarial information for Governmental Accounting Standards Board (GASB) Statement No. 67 and No. 68. This report also includes estimated GASB Statement No. 67 information for the fiscal year ending September 30, 2016. This report should not be relied on for any purpose other than the purpose described herein. Determinations of financial results, associated with the benefits described in this report, for purposes other than those identified above may be significantly different.

The findings in this report consider data or other information through September 30, 2015. Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions; increases or decreases expected as part of the natural operation of the methodology used for these measurements (such as the end of an amortization period or additional cost or contribution requirements based on the plan's funded status); and changes in plan provisions or applicable law. The scope of an actuarial valuation does not include an analysis of the potential range of such future measurements.

This valuation assumed the continuing ability of the plan sponsor to make the contributions necessary to fund this plan. A determination regarding whether or not the plan sponsor is actually able to do so is outside our scope of expertise and was not performed.

The valuation was based upon information furnished by the Plan Administrator concerning Pension Plan benefits, financial transactions, plan provisions, active and terminated members, retirees and beneficiaries. We checked for internal and year-to-year consistency, but did not otherwise audit the data. We are not responsible for the accuracy or completeness of the information provided by the Plan Administrator.

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In addition, this report was prepared using certain assumptions approved by the Board as described in the section of this report entitled Actuarial Cost Methods and Assumptions.

This report has been prepared by actuaries who have substantial experience valuing public employee retirement systems. To the best of our knowledge the information contained in this report is accurate and fairly presents the actuarial position of the Pension Plan as of the valuation date. All calculations have been made in conformity with generally accepted actuarial principles and practices, with the Actuarial Standards of Practice issued by the Actuarial Standards Board, and with applicable statutes.

Theora P. Braccialarghe and Melissa R. Moskovitz are members of the American Academy of Actuaries and meet the Qualification Standards of the American Academy of Actuaries to render the actuarial opinions contained herein. The signing actuaries are independent of the plan sponsor.

This actuarial valuation was prepared and completed by us or under our direct supervision, and we acknowledge responsibility for the results. To the best of our knowledge, the results are complete and accurate. In our opinion, the techniques and assumptions used are reasonable, meet the requirements and intent of Part VII, Chapter 112, Florida Statutes, and are based on generally accepted actuarial principles and practices. There is no benefit or expense to be provided by the plan and/or paid from the plan's assets for which liabilities or current costs have not been established or otherwise taken into account in the valuation. All known events or trends which may require a material increase in plan costs or required contribution rates have been taken into account in the valuation.

Gabriel, Roeder, Smith & Company will be pleased to review this valuation and Report with the Board of Trustees and to answer any questions pertaining to the valuation.

Respectfully submitted,

GABRIEL, ROEDER, SMITH & COMPANY

By Theora P. Braccialarghe

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**SECTION I**  
**INTRODUCTION**

## DISCUSSION

### TOTAL REQUIRED CONTRIBUTION

The required City contribution for the plan year ending September 30, 2016, is \$0, as shown below.

<b>Required City Contribution</b>	
Total Required Employer Contribution	\$ 78,859
Expected State Premium Tax Refund	85,547
Remaining City Contribution	0

The actual amount received from the State for the fiscal year ended September 30, 2015 was \$143,468. Any amount received from the state up to \$85,847 (the previously established base amount) can be used toward the existing plan benefits. If the actual State contribution for the fiscal year ending September 30, 2016 is less than \$78,85959, the City will need to make a contribution.

### EXPERIENCE

There was a small actuarial gain this year, due primarily to the delayed recognition of high investment returns during the plan years ending in 2012 through 2014. The investment return on a net market value basis for the plan year ending in 2015 was (5.6) %. This loss is being spread over five years, while portions of experience from the previous four years are being recognized this year. The result was an investment return on an actuarial value basis of 6.6% on the full amount including excess state money, producing a small investment experience gain.

Since the total required employer contribution is less than the useable amount expected from the State, the remaining City contribution is expected to be zero.

**CHANGES IN BENEFITS**

There were no changes in benefits in connection with this valuation.

**CHANGES IN ACTUARIAL METHODS AND ASSUMPTIONS**

There were no changes in actuarial methods or assumptions in connection with this valuation.

**FUNDED RATIO**

The funded ratio, one measure of the Plan's financial health, is equal to the actuarial value of assets divided by the actuarial accrued (past service) liability. The funded ratio is 69.0% this year compared to 65.7% last year.

**VARIABILITY OF FUTURE CONTRIBUTION RATES**

The Actuarial Cost Method used to determine the contributions is intended to produce contributions which are generally level. Even so, when experience differs from the assumptions, as it often does, the employer's contribution can vary significantly from year-to-year.

Over time, if the year-to-year gains and losses offset each other, the contribution would be expected to return to the current level, but this does not always happen.

The Market Value of Assets was \$77,619 less than the Actuarial Value of Assets as of the valuation date. This difference will be recognized gradually over the next few years in the absence of offsetting gains. If the Market Value had been the basis for the valuation, the total required contribution would have been approximately \$86,000 and the funded ratio would have been 63.7%.

**RECOMMENDATIONS**

Steps have been taken to improve the funded position of the plan. The amortization period has been shortened and the investment return assumption has been lowered. We recommend reviewing all of the assumptions, with particular attention to the investment return assumption. We further recommend



watching the funded ratio carefully and making no further benefit changes or improvements until the situation has had a chance to improve.

## **CONCLUSION**

The remainder of this Report covers detailed actuarial valuation results, financial information, other information and statistics, a summary of plan provisions, and annual filings required by law.

## **FINANCIAL SOUNDNESS OF THE PLAN**

The purpose of this Section of the Report is to provide certain measures which indicate the financial soundness of the program. These measures relate to short term solvency, long term solvency and level funding.

The various percentages listed in this Section as of a single valuation date are not overly significant standing alone. What is more significant is the trend of the rates over a period of years. It is also important to keep in mind that each time benefits or assumptions are revised, actuarial liabilities are created or diminished. Any newly created liabilities are financed systematically over a period of future years. All actuarially computed values in this analysis are based on the actuarial assumptions utilized in the respective years' actuarial valuations.

### **SHORT TERM SOLVENCY**

The ultimate test of financial soundness is the program's ability to pay all promised benefits when due. The program's progress in accumulating assets to pay all promised benefits can be measured by comparing the market value of assets with:

1. Accumulated contributions of active members of the program,
2. The actuarial present value (APV) of projected benefits payable to those already receiving benefits and to vested terminations, and
3. The employer-financed portion of the actuarial present value of accrued benefits payable to active participants. This amount is based on benefits earned to date without future credited service or salary increases.

The total of the first two items should generally be fully covered by assets. The portion of the third item covered by assets should increase over time. Increases in benefits will, of course, adversely affect the trend in the years when such increases are first reflected in the actuarial values.

Although different actuarial assumptions might be used in the event of a termination of the program, this test shows how much of the benefits accrued to date might be covered by assets in the event of a plan termination using the valuation assumptions.

<b>Valuation Date</b>	<b>Market Value of Assets*</b>	<b>Actuarial Present Value (APV) of Accrued Benefits</b>	<b>% of APV Covered by Assets</b>
10/1/15	\$ 935,243	\$ 1,466,651	64 %
10/1/14	1,044,756	1,448,934	72
10/1/13	903,109	1,242,599	73
10/1/12	777,500	1,185,049	66
10/1/11	597,867	1,129,647	53

\*Market Value reduced by Excess State Reserve

## **LONG TERM SOLVENCY**

Over the longer term, the solvency of an ongoing plan can be measured by comparing the actuarial value of assets to an amount known as the Actuarial Accrued Liability (AAL) under the Entry Age Actuarial Cost Method. This item has often been called the "past service liability". Its derivation differs from the short-term solvency value derivation in several ways, but mainly due to the fact that future salary increases are included in the AAL. As in the case of the short-term solvency values, the AAL is affected immediately by any revisions in benefits or assumptions. The accumulation of assets to equal the AAL can be considered a long-range funding goal. Largely because of periodic benefit increases, very few retirement programs have attained this goal.

<b>Valuation Date</b>	<b>Actuarial Value of Assets</b>	<b>Entry Age Actuarial Accrued Liability (AAL)</b>	<b>% of AAL Covered by Assets</b>
10/1/15	\$ 1,012,862	\$ 1,468,009	69 %
10/1/14	952,883	1,450,332	66
10/1/13	841,280	1,251,158	67
10/1/12	744,775	1,202,603	62
10/1/11	699,202	1,154,457	61

### **LEVEL CONTRIBUTION RATES**

The actuarial assumptions and cost methods have been chosen with the intent of producing required employer contributions which remain fairly level. If this goal is attained, future employer contributions will not have to be raised materially in order to make up for the past. For many employers, this measure of the program's soundness is the most important of all.

Since this is not a pay-related benefit, total dollar amounts are shown below:

<b>Contribution</b>		
<b>Valuation Date</b>	<b>Total</b>	<b>City</b>
10/1/15	\$ 78,859	\$ 0
10/1/14	80,349	0
10/1/13	79,117	0
10/1/12	83,951	0
10/1/11	81,024	0

A major factor affecting the stability of the amounts just shown is how well the actual plan experience is faring compared to the actuarial assumptions. The value of the difference between what actually occurred and what was assumed to occur is called the actuarial gain or loss. Gains tend to lower the subsequent cost of the program while losses tend to raise the subsequent cost of the program. A summary of the actuarial gains and losses of the Plan is in the next Section.

**CONCLUSION**

Analysis of all the benchmarks listed above over a period of years will provide an indication of whether the program is becoming financially stronger or weaker.

**RECENT HISTORY OF PLAN CHANGES**

1. The October 1, 2001 valuation reflects a change in benefit provisions. In June, 2001, pursuant to Chapter 21, Section 3(a)(2) of the City Code, the Board authorized increasing pension benefits from \$3.00 to \$1800 per month per year of service. The change applied to all years of service, for both active and inactive members.
2. Effective October 1, 2001 the actuarial funding method was changed from the Frozen Initial Liability Cost Method to the Entry Age Normal Cost Method.
3. Effective October 1, 2001 the assumed rate of administrative expense was changed from \$3,000 to \$6,000.
4. The October 1, 2004 valuation reflects the following changes in benefit provisions:
  - a. The normal form of retirement benefit payments for disability was changed from life annuity to ten years certain and life thereafter.
  - b. A non-service connected pre-retirement death benefit was added.
  - c. In November, 2003, pursuant to Chapter 21, Section 3(a)(2) of the City Code, the Board authorized an increase in pension benefits from \$18.00 per month to \$50.00 per month per year of service. The change was applicable to all years of service, for both active and inactive members.
5. Effective October 1, 2004 the assumed rate of administrative expense was changed from \$6,000 to actual administrative expenses for the previous year.
6. Effective October 1, 2005, the mortality table was changed from the 1983 Group Annuity Mortality Table for males with females set back six years to the RP 2000 Mortality Table Projected to 2005 for males and females (sex distinct tables), set forward five years for impaired mortality.
7. Ordinance 904, passed and effective November 14, 2006, increased pension benefits from \$50.00 per month to \$56.00 per month per year of service. The change was applicable to all years of service, for both active and inactive members.
8. The state required that there be at least two active members in the Plan. This requirement was met by a vested terminated member who returned to active status effective October 1, 2006.
9. Effective October 1, 2007 the normal cost for administrative expenses is the average of the past two years rather than the actual amount paid the preceding year.
10. Effective October 1, 2008, the valuation asset method was changed to one which smoothes the excess/(shortfall) of actual investment earnings as compared to expected earnings over five years. Additionally, the method of determining the normal cost for administrative expenses was changed from a two year average of actual expenses to a four year average of actual expenses.
11. Effective October 1, 2014, the mortality rates were changed from the RP-2000 Combined Healthy Participant Mortality Tables for males and females, projected to 2005 to the fully generational RP-2000 Combined Healthy Participant Mortality Table for males and females, with a five-year age set-forward for impaired mortality, using projection scale AA to project mortality improvement to all future years from the year 2000. Additionally, the assumed rate of investment return on plan assets was changed from an 8.0% gross investment return to a 7.0% assumption net of investment expenses. And finally, the remaining amortization period has been shortened to 20 years.

**SECTION II**  
**VALUATION RESULTS**

<b>WILTON MANORS FIREFIGHTERS RETIREMENT SYSTEM COMPARATIVE SUMMARY OF VALUATION RESULTS AS OF OCTOBER 1</b>		
	<b>2015</b>	<b>2014</b>
<b>Covered Group</b>		
A. Number of Participants		
Actives	1	1
Retirees, Disabilities, Beneficiaries and Vested Terminations	9	9
<b>Long Range Cost</b>		
B. Actuarial Present Value of Projected Benefits	\$ 1,470,793	\$ 1,453,113
C. Actuarial Present Value of Future Normal Costs	2,784	2,781
D. Actuarial Accrued Liability (AAL): B-C	1,468,009	1,450,332
E. Valuation Assets		
1. Total Valuation Assets	1,480,988	1,363,089
2. Excess State Money	<u>468,126</u>	<u>410,206</u>
3. Net Assets Available: 1 - 2	1,012,862	952,883
F. Unfunded Actuarial Accrued Liability (UAAL): D - E	455,147	497,449
<b>Current Cost</b>		
G. Payment Required to Amortize UAAL	\$ 39,658	\$ 42,493
H. Total Normal Cost (for current year)	34,687	33,257
I. Plan Year to which Contributions Apply	2015/16	2014/15
J. Interest	4,514	4,599
K. Total Required Contributions, with Interest	78,859	80,349
L. Estimate of State Contributions		
1. Amount Expected	143,468	162,399
2. Base Amt. + cost of increase	85,547	85,547
3. Lesser of 1 or 2	85,547	85,547
M. Required City Contributions	(6,688)	(5,198)



<b>WILTON MANORS FIREFIGHTERS RETIREMENT SYSTEM</b>		
<b>DERIVATION OF NORMAL COST</b>		
<b>AS OF OCTOBER 1</b>		
	<b>2015</b>	<b>2014</b>
A. Entry Age Normal Cost for		
Service Retirement	\$ 2,354	\$ 2,352
Vesting Benefits	246	245
Preretirement Death	53	53
Disability Benefits	131	131
Return of Contributions	0	0
Total	<u>2,784</u>	<u>2,781</u>
B. Normal Cost for Administrative Expense	31,903	30,476
C. Expected Member Contributions	0	0
D. Employer Normal Cost for Plan Year		
Beginning October 1: (A)+(B)-(C)	34,687	33,257

<b>WILTON MANORS FIREFIGHTERS RETIREMENT SYSTEM</b>		
<b>PRESENT VALUE OF PROJECTED BENEFITS</b>		
<b>AS OF OCTOBER 1</b>		
	<b>2015</b>	<b>2014</b>
A. Present Value of Future Salaries	\$ N/A	\$ N/A
B. Present Value of Projected Benefits		
1. Active Members		
Service Retirement Benefits	209,164	202,629
Vesting Benefits	0	0
Preretirement Death	0	0
Disability Benefits	0	0
Return of Contributions	0	0
Total	<u>209,164</u>	<u>202,629</u>
2. Inactive Members		
Service Retirees	940,929	951,341
Disability Retirees	0	0
Beneficiaries	0	0
Terminated Vested	320,700	299,143
Total	<u>1,261,629</u>	<u>1,250,484</u>
3. Grand Total	1,470,793	1,453,113

## LIQUIDATION OF THE UNFUNDED ACTUARIAL ACCRUED LIABILITY

The Unfunded Actuarial Accrued Liability (UAAL) is being amortized as a level dollar amount over the number of years remaining in the amortization period. Details relating to the UAAL are as follows:

<b>UAAL AS OF OCTOBER 1, 2015</b>					
Original			Current		
Date & Source	Amort. Years	Amount	Years Remaining	Amount	Payment
10/1/98 UFAAL	30	\$ 20,672	13	\$ (9,223)	\$ (1,031)
2001 Amendment	30	136,484	16	62,424	6,176
10/1/01 Change Method	30	(32,181)	16	(14,720)	(1,456)
10/1/03 Loss	30	25,189	18	16,851	1,566
10/1/03 Amendment	30	303,320	18	202,907	18,852
10/1/04 Gain	30	(22,267)	19	(16,006)	(1,447)
10/1/05 Gain	30	(5,030)	19	(3,843)	(347)
10/1/05 Assumption Change	30	21,786	19	16,646	1,505
10/1/06 Loss	30	5,458	19	4,254	385
10/1/06 Member Status Change (Required by the State)	15	39,702	6	17,327	3,397
10/1/07 Gain	30	(25,431)	19	(20,461)	(1,850)
10/1/08 Loss	30	129,503	19	106,253	9,608
10/1/08 Method Change	15	(108,520)	8	(61,809)	(9,674)
10/1/09 Loss	30	41,341	19	34,496	3,119
10/1/10 Loss	30	48,460	19	42,776	3,868
10/1/11 Loss	30	38,103	19	34,652	3,133
10/1/12 Loss	30	12,304	19	11,429	1,033
10/1/13 Gain	30	(40,786)	19	(38,406)	(3,473)
10/1/14 Gain	30	(72,876)	19	(70,305)	(6,357)
10/1/14 Assumption Change	30	172,401	19	166,319	15,039
10/1/15 Gain	19	(26,414)	19	(26,414)	(2,388)
				455,147	39,658

**LIQUIDATION OF THE UNFUNDED ACTUARIAL ACCRUED LIABILITY**  
**(continued)**

<b>Amortization Schedule Illustration</b>	
Year Ended	Projected UAAL
2015	\$ 455,147
2016	444,575
2017	433,263
2018	421,159
2019	408,208
2024	329,851
2029	178,891
2034	0

**WILTON MANORS FIREFIGHTERS RETIREMENT SYSTEM**

**CHAPTER REVENUE**

Increments in Chapter revenue over that received in 1998 must first be used to fund the cost of compliance with minimum benefits. As of the valuation date, the Pension Plan needed the following cost-related changes in order to comply with minimum benefit requirements:

- None

<b>Actuarial Confirmation of the Use of State Chapter Money</b>		
	2015	2014
1. Base Amount Previous Plan Year	\$ 85,547	\$ 85,547
2. Amount Received for Previous Plan Year	143,468	162,399
3. Benefit Improvements Made in Previous Plan Year	0	0
4. Excess Funds for Previous Plan Year: (2) - (1) - (3)	57,921	76,851
5. Accumulated Excess at Beginning of Previous Year	410,205	333,354
6. Prior Excess Used in Previous Plan Year	0	0
7. Accumulated Excess as of Valuation Date (Available for Benefit Improvements): (4) + (5) - 6)	468,126	410,205
8. Base Amount This Plan Year: (1) + (3)	85,547	85,547

<b>WILTON MANORS FIREFIGHTERS RETIREMENT SYSTEM RECENT HISTORY OF VALUATION RESULTS</b>					
<b>Valuation Date</b>	<b>Number of</b>		<b>Actuarial Value of Assets</b>	<b>Unfunded Actuarial Accrued Liability</b>	<b>Employer Normal Cost</b>
	<b>Active Members</b>	<b>Inactive Members</b>			
10/1/15	1	9	\$ 1,012,862	\$ 455,147	\$ 34,687
10/1/14	1	9	952,883	497,449	33,257
10/1/13	2	8	841,280	409,878	38,572
10/1/12	2	8	744,775	457,828	39,498
10/1/11	2	8	699,202	455,255	37,357
10/1/10	2	8	679,750	429,224	36,481
10/1/09	2	8	666,307	401,405	30,826
10/1/08	2	8	646,453	379,293	26,393
10/1/07	2	8	593,576	380,637	30,879
10/1/06	2	8	482,457	435,220	26,993

## ACTUARIAL GAINS AND LOSSES

The assumptions used to anticipate mortality, employment turnover, investment income, expenses, salary increases, and other factors have been based on long-range trends and expectations. Actual experience can vary from these expectations. The variance is measured by the gain and loss for the period involved. If significant long-term experience reveals consistent deviation from what has been expected and that deviation is expected to continue, the assumptions should be modified. The net actuarial gains (losses) for this and previous years are as follows:

A. Derivation of Actuarial Gain / (Loss)	
1. Unfunded Actuarial Accrued Liability (UAAL) Previous Valuation	\$ 497,449
2. Normal Cost (NC) Previous Valuation	33,257
3. Contributions Previous Year	85,547
4. Interest on:	
a. UAAL and NC	37,151
b. Contributions	749
c. Net Total: (a) - (b)	<u>36,402</u>
5. Expected UAAL Current Year Before Changes: (1) + (2) - (3) + (4)	481,561
6. Change Due to Plan Amendments	0
7. Change Due to Assumptions or Methods	0
8. Expected UAAL Current Year After Changes: (5)+(6)+(7)	481,561
9. Actual UAAL Current Year	<u>455,147</u>
10. Actuarial Gain/(Loss): (8) - (9)	26,414
B. Approximate Portion of Gain/(Loss) Due to Investments	27,825
C. Approximate Portion of Gain/(Loss) Due to Liabilities: (A)-(B)	\$ (1,411)

Year Ending	Actuarial Gain (Loss)
9/30/15	\$ 26,414
9/30/14	72,876
9/30/13	40,786
9/30/12	(12,304)
9/30/11	(38,103)
9/30/10	(48,460)
9/30/09	(41,341)
9/30/08	(129,503)
9/30/07	25,431
9/30/06	(5,458)

The investment return assumption has considerable impact on the cost of the Plan so it is important that it is in line with actual experience. The following table shows the fund earnings on actuarial value of assets compared to the assumed rates for the last few years:

Year Ended	Investment Rate of Return		Salary Increases
	Actual	Assumed	
9/30/15	6.6 %	7.0 %	N/A
9/30/14	10.6	8.0	N/A
9/30/13	8.7	8.0	N/A
9/30/12	3.7	8.0	N/A
9/30/11	1.9	8.0	N/A
9/30/10	2.6	8.0	N/A
9/30/09	2.6	8.0	N/A
9/30/08	(13.4)	8.0	N/A
9/30/07	13.7	8.0	N/A
9/30/06	7.2	8.0	N/A

<b>SCHEDULE OF FUNDING PROGRESS</b>						
<b>Actuarial Valuation Date</b>	<b>Actuarial Value of Assets: (a)</b>	<b>Actuarial Accrued Liability (AAL) (b)</b>	<b>Unfunded AAL (UAAL) (b)-(a)</b>	<b>Funded Ratio (a)/(b)</b>	<b>Covered Payroll (c)</b>	<b>UAAL As % of Covered Payroll [(b)-(a)]/(c)</b>
10/1/15	\$ 1,012,862	\$ 1,468,009	\$ 455,147	69.0 %	N/A	N/A
10/1/14	952,883	1,450,332	497,449	65.7	N/A	N/A
10/1/13	841,280	1,251,158	409,878	67.2	N/A	N/A
10/1/12	744,775	1,202,603	457,828	61.9	N/A	N/A
10/1/11	699,202	1,154,457	455,255	60.6	N/A	N/A
10/1/10	679,750	1,108,974	429,224	61.3	N/A	N/A
10/1/09	666,307	1,067,712	401,405	62.4	N/A	N/A
10/1/08	646,453	1,025,746	379,293	63.0	N/A	N/A
10/1/07	593,576	974,213	380,637	60.9	N/A	N/A
10/1/06	482,457	917,677	435,220	52.6	N/A	N/A



<b>WILTON MANORS FIREFIGHTERS RETIREMENT SYSTEM</b>		
<b>FASB NO. 35 INFORMATION AS OF OCTOBER 1</b>		
	<b>2015</b>	<b>2014</b>
<b>A. Actuarial Present Value of Accumulated Plan Benefits</b>		
1. Vested Benefits		
a. Members Currently Receiving Benefits	\$ 940,929	\$ 951,341
b. Terminated Vested Members	320,700	299,143
c. Other Members	205,022	198,450
d. Total	<u>1,466,651</u>	<u>1,448,934</u>
2. Non-Vested Benefits	0	0
3. Total: (1) + (2)	1,466,651	1,448,934
4. Accumulated Contributions of Active Members	N/A	N/A
<b>B. Statement of Change in Accumulated Plan Benefits</b>		
1. Total Value at Beginning of Year	1,448,934	1,242,599
2. Increase (decrease) during year attributable to:		
a. Plan Amendment	0	0
b. Change in actuarial assumptions & methods	0	172,616
c. Benefits paid and contribution refunds	(76,201)	(73,671)
d. Other, including latest member data, benefits accumulated and decrease in discount period	<u>93,918</u>	<u>107,390</u>
e. Net Increase	17,717	206,335
3. Total Value at End of Year	1,466,651	1,448,934
<b>C. Assumed Rate of Return</b>	7.00%	7.00%
<b>D. Market Value of Assets less Excess State Money</b>	935,243	1,044,756
<b>E. Funded Ratio</b>	63.8%	72.1%

**SCHEDULE OF CHANGES IN THE EMPLOYER'S  
NET PENSION LIABILITY AND RELATED RATIOS  
GASB Statement No. 67**

Fiscal year ending September 30,	<b>2016*</b>	<b>2015</b>
<b>Total pension liability</b>		
Service Cost	\$ 2,784	\$ 2,781
Interest	132,627	127,765
Benefit Changes	-	-
Difference between actual & expected experience	(7,955)	28,813
Assumption Changes		172,401
Benefit Payments	(88,484)	(76,201)
Refunds	(8)	-
<b>Net Change in Total Pension Liability</b>	38,964	255,559
<b>Total Pension Liability - Beginning</b>	1,944,090	1,688,531
<b>Total Pension Liability - Ending (a)</b>	\$ 1,983,054	\$ 1,944,090
<b>Plan Fiduciary Net Position</b>		
Contributions - Employer	\$ -	\$ -
Contributions - Non-Employer Contributing Entity	143,468	143,468
Contributions - Member	-	-
Net Investment Income	93,984	(78,303)
Benefit Payments	(88,484)	(76,201)
Refunds	(8)	-
Administrative Expense	(33,001)	(40,557)
Other	-	-
<b>Net Change in Plan Fiduciary Net Position</b>	115,959	(51,593)
<b>Plan Fiduciary Net Position - Beginning</b>	1,403,369	1,454,962
<b>Plan Fiduciary Net Position - Ending (b)</b>	\$ 1,519,328	\$ 1,403,369
<b>Net Pension Liability - Ending (a) - (b)</b>	463,726	540,721
<b>Plan Fiduciary Net Position as a Percentage</b>		
<b>of Total Pension Liability</b>	76.62 %	72.19 %
<b>Covered Employee Payroll**</b>	N/A	N/A
<b>Net Pension Liability as a Percentage</b>	\$ -	\$ -
<b>of Covered Employee Payroll**</b>	N/A	N/A

\* These figures are estimates only. Actual figures will be provided after the end of the fiscal year.

\*\* The Plan is not pay based, as the members are volunteer firefighters.

**SCHEDULE OF THE EMPLOYER'S NET PENSION LIABILITY**  
**GASB Statement No. 67**

FY Ending September 30,	Total Pension Liability	Plan Net Position	Net Pension Liability	Plan Net Position as a % of Total Pension Liability	Covered Payroll**	Net Pension Liability as a % of Covered Payroll**
2016*	\$ 1,983,054	\$ 1,519,328	\$ 463,726	76.62%	N/A	N/A
2015	\$ 1,944,090	\$ 1,403,369	\$ 540,721	72.19%	N/A	N/A
2014	\$ 1,688,531	\$ 1,454,962	\$ 233,569	86.17%	N/A	N/A

\* These figures are estimates only. Actual figures will be provided after the end of the fiscal year.

\*\* The Plan is not pay based, as the members are volunteer firefighters.

**SCHEDULE OF CONTRIBUTIONS**  
**GASB Statement No. 67**

<u>FY Ending</u> <u>September 30,</u>	<u>Actuarially</u> <u>Determined</u> <u>Contribution</u>	<u>Actual*</u> <u>Contribution</u>	<u>Contribution</u> <u>Deficiency</u> <u>(Excess)</u>	<u>Covered</u> <u>Payroll**</u>	<u>Actual Contribution</u> <u>as a % of</u> <u>Covered Payroll**</u>
2016*	\$ 78,859	\$ 143,468	\$ (64,609)	NA	NA
2015	80,349	143,468	(63,119)	NA	NA
2014	79,117	162,399	(83,282)	NA	NA

\* These figures are estimates only until actual figures are provided after the end of each fiscal year.

\*\* The Plan is not pay based, as the members are volunteer firefighters.

**NOTES TO SCHEDULE OF CONTRIBUTIONS**  
**GASB Statement No. 67**

**Valuation Date:** October 1, 2015

Notes Actuarially determined contribution rates are calculated as of the beginning of the fiscal year in which contributions are reported.

**Methods and Assumptions Used to Determine Contribution Rates:**

Actuarial Cost Method	Entry Age Normal
Amortization Method	Level Dollar, Closed
Remaining Amortization Period	19 years
Asset Valuation Method	5-year smoothed market
Salary Increases	N/A
Investment Rate of Return	7.00%
Retirement Age	Experience-based table of rates that are specific to the type of eligibility condition
Mortality	RP-2000 Combined Healthy Participant Mortality Table for males and females, plus a five-year age setforward for impaired mortality, and with mortality improvement projected to all future years after 2000 using Scale AA.

**Other Information:** See Discussion of Valuation Results on Page 1

**SINGLE DISCOUNT RATE  
GASB Statement No. 67**

A single discount rate of 7.00% was used to measure the total pension liability. This single discount rate was based on the expected rate of return on pension plan investments of 7.00%. The projection of cash flows used to determine this single discount rate assumed that employer contributions will be made at the actuarially determined contribution rates. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Regarding the sensitivity of the net pension liability to changes in the single discount rate, the following presents the plan's net pension liability, calculated using a single discount rate of 7.00%, as well as what the plan's net pension liability would be if it were calculated using a single discount rate that is 1-percentage-point lower or 1-percentage-point higher:

**Sensitivity of the Net Pension Liability to the Single Discount Rate Assumption\***

<b>Current Single Discount</b>				
<b>1% Decrease</b>		<b>Rate Assumption</b>	<b>1% Increase</b>	
<b>6.00%</b>		<b>7.00%</b>	<b>8.00%</b>	
\$	620,919	\$	463,726	\$ 332,590

\*These figures are estimates only. Actual figures will be provided after the end of the fiscal year.

## ACTUARIAL ASSUMPTIONS AND ACTUARIAL COST METHODS

### Assumptions

The active group is too small to provide statistically significant experience on which to base demographic assumptions. The retirement age assumption tracks the eligibility requirements for normal retirement. Mortality is based on a commonly used fully generational mortality table and projection scale.

#### A. Mortality

The fully generational RP-2000 Combined Healthy Mortality Tables for males and females, using Projection scale AA to project mortality improvement to all future years from the year 2000. Ages were set forward five years for disabled lives. Sample rates for non-disabled lives are shown below:

Sample Ages in 2015	% Mortality During the Year		Future Life Expectancy (years)	
	Men	Women	Men	Women
50	0.16%	0.13%	34.35	35.68
55	0.27%	0.24%	29.23	30.71
60	0.53%	0.47%	24.29	25.93
65	1.03%	0.90%	19.68	21.44
70	1.77%	1.55%	15.48	17.32
75	3.06%	2.49%	11.68	13.59
80	5.54%	4.13%	8.45	10.28
Ref:	506 x 1.00	507 x 1.00	924	923

#### B. Interest to be Earned by Fund

7% per direction from the Board of Trustees. The 7% rate is total return, compounded annually.

#### C. Allowances for Expenses

The average of actual expenses incurred during the prior four plan years.

#### D. Employee Withdrawal Rates

Samples Rates are shown below:

<u>Age</u>	<u>Males</u>	<u>Females</u>
20	7.5%	12.5%
25	5.0	7.5
30	3.5	5.0
35	2.5	3.5
40	1.5	2.5
45	1.0	1.5
50	0.5	1.0
55 & up	0.0	0.0

E. Disability Rates

Sample Rates are shown below:

<u>Age</u>	<u>Males</u>	<u>Females</u>
20	0.17%	0.34%
25	0.17	0.34
30	0.17	0.34
35	0.18	0.36
40	0.20	0.40
45	0.23	0.46
50	0.29	0.58
55	0.39	0.78
60 & up	0.00	0.00

F. Salary Increase Factors

N/A – Flat benefit, not salary related.

G. Inflation Rate

An implicit rate of 2.5% is assumed to be included in the assumed interest rate to be earned by the Fund (Item B.) as well as the assumed annual salary increase factor (Item F.).

H. Retirement Age

Participants are assumed to retire one half year after the valuation date at which they are first eligible for normal retirement. Participants who are beyond normal retirement date are assumed to retire one half year after the valuation date.

I. Valuation of Assets

Effective with the October 1, 2008 valuation, the assets are valued using an IRS approved smoothed market value without phase in, beginning with the market value at October 1, 2004, as if the method had always been in effect. It recognizes the difference between actual and expected investment income at the rate of 20% per year. The actuarial value of assets is calculated as market value minus unrecognized excesses (shortages) of actual investment income as compared to expected. Actual contributions and expenses are used to determine the expected return. The actuarial value of assets is further adjusted to the extent necessary to fall within the corridor of 80% to 120% of the fair market value of plan assets.

Excess State Money is excluded for funding purposes.

J. Cost Method Entry Age Normal Actuarial Cost Method.



K. Changes From Previous Valuation

The inflation rate was reduced from 3.50% to 2.50% in connection with decrease in assumed investment return from 8.0% to 7.0% last year.

## GLOSSARY OF TERMS

<i><b>Actuarial Accrued Liability (AAL)</b></i>	The difference between the Actuarial Present Value of Future Benefits, and the Actuarial Present Value of Future Normal Costs.
<i><b>Actuarial Assumptions</b></i>	Assumptions about future plan experience that affect costs or liabilities, such as: mortality, withdrawal, disablement, and retirement; future increases in salary; future rates of investment earnings; future investment and administrative expenses; characteristics of members not specified in the data, such as marital status; characteristics of future members; future elections made by members; and other items.
<i><b>Actuarial Cost Method</b></i>	A procedure for allocating the Actuarial Present Value of Future Benefits between the Actuarial Present Value of Future Normal Costs and the Actuarial Accrued Liability.
<i><b>Actuarial Equivalent</b></i>	Of equal Actuarial Present Value, determined as of a given date and based on a given set of Actuarial Assumptions.
<i><b>Actuarial Present Value (APV)</b></i>	The amount of funds required to provide a payment or series of payments in the future. It is determined by discounting the future payments with an assumed interest rate and with the assumed probability each payment will be made.
<i><b>Actuarial Present Value of Future Benefits (APVFB)</b></i>	The Actuarial Present Value of amounts which are expected to be paid at various future times to active members, retired members, beneficiaries receiving benefits, and inactive, nonretired members entitled to either a refund or a future retirement benefit. Expressed another way, it is the value that would have to be invested on the valuation date so that the amount invested plus investment earnings would provide sufficient assets to pay all projected benefits and expenses when due.
<i><b>Actuarial Valuation</b></i>	The determination, as of a valuation date, of the Normal Cost, Actuarial Accrued Liability, Actuarial Value of Assets, and related Actuarial Present Values for a plan. An Actuarial Valuation for a governmental retirement system typically also includes calculations of items needed for compliance with GASB, such as the Funded Ratio and the Annual Required Contribution (ARC).
<i><b>Actuarial Value of Assets</b></i>	The value of the assets as of a given date, used by the actuary for valuation purposes. This may be the market or fair value of plan assets or a smoothed value in order to reduce the year-to-year volatility of calculated results, such as the funded ratio and the actuarially required contribution (ARC).

<b><i>Amortization Method</i></b>	A method for determining the Amortization Payment. The most common methods used are level dollar and level percentage of payroll. Under the Level Dollar method, the Amortization Payment is one of a stream of payments, all equal, whose Actuarial Present Value is equal to the UAAL. Under the Level Percentage of Pay method, the Amortization Payment is one of a stream of increasing payments, whose Actuarial Present Value is equal to the UAAL. Under the Level Percentage of Pay method, the stream of payments increases at the rate at which total covered payroll of all active members is assumed to increase.
<b><i>Amortization Payment</i></b>	That portion of the plan contribution or ARC which is designed to pay interest on and to amortize the Unfunded Actuarial Accrued Liability.
<b><i>Amortization Period</i></b>	The period used in calculating the Amortization Payment.
<b><i>Annual Required Contribution (ARC)</i></b>	The employer's periodic required contributions, expressed as a dollar amount or a percentage of covered plan compensation, determined under GASB. The ARC consists of the Employer Normal Cost and Amortization Payment.
<b><i>Closed Amortization Period</i></b>	A specific number of years that is reduced by one each year, and declines to zero with the passage of time. For example if the amortization period is initially set at 30 years, it is 29 years at the end of one year, 28 years at the end of two years, etc.
<b><i>Employer Normal Cost</i></b>	The portion of the Normal Cost to be paid by the employer. This is equal to the Normal Cost less expected member contributions.
<b><i>Equivalent Single Amortization Period</i></b>	For plans that do not establish separate amortization bases (separate components of the UAAL), this is the same as the Amortization Period. For plans that do establish separate amortization bases, this is the period over which the UAAL would be amortized if all amortization bases were combined upon the current UAAL payment.
<b><i>Experience Gain/Loss</i></b>	A measure of the difference between the normal cost rate from last year and the normal cost rate from this year.
<b><i>Funded Ratio</i></b>	The ratio of the Actuarial Value of Assets to the Actuarial Accrued Liability.
<b><i>GASB</i></b>	Governmental Accounting Standards Board.
<b><i>GASB No. 67 and GASB No. 68</i></b>	These are the governmental accounting standards that set the accounting rules for public retirement systems and the employers that sponsor or contribute to them. Statement No. 68 sets the accounting rules for the employers that sponsor or contribute to public retirement systems, while Statement No. 67 sets the rules for the systems themselves.

<i>Normal Cost</i>	The annual cost assigned, under the Actuarial Cost Method, to the current plan year.
<i>Unfunded Actuarial Accrued Liability</i>	The difference between the Actuarial Accrued Liability and Actuarial Value of Assets.
<i>Valuation Date</i>	The date as of which the Actuarial Present Value of Future Benefits are determined. The benefits expected to be paid in the future are discounted to this date.

**SECTION III**  
**PENSION FUND INFORMATION**

**WILTON MANORS FIREFIGHTERS RETIREMENT SYSTEM**  
**STATEMENT OF ASSETS AT MARKET VALUE**  
**AS OF SEPTEMBER 30**

	2015	2014
Cash & Cash Equivalents	\$ 45,195	\$ 56,343
Investments		
Common Stock	677,205	811,927
Corporate bonds and notes	37,358	42,339
U.S. government securities	301,842	288,912
Mutual Funds	195,870	196,624
Total Investments	1,212,275	1,339,802
Total Cash & Investments	1,257,470	1,396,145
Receivables		
Contributions Receivable	143,468	57,830
Accrued Interest & Dividends	2,431	3,264
Liabilities		
Due to Brokers	0	2,277
Total Pension Funds Assets	1,403,369	1,454,962
Excess State Money	468,126	410,206
Net Assets Available for Benefits	935,243	1,044,756

**WILTON MANORS FIREFIGHTERS RETIREMENT SYSTEM  
INCOME AND DISBURSEMENTS  
FOR THE YEAR ENDED SEPTEMBER 30**

	2015	2014
A. Market Value as of Beginning of Year	\$ 1,454,962	\$ 1,236,463
B. Receipts During Period		
1. Contributions		
a. Employee	N/A	N/A
b. State	143,468	162,399
c. Total	<u>143,468</u>	<u>162,399</u>
2. Investment Earnings Allocation		
a. Interest & Dividends	37,854	32,303
b. Realized Gain/(Loss)	122,311	55,529
c. Unrealized Gain/(Loss)	<u>(238,468)</u>	<u>69,428</u>
d. Total	(78,303)	157,260
3. Total Receipts During Period	65,165	319,659
C. Disbursements During Period		
1. Benefits	76,201	73,671
2. Administrative Expenses	40,557	27,489
3. Total Disbursements During Period	116,758	101,160
D. Market Value as of End of Year	1,403,369	1,454,962
E. Excess State Money	468,126	410,206
F. Net Assets Available for Benefits	935,243	1,044,756

<b>Actuarial Value of Assets as of October 1,</b>		
	<b>2015</b>	<b>2014</b>
A. Market Value of Assets at Beginning of Year	1,454,962	1,236,463
B. Contributions	143,468	162,399
C. 1. Benefit Payments	76,201	73,671
2. Administrative Expenses	40,557	27,489
3. Total Disbursements	116,758	101,160
D. Expected Investment Income	102,782	101,367
E. Expected Assets End of Year: A+B-C+D	1,584,454	1,399,069
F. Actual Market Value at End of Year	1,403,369	1,454,962
G. Excess/(Shortfall) of Actual over Expected Assets: F-E		
1. From This Year	(181,085)	55,893
2. From One Year Ago	55,893	33,741
3. From Two Years Ago	33,741	101,085
4. From Three Years Ago	101,085	(67,600)
H. Decreasing Fractions of Excess/(Shortfall)		
1. 80% From This Year	(144,868)	44,714
2. 60% From One Year Ago	33,536	20,245
3. 40% From Two Years Ago	13,496	40,434
4. 20% From Three Years Ago	20,217	(13,520)
5. Total	(77,619)	91,873
I. Preliminary Actuarial Value of Assets as of EOY: F-H5	1,480,988	1,363,089
J. Market Value Corridor Adjustment		
1. 80% of Market Value	1,122,695	1,163,970
2. 120% of Market Value	1,684,043	1,745,954
3. Valuation Assets within Corridor	1,480,988	1,363,089
K. Adjustment for State Reserve	468,126	410,206
L. Net Actuarial Value of Assets	1,012,862	952,883
M. Net Market Value of Assets	935,243	1,044,756
N. Investment Gain/(Loss)		
1. Actual Investment Income: J3TY-J3LY+Disb-Contr	91,189	127,216
2. Expected Income: int * (L.LY+3/24(Base Contr)- 1/2(Disb))	63,364	64,111
3. Gain/(Loss): (1) - (2)	27,825	63,105



## INVESTMENT RATE OF RETURN

The investment rate of return has been calculated on the following bases:

- Basis 1: Market Value Basis** - interest, dividends, realized gains (losses) and unrealized appreciation (depreciation), divided by the weighted average of the market value of the fund during the year. This figure is normally called the Total Rate of Return.
- Basis 2: Valuation Asset Basis** - investment earnings recognized in the Actuarial Value of Assets divided by the weighted average of the Actuarial Value of Assets during the year.

Year Ended	Investment Rate of Return	
	Basis 1	Basis 2
9/30/2015	(5.6) %	6.6 %
9/30/2014	12.7	10.6
9/30/2013	11.4	8.7
9/30/2012	20.5	3.7
9/30/2011	(0.4)	1.9
9/30/2010	9.1	2.6
9/30/2009	0.9	2.6
9/30/2008	(13.4)	(13.4)
9/30/2007	13.7	13.7
9/30/2006	7.2	7.2
Average Compounded Rate of Return for:		
Last 3 Years	5.8 %	8.6 %
Last 5 Years	7.3 %	6.3 %
Last 10 Years	5.1 %	4.2 %

**SECTION IV**  
**MEMBER STATISTICS**

<b>WILTON MANORS FIREFIGHTERS RETIREMENT SYSTEM STATISTICAL DATA</b>			
	<b>10/1/15</b>	<b>10/1/14</b>	<b>10/1/13</b>
<b>Active Participants</b>			
Number	1	1	2
Averages			
Current Age	51.0	50.0	49.4
Age at Employment	26.2	26.2	23.2
Past Service	24.8	23.8	26.2
Service at Age 50	23.8	23.8	26.8
<b>Members Receiving Benefits</b>			
Number	5	5	3
Total Annual Pensions	\$ 76,201	\$ 76,201	\$ 47,892
Average Monthly Benefit	1,270	1,270	1,330
Average Current Age	58.2	57.2	59.0
<b>Terminated Members with Vested Benefits</b>			
Number	4	4	5
Total Annual Pensions	\$ 33,264	\$ 33,264	\$ 43,624
Average Monthly Benefit	693	693	727
Average Current Age	50.4	49.4	49.8

<b>WILTON MANORS FIREFIGHTERS RETIREMENT SYSTEM RECONCILIATION OF MEMBERSHIP DATA</b>	
Year Ended	9/30/15
<b>A. Active Members</b>	
1 Number Included in Last Valuation	1
2 Additions from Vested Terminated Members	0
3 Non-Vested Employment Terminations	0
4 Vested Employment Terminations	0
5 Service Retirements	0
6 Disability Retirements	0
7 Deaths	<u>0</u>
8 Number Included in This Valuation	1
<b>B. Terminated Vested Members</b>	
1 Number Included in Last Valuation	4
2 Transfer to Active Status	0
3 Lump Sum Payments	0
4 Payments Commenced	0
5 Deaths	0
6 Refunds	<u>0</u>
7 Number Included in This Valuation	4
<b>C. Service Retirees, Disability Retirees and Beneficiaries</b>	
1 Number Included in Last Valuation	5
2 Additions from Active Members	0
3 Additions from Terminated Vested Members	0
4 Deaths Resulting in No Further Payments	0
5 End of Certain Period - No Further Payments	<u>0</u>
6 Number Included in This Valuation	5

**SECTION V**  
**SUMMARY OF RETIREMENT PLAN PROVISIONS**

**WILTON MANORS FIREFIGHTERS RETIREMENT SYSTEM  
SUMMARY OF RETIREMENT PLAN PROVISIONS**

**Through Ordinance 904, Effective November 14, 2006**

A. Effective Date:

April 9, 1996.

B. Eligibility Requirements:

All active members of the Wilton Manors Volunteer Fire Department shall become participants on date of membership.

C. Credited Service:

Service in completed calendar months from date first served as an active member to the earlier of the participant's termination of service or actual retirement date.

D. Pensionable Compensation:

None. The plan benefits are not compensation related.

E. Normal Retirement:

Eligibility:

Earlier of (i) or (ii), where:

(i) is attainment of age 55, and

(ii) is attainment of age 50 and completion of 20 years of creditable service.

Monthly Benefit:

\$56 multiplied by years of creditable service (\$50 prior to Ordinance 904, effective 11/14/06).

F. Deferred Retirement:

Eligibility

Retirement after normal retirement date and approval by the Board.

Monthly Benefit:

The benefit is calculated in the same manner as normal retirement except it is based on years of creditable service at deferred retirement date.

G. Service-Connected Disability Benefit:

Eligibility: Unable to perform regular and continuous duties as a volunteer firefighter as a result of a service-connected injury, disease, or disability.

Benefit: Benefit in an amount equal to the normal retirement benefit which would have been paid at the participant's normal retirement date. The benefit is payable monthly for life, with 120 payments guaranteed (payable for life only as of the last valuation).

H. Pre-Retirement Death Benefit:

Eligibility: Death while an active volunteer firefighter.

Benefit: The participant's beneficiary shall be entitled to receive the participant's normal retirement benefit as if the member had retired on the date of death.

I. Vested Benefit Upon Termination:

Eligibility: At least 10 years of creditable service at date of termination. However, upon reaching normal retirement age, a participant will be 100% vested, regardless of service.

Benefit: The monthly benefit payable at normal retirement date equal to the benefit accrued to the date of termination.

J. Employee Contributions:

None.

K. Normal Form of Retirement Income:

The normal form of payment shall be a 10 year certain and life annuity.

Optional forms are available.

## **STATE REQUIREMENTS**

1. Copies of this Report are to be furnished to the Division of Retirement and the State Treasurer's Office within 60 days of receipt from the actuary, at the following addresses:

Division of Retirement  
Bureau of Local Retirement  
P.O. Box 9000  
Tallahassee, Florida 32315-9000

Division of Retirement  
Municipal Police Officers' and Firefighters'  
Retirement Trust Fund  
P.O. Box 3010  
Tallahassee, Florida 32315-3010

2. Contributions to the System -
  - (a) Employee contributions must be deposited to the fund on at least a monthly basis.
  - (b) City contributions must be deposited to the fund on at least a monthly basis.
  - (c) Premium tax refunds and any other revenues collected for this Plan must be deposited within 5 days of receipt by the City.
3. Information for employees -
  - (a) A written plan description is to be distributed to each member every two years.
  - (b) Pertinent actuarial and financial information is to be included as part of the written plan description distributed to members.