**Municipal Pension Oversight Board**
**Standard Operating Procedures**

| | |
|---|---|
| **Procedure Title:** | Allocation of Current and Expired Premium Tax |
| **Authored by:** | Blair Taylor and Les Smith |
| **Date Issued:** | **August 21, 2012** |
| **Approved by:** | Municipal Pensions Oversight Board August 20, 2012 |
| **Purpose:** | Documents the method by which the MPOB allocates the previous calendar years premium tax collections on September 1 of each year to the 53 participating municipal policemen's and firemen's pension and relief funds including the method by which the MPOB allocates the expired premium tax as per WV Code 8-22-19(e) (See Exhibit II-A). |

| **Responsibility:** | **Action:** |
|---|---|
| Insurance Commission | Collects funds for the 1% tax on premiums of fire and casualty insurance policies.<br><br>Transfers 65% of collections to the MPOB on a quarterly basis. (March, June, September and December) |
| MPOB Accountant | Check the 65% transfer from the Insurance Commission for accuracy. Compare the amount to previous quarters and years to ascertain reasonableness.<br><br>By June 30, prepare a Statement of Revenue and Expenses for the prior calendar year to obtain the net revenue amount to allocate. (See Exhibit II-B)<br><br>On September 1, the net revenue from the prior calendar year is allocated based on the number of eligible members and eligible retirees (including survivors). The eligible members and retirees are obtained from the Required Information Data Collection (RID) forms provided by the participating municipality treasurer and listed on the Allocation Summary (AS). |

| **Responsibility:** | **Action:** |
|---|---|
| MPOB Accountant | There are three separate allocations to be performed. The first allocation or Base Year, as per WV Code §33-3-14d, is based on total revenue collected during fiscal year ending June 30, 1996. The base year allocation amount is $8,709,689.42. |
| Executive Director | Reviews the WV Code to determine there is no change in the base year amount. |
| MPOB Accountant | 1). Assuming that in the future each calendar year collections will be at or above the $8,709,689.42, this amount will always be allocated first. The base year amount is allocated by taking the number of individual eligible active members of each municipal pension plan for the preceding fiscal year divided by the total of all eligible members of all municipal pension plans to obtain a pro-rata percentage which is then multiplied by the base year amount of $8,706,689.42.<br><br>2).The second allocation is performed by taking the total collections for the previous calendar year less the base year allocation amount of $8,706,689.42. This amount is referred to as the Excess Allocation. The Excess Allocation is distributed by combining the total of eligible members and eligible retirees from the preceding fiscal year to obtain a total number of members for each eligible municipal pension plan. The total number of members for each municipal pension plan is divided by the total number of eligible members and eligible retirees of all the municipal pension plans to obtain a pro-rata percentage which then is multiplied by the Excess Allocation amount. Combine the base year allocation subtotal and the Excess Allocation subtotal to arrive at the sub total amount of premium tax to be allocated to each municipal pension plan. (See Exhibit II-C)<br><br>3). The third allocation is the expired premium tax allocations or Expired Allocation. The expired amounts are allocated in the same way as the Excess Allocations. Combine the total eligible members and the total eligible retirees from the preceding fiscal year to obtain a total number of members for each municipality. The total number of members for each municipality, with the exception of those municipalities whose funds expired, is divided by the total number of eligible members and |

| **Responsibility:** | **Action:** |
|---|---|
| MPOB Accountant | eligible retirees of all the municipalities to obtain a pro-rata percentage which then is multiplied by the total expired premium tax allocation amount.<br><br>The Base Year Allocation, the Excess Allocation and the Expired Allocation together become the grand total amount that is allocated to each municipality. (See Exhibit II-C)<br><br>Sign and date the completed Allocation Summary spreadsheet (Exhibit II-C) and emails to the Executive Director for review. |
| MPOB Executive Director | Verifies the number of eligible members and eligible retirees. Verifies the Base Year Allocation, Excess Allocation and Expired Reallocation amounts. Checks the amount allocated to each municipality for accuracy. Once verified, electronically approves the document by sending to MPOB@wv.gov.<br><br>On or around September 1, prepare a letter/email along with the Allocation Summary (Exhibit II-C) notifying each municipality of their allocable portion with copies going to the MPOB Chairman, Vice Chairman, Secretary/Treasurer and MPOB@wv.gov. (See Exhibit II-D) |
| MPOB Administrative Assistant | Post letter/email along with Allocation Summary to website. |
| MPOB Accountant | Post the amounts allocated to each municipality as liabilities on MPOB's Balance Sheet. |

| **Responsibility:** | **Action:** |
|---|---|
| MPOB Accountant | Post the amounts allocated to each municipality along with the State's Share on the individual Municipal Invoice Schedule designed for processing payments through the State Auditor's Office. (See Exhibit II-E). File: Gov MPOB Shared(\\executive\dfs) (S:)/Municipal Pensions Board/Police and Fire Pension Funds (New)/ Sept (Year)/Allocation of Mun.Pension & Prot Fund Sept (Year). This schedule will automatically calculate the prorated state share of distribution based on the municipality contribution amounts entered. |

*WEST VIRGINIA CODE*

***§8-22-19. Levy to maintain fund.***

(a)(1) In order for a municipal policemen's or firemen's pension and relief fund to receive the allocable portion of moneys from the Municipal Pensions and Protection Fund established in section fourteen-d, article three, chapter thirty-three of this code and funds from the Municipal Pensions Security Fund created in section eighteen-b of this article, the governing body of the municipality shall levy annually and in the manner provided by law for other municipal levies and include within the maximum levy or levies permitted by law and, if necessary, in excess of any charter provision, a tax at such rate as will, after crediting: (A) The amount of the contributions received during the year from the members of the respective paid police department or paid fire department; and (B) the allocable portion of the Municipal Pensions and Protection Fund established in section fourteen-d, article three, chapter thirty-three of this code and funds from the Municipal Pensions Security Fund created in section eighteen-b of this article, provide funds equal to the amount necessary to meet the minimum standards for actuarial soundness as provided in section twenty of this article. The amount shall be irrevocably contributed, accumulated and invested as fund assets as described in sections twenty-one and twenty-two of this article. One twelfth of each municipality's annual contributions shall be deposited with the municipality's pension trust funds as fund assets on at least a monthly basis and any revenues received from any source by a municipality which are specifically collected for the purpose of allocation for deposit into the policemen's pension and relief fund or firemen's pension and relief fund shall be so deposited within five days of receipt by the municipality. Heretofore surplus reserves accumulated before the effective date of this section shall be irrevocably contributed, aggregated and invested as fund assets described in sections twenty-one and twenty-two of this article. Any actuarial deficiency arising under this section and section twenty of this article shall not be the obligation of the State of West Virginia.

(2) The levies authorized under the provisions of this section, or any part of them, may by the governing body be laid in addition to all other municipal levies and, to that extent, beyond the limit of levy imposed by the charter of the municipality; and the levies shall supersede and if necessary exclude levies for other purposes, where other purposes have not already attained priority, and within the limitations on taxes or tax levies imposed by the constitution and laws.

(b) The public corporations are authorized to take by gift, grant, devise or bequest any money or real or personal property on such terms as to the investment and expenditures thereof as may be fixed by the grantor or determined by the trustees.

(c) Notwithstanding provisions in section six of this article, in addition to all other sums provided for pensions in this section, it is the duty of every municipality in which any fund or funds have been or shall be established to assess and collect from each member of the paid police department or paid fire department or both each month, the sum of seven percent of the actual salary or compensation of such member; and the amount so collected shall become a regular part of the policemen's pension and relief fund, if collected from a policeman, and of the firemen's pension and relief fund, if collected from a fireman: Provided, That for members of the funds who are police officers or firefighters newly hired on

or after January 1, 2010, the municipality shall assess and collect nine and one-half percent of the actual salary or compensation. Only those funds for which the board of trustees has collected and paid the contributions as herein provided and meeting minimum standards for actuarial soundness shall be eligible to receive moneys from the additional fire and casualty insurance premium tax as provided in section fourteen-d, article three, chapter thirty-three of this code: Provided, however, That the board of trustees for each pension and relief fund may assess and collect from each member of the paid police department or paid fire department or both each month not more than an additional two and one-half percent of the actual salary or compensation of each member, but not to exceed nine and one-half percent total contribution: Provided further, That if any board of trustees decides to assess and collect any additional amount pursuant to this subdivision above the member contribution required by this section, then that board of trustees may not reduce the additional amount until the respective pension and relief fund no longer has any actuarial deficiency: And provided further, That if any board of trustees decides to assess and collect any additional amount, any board of trustees decision and any additional amount is not the liability of the State of West Virginia. Member contributions shall be deposited in the pension and relief fund within five days of being collected.

(d)(1) For the fiscal year beginning on July 1, 2010, and subject to provisions of subsection (c), section eighteen-b of this article and section fourteen-d, article three, chapter thirty-three of this code and for each fiscal year thereafter, the Municipal Pensions Oversight Board shall receive and retain the moneys allocated to the Municipal Pensions Security Fund until such time as the treasurer of the municipality applies for the allocable portion and certifies in writing to Municipal Pensions Oversight Board that:

(A) The municipality has irrevocably contributed the amount required under this section and section twenty of this article to the pension and relief fund for the required period; and

(B) The board of trustees of the pension and relief fund has made a report to the governing body of the municipality and to the oversight board on the condition of its fund with respect to the fiscal year.

(2) When the aforementioned application and certification are made, the allocable portion of moneys from the Municipal Pensions and Protection Fund, or the Municipal Pensions Security Fund, once established, shall be paid to the corresponding policemen's or firemen's pension and relief fund. Payment to a municipal pension and relief fund shall be made by electronic funds transfer.

(e) The State Auditor and the oversight board have the power, and the duty as each considers necessary, to perform or review audits on the pension and relief funds or to employ an independent consulting actuary or accountant to determine the compliance of the aforementioned certification with the requirements of this section and section twenty of this article. The expense of the audit or determination shall be paid from the portion of the Municipal Pensions and Protection Fund allocable to municipal policemen's and firemen's pension and relief funds or from the Municipal Pensions Security Fund *pursuant to provisions of subsection (c), section eighteen-b of this article. If the allocable portion of the Municipal Pensions and Protection Fund or the Municipal Pensions Security Fund is not paid to the pension and relief fund within eighteen months, the portion is forfeited by the pension and relief fund and is allocable to other eligible municipal policemen's and firemen's pension and relief funds in accordance with section fourteen-d, article three, chapter thirty-three of this code.*

Note: WV Code updated with legislation passed through the 2011 4th Special Session

# EXHIBIT II-B

## MUNICIPAL PENSIONS OVERSIGHT BOARD
## STATEMENT OF REVENUE AND EXPENSES
## 2019

| | January | February | March | April | May | June | July | August | September | October | November | December | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Revenue** | | | | | | | | | | | | | |
| Insurance Premium Tax | | | 5,000,000.00 | | | 5,000,000.00 | | | | 5,000,000.00 | | 5,000,000.00 | 20,000,000.00 |
| Interest on Investments | | | | | 2,733.04 | 3,392.92 | 2,859.61 | 2,908.41 | 2,663.23 | 2,674.13 | 2,539.09 | 2,554.42 | 22,324.85 |
| **Total Revenue** | 0.00 | 0.00 | 5,000,000.00 | 0.00 | 2,733.04 | 5,003,392.92 | 2,859.61 | 2,908.41 | 2,663.23 | 5,002,674.13 | 2,539.09 | 5,002,554.42 | 20,022,324.85 |
| **Expenses** | | | | | | | | | | | | | |
| Personal Services | | 11,996.03 | 7,500.00 | 7,500.00 | 6,753.97 | 7,500.00 | 7,600.00 | 7,600.00 | 7,600.00 | 13,100.00 | 14,767.00 | 16,434.00 | 108,351.00 |
| Increment | | | | | | | 522.50 | | | | | | 522.50 |
| FICA | | 545.09 | 544.77 | 544.77 | 816.99 | 544.77 | 590.51 | 550.53 | 550.40 | 922.00 | 1,049.52 | 1,176.62 | 7,835.97 |
| Public Employees Ins | | | 5.06 | 5.06 | 10.12 | 5.06 | 4.00 | 4.00 | 54.00 | 619.00 | 619.00 | 623.00 | 1,948.30 |
| Workers Comp | | | | 51.09 | | | 100.92 | | | | 149.57 | 12.29 | 313.87 |
| Pension & Retirement | | 937.51 | 937.50 | 937.50 | 1,406.25 | 937.50 | 1,177.76 | 1,102.00 | 1,102.00 | 1,899.50 | 2,141.22 | 2,382.94 | 14,961.68 |
| PEIA 1% | | | | | 900.00 | | | | | | | | 900.00 |
| OPEB | | | | | | | | | | 167.00 | 167.00 | 167.00 | 501.00 |
| **Total Salary & Benefits** | 0.00 | 13,478.63 | 8,987.33 | 9,038.42 | 9,887.33 | 8,987.33 | 9,995.69 | 9,256.53 | 9,306.40 | 16,707.50 | 18,893.31 | 20,795.85 | 135,334.32 |
| Office Expense | | 42.10 | 10.91 | | 29.19 | 34.97 | 9.00 | | | 3.67 | 279.09 | 896.86 | 1,305.79 |
| Printing & Binding | | | | | 43.00 | | | | | | | 98.60 | 141.60 |
| Office Rent | | | | | | 962.50 | | 1,779.76 | 889.88 | 889.88 | 889.88 | 889.88 | 6,301.78 |
| Telecommunications | | | | | | | | | | 240.74 | | 1,186.89 | 1,427.63 |
| Contractual & Professional | 0.00 | 0.00 | 507.50 | 19,513.00 | | 1,050.00 | 53,318.75 | | 26,610.00 | 38,527.00 | 37,478.00 | 161,920.00 | 338,924.25 |
| Travel | | | 222.36 | | 374.13 | 302.24 | 187.68 | 187.68 | | 446.76 | | 1,402.84 | 3,123.69 |
| Computer Services | | | | | | | 75.05 | | | 755.48 | | 634.80 | 1,465.33 |
| Machine Rentals | | | | | | | | | | 121.83 | | 656.11 | 777.94 |
| Insurance | | | | | | | 488.00 | | | 488.00 | | | 976.00 |
| Clothing & Household | | | | | | | | | | | | 12.70 | 12.70 |
| Advertising & Promotional | | | | | | | 4,173.24 | 10,037.43 | | | | | 14,210.67 |
| Training & Devlopment | | | | | | | | | | 1,048.57 | | | 1,048.57 |
| Postage & Freight | | | 31.68 | | 26.72 | 33.28 | 29.70 | 70.53 | | 70.14 | | 53.74 | 315.79 |
| Computer Supplies | | | | 5,174.91 | 320.00 | | | | | | | 638.29 | 6,133.20 |
| Miscellaneous Equipment | | | | | | | | | | | 369.15 | 3,795.40 | 4,164.55 |
| **Total Current Expense** | 0.00 | 42.10 | 772.45 | 24,687.91 | 793.04 | 2,382.99 | 58,281.42 | 12,075.40 | 27,499.88 | 42,592.07 | 39,016.12 | 172,186.11 | 380,329.49 |
| Leasehold Improvements | | | | | | | | | | | | | 0.00 |
| Other Interest & Penalties | | | | | | | | | | | | 1.32 | 1.32 |
| Medical Payments | | | 500.00 | | 1,550.00 | 950.00 | 900.00 | | | | 2,200.00 | 5,900.00 | 12,000.00 |
| Depreciation | | | | | | | 321.67 | 341.86 | 391.21 | 391.21 | 466.50 | 659.20 | 2,571.65 |
| **Total Expenses** | 0.00 | 13,520.73 | 10,259.78 | 33,726.33 | 12,230.37 | 12,320.32 | 69,498.78 | 21,673.79 | 37,197.49 | 59,690.78 | 60,575.93 | 199,542.48 | 530,236.78 |
| **Revenues over Expenses** | 0.00 | (13,520.73) | 4,989,740.22 | (33,726.33) | (9,497.33) | 4,991,072.60 | (66,639.17) | (18,765.38) | (34,534.26) | 4,942,983.35 | (58,036.84) | 4,803,011.94 | 19,492,088.07 |

Prepared By and Date: _____ Emailed To and Date: _____

Reviewed By and Date: _____ Emailed To and Date: _____

**EXHIBIT II-C**

**Municipal Pensions Oversight Board**
**Allocation Summary**
**Allocation of the Municipal Pension Security Fund**
**Pursuant to West Virginia Code 33-3-14d**
**1-Sep-20**

| | Base Year | | | Excess Allocation | | | | Expired Re-Allocation | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Department | Eligible* Members | Share | Subtotal | Eligible** Retirees | Total Share | Share | Subtotal | Members & Retirees | Share | Subtotal | Grand Total |
| **Full-Time Police Departments** | | | | | | | | | | | |
| Beckley | 47.08 | $5,011.36 | $235,934.72 | 48.50 | 95.58 | $2,826.43 | $270,149.98 | 95.58 | 76.01 | $7,265.42 | $513,350.12 |
| Belle | 3.67 | $5,011.36 | $18,391.68 | 5.00 | 8.67 | $2,826.43 | $24,505.13 | 8.67 | 76.01 | $659.04 | $43,555.85 |
| Bluefield | 21.08 | $5,011.36 | $105,639.42 | 26.00 | 47.08 | $2,826.43 | $133,068.23 | 47.08 | 76.01 | $3,578.74 | $242,286.39 |
| Charleston | 169.33 | $5,011.36 | $848,573.18 | 210.00 | 379.33 | $2,826.43 | $1,072,148.91 | 379.33 | 76.01 | $28,834.41 | $1,949,556.51 |
| Charles Town | 0.00 | $5,011.36 | $0.00 | 7.58 | 7.58 | $2,826.43 | $21,424.32 | 7.58 | 76.01 | $576.19 | $22,000.51 |
| Chester | 6.00 | $5,011.36 | $30,068.15 | 2.00 | 8.00 | $2,826.43 | $22,611.42 | 8.00 | 76.01 | $608.11 | $53,287.68 |
| Clarksburg | 43.58 | $5,011.36 | $218,394.96 | 43.58 | 87.16 | $2,826.43 | $246,351.46 | 87.16 | 76.01 | $6,625.38 | $471,371.81 |
| Dunbar*** | 16.08 | $5,011.36 | $80,582.63 | 11.00 | 27.08 | $2,826.43 | $76,539.67 | 27.08 | 76.01 | $2,058.46 | $159,180.76 |
| Elkins | 7.58 | $5,011.36 | $37,986.09 | 9.00 | 16.58 | $2,826.43 | $46,862.18 | 16.58 | 76.01 | $1,260.31 | $86,108.58 |
| Fairmont | 33.25 | $5,011.36 | $166,627.64 | 48.08 | 81.33 | $2,826.43 | $229,873.38 | 81.33 | 76.01 | $6,182.22 | $402,683.25 |
| Grafton | 5.83 | $5,011.36 | $29,216.21 | 5.67 | 11.50 | $2,826.43 | $32,503.92 | 11.50 | 76.01 | $874.16 | $62,594.30 |
| Huntington | 105.33 | $5,011.36 | $527,846.30 | 123.42 | 228.75 | $2,826.43 | $646,545.39 | 228.75 | 76.01 | $17,388.21 | $1,191,779.90 |
| Logan | 6.83 | $5,011.36 | $34,227.57 | 1.00 | 7.83 | $2,826.43 | $22,130.93 | 0.00 | 76.01 | $0.00 | $56,358.50 |
| Martinsburg | 48.17 | $5,011.36 | $241,397.10 | 37.58 | 85.75 | $2,826.43 | $242,366.20 | 85.75 | 76.01 | $6,518.20 | $490,281.50 |
| Morgantown | 60.83 | $5,011.36 | $304,840.88 | 56.00 | 116.83 | $2,826.43 | $330,211.58 | 116.83 | 76.01 | $8,880.72 | $643,933.18 |
| Moundsville | 17.42 | $5,011.36 | $87,297.85 | 13.75 | 31.17 | $2,826.43 | $88,099.76 | 31.17 | 76.01 | $2,369.36 | $177,766.97 |
| Nitro | 15.33 | $5,011.36 | $76,824.11 | 10.00 | 25.33 | $2,826.43 | $71,593.42 | 25.33 | 76.01 | $1,925.44 | $150,342.97 |
| Oak Hill | 12.75 | $5,011.36 | $63,894.81 | 4.00 | 16.75 | $2,826.43 | $47,342.67 | 16.75 | 76.01 | $1,273.24 | $112,510.71 |
| Parkersburg | 64.58 | $5,011.36 | $323,633.47 | 71.42 | 136.00 | $2,826.43 | $384,394.20 | 136.00 | 76.01 | $10,337.91 | $718,365.59 |
| Princeton | 18.50 | $5,011.36 | $92,710.12 | 17.50 | 36.00 | $2,826.43 | $101,751.41 | 36.00 | 76.01 | $2,736.51 | $197,198.03 |
| Point Pleasant | 7.00 | $5,011.36 | $35,079.50 | 6.00 | 13.00 | $2,826.43 | $36,743.56 | 0.00 | 76.01 | $0.00 | $71,823.07 |
| Saint Albans | 20.67 | $5,011.36 | $103,584.76 | 11.67 | 32.34 | $2,826.43 | $91,406.68 | 32.34 | 76.01 | $2,458.29 | $197,449.74 |
| South Charleston | 38.58 | $5,011.36 | $193,338.18 | 35.00 | 73.58 | $2,826.43 | $207,968.57 | 73.58 | 76.01 | $5,593.11 | $406,899.86 |
| Star City | 3.96 | $5,011.36 | $19,844.98 | 4.00 | 7.96 | $2,826.43 | $22,498.37 | 7.96 | 76.01 | $605.07 | $42,948.41 |
| Vienna | 16.83 | $5,011.36 | $84,341.15 | 11.00 | 27.83 | $2,826.43 | $78,659.49 | 27.83 | 76.01 | $2,115.47 | $165,116.11 |
| Weirton | 34.67 | $5,011.36 | $173,743.77 | 46.33 | 81.00 | $2,826.43 | $228,940.66 | 81.00 | 76.01 | $6,157.14 | $408,841.57 |
| Welch | 7.17 | $5,011.36 | $35,931.43 | 2.00 | 9.17 | $2,826.43 | $25,918.34 | 0.00 | 76.01 | $0.00 | $61,849.78 |
| Weston | 4.50 | $5,011.36 | $22,551.11 | 4.00 | 8.50 | $2,826.43 | $24,024.64 | 0.00 | 76.01 | $0.00 | $46,575.75 |
| Westover | 8.75 | $5,011.36 | $43,849.38 | 2.33 | 11.08 | $2,826.43 | $31,316.82 | 11.08 | 76.01 | $842.24 | $76,008.44 |
| Wheeling | 81.00 | $5,011.36 | $405,919.97 | 113.46 | 194.46 | $2,826.43 | $549,627.18 | 194.46 | 76.01 | $14,781.69 | $970,328.84 |
| Williamson | 5.67 | $5,011.36 | $28,414.40 | 7.08 | 12.75 | $2,826.43 | $36,036.96 | 12.75 | 76.01 | $969.18 | $65,420.53 |
| **Full-Time Fire Departments** | | | | | | | | | | | |
| Beckley | 39.42 | $5,011.36 | $197,547.72 | 52.17 | 91.59 | $2,826.43 | $258,872.54 | 91.59 | 76.01 | $6,962.13 | $463,382.38 |
| Bluefield | 16.25 | $5,011.36 | $81,434.56 | 36.00 | 52.25 | $2,826.43 | $147,680.86 | 52.25 | 76.01 | $3,971.73 | $233,087.16 |
| Charleston | 182.83 | $5,011.36 | $916,226.51 | 224.42 | 407.25 | $2,826.43 | $1,151,062.78 | 407.25 | 76.01 | $30,956.72 | $2,098,246.02 |
| Clarksburg | 42.17 | $5,011.36 | $211,328.95 | 58.67 | 100.84 | $2,826.43 | $285,016.99 | 100.84 | 76.01 | $7,665.26 | $504,011.20 |
| Fairmont | 40.79 | $5,011.36 | $204,413.28 | 60.08 | 100.87 | $2,826.43 | $285,101.79 | 100.87 | 76.01 | $7,667.54 | $497,182.60 |
| Huntington | 102.25 | $5,011.36 | $512,411.32 | 183.50 | 285.75 | $2,826.43 | $807,651.79 | 285.75 | 76.01 | $21,721.01 | $1,341,784.12 |

**EXHIBIT II-C**

**Municipal Pensions Oversight Board**
**Allocation Summary**
**Allocation of the Municipal Pension Security Fund**
**Pursuant to West Virginia Code 33-3-14d**
**1-Sep-20**

| Department | Base Year Eligible* Members | Base Year Share | Base Year Subtotal | Excess Allocation Eligible** Retirees | Excess Allocation Total Share | Excess Allocation Share | Excess Allocation Subtotal | Expired Re-Allocation Members & Retirees | Expired Re-Allocation Share | Expired Re-Allocation Subtotal | Grand Total |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Martinsburg | 36.00 | $5,011.36 | $180,408.87 | 32.00 | 68.00 | $2,826.43 | $192,197.10 | 68.00 | 76.01 | $5,168.96 | $377,774.93 |
| Morgantown | 46.50 | $5,011.36 | $233,028.13 | 53.33 | 99.83 | $2,826.43 | $282,162.30 | 99.83 | 76.01 | $7,588.48 | $522,778.91 |
| Moundsville | 5.00 | $5,011.36 | $25,056.79 | 17.00 | 22.00 | $2,826.43 | $62,181.41 | 22.00 | 76.01 | $1,672.31 | $88,910.51 |
| Parkersburg | 59.58 | $5,011.36 | $298,576.69 | 97.33 | 156.91 | $2,826.43 | $443,494.81 | 156.91 | 76.01 | $11,927.36 | $753,998.86 |
| South Charleston | 39.58 | $5,011.36 | $198,349.53 | 37.33 | 76.91 | $2,826.43 | $217,380.57 | 76.91 | 76.01 | $5,846.24 | $421,576.35 |
| Wheeling | 93.00 | $5,011.36 | $466,056.26 | 118.50 | 211.50 | $2,826.43 | $597,789.51 | 211.50 | 76.01 | $16,076.97 | $1,079,922.74 |
| **Full-Time/Part-Time Fire Departments** | | | | | | | | | | | |
| Dunbar | 13.75 | $5,011.36 | $68,906.17 | 19.92 | 33.67 | $2,826.43 | $95,165.83 | 33.67 | 76.01 | $2,559.39 | $166,631.39 |
| Elkins | 3.00 | $5,011.36 | $15,034.07 | 5.00 | 8.00 | $2,826.43 | $22,611.42 | 8.00 | 76.01 | $608.11 | $38,253.61 |
| Grafton | 4.92 | $5,011.36 | $24,655.88 | 4.00 | 8.92 | $2,826.43 | $25,211.74 | 8.92 | 76.01 | $678.05 | $50,545.66 |
| Logan | 8.00 | $5,011.36 | $40,090.86 | 2.00 | 10.00 | $2,826.43 | $28,264.28 | 10.00 | 76.01 | $760.14 | $69,115.28 |
| Nitro | 11.17 | $5,011.36 | $55,976.86 | 10.00 | 21.17 | $2,826.43 | $59,835.48 | 21.17 | 76.01 | $1,609.22 | $117,421.56 |
| Princeton | 13.00 | $5,011.36 | $65,147.65 | 14.25 | 27.25 | $2,826.43 | $77,020.16 | 27.25 | 76.01 | $2,071.38 | $144,239.19 |
| Saint Albans | 18.92 | $5,011.36 | $94,814.89 | 24.00 | 42.92 | $2,826.43 | $121,310.29 | 42.92 | 76.01 | $3,262.52 | $219,387.70 |
| Weirton | 21.17 | $5,011.36 | $106,090.44 | 16.58 | 37.75 | $2,826.43 | $106,697.65 | 37.75 | 76.01 | $2,869.53 | $215,657.63 |
| Weston | 1.00 | $5,011.36 | $5,011.36 | 4.00 | 5.00 | $2,826.43 | $14,132.14 | 0.00 | 76.01 | $0.00 | $19,143.50 |
| Williamson | 7.67 | $5,011.36 | $38,437.11 | 12.83 | 20.50 | $2,826.43 | $57,941.77 | 20.50 | 76.01 | $1,558.29 | $97,937.17 |
| **Totals** | **1,737.99** | | **$8,709,689.42** | **2,076.86** | **3,814.85** | | **$10,782,398.65** | **3,771.35** | | **286,675.59** | **$19,778,763.66** |

| | | | |
|---|---|---|---|
| **Total Allocation** | $ 20,022,324.85 | **Allocation to Police and Fire Pension** | **$19,492,088.07** |
| **Less CY2019 MPOB Expenses** | $ (530,236.78) | | |
| | | **FY1996 Allocation** | $8,709,689.42 |
| **Allocation to Police and Fire Pensions** | **$ 19,492,088.07** | **FY1996 Base Share** | $5,011.36 |
| | | **FY2020 Retiree Allocation** | $10,782,398.65 |
| | | **FY2020 Retiree Base Share** | $2,826.43 |

**Legend:**

* **For FY Ended 6/30/20 from Letter B on the Required Information Report for the September 2020 Allocation.**
** **For FY Ended 6/30/20 from Letter D on the Required Information Report for the September 2020 Allocation.**

Prepared By and Date: _____ Emailed By and Date: _____

Reviewed By and Date: _____ Emailed By and Date: _____

Earl Ray Tomblin
*Governor*

Stephen Neddo
*Chairman*

Blair M. Taylor
*Executive Director*

# Municipal Pensions Oversight Board

**Board Members**
John Kee,
*Vice Chairman*
David E. Palmer,
*Secretary/Treasurer*
Lisa Dooley
Jeffrey E. Fleck
Don Lucci
Craig Slaughter
Darren Williams
C. Seth Wilson

## Exhibit II-D

MEMORANDUM

To: Municipal Pension Board Secretaries
Municipal Treasurers

From: Blair Taylor
Executive Director

Date: September 1, 2020

Re: Municipal Pension September 2020 Allocation

The Municipal Pensions Oversight Board is pleased to announce the September 2020 Allocation for fiscal year ending June 30, 2021. Each of the 53 municipal pension and relief funds have been allocated funds per WV Code §33-3-14d(b)(2).

Attached is a breakdown of the $19,778,763.66 allocated to all municipal pension and relief funds based upon the number of average active eligible members in fiscal year 2019 and the average eligible retirees in fiscal year 2019 as reported by each municipal treasurer and municipal pension board secretary on or before July 31, 2020.

Annual Reports and the Certification Document signed by the Treasurer/Finance Director are required; the reports must be presented to your City Counsel prior to submission to the Municipal Pensions Oversight Board per WV Code § 8-22-19(d)(1)(B). Worksheets and instructions for all plans are posted on the MPOB's website, www.mpob.wv.gov . In addition, the Annual Report, Annual Report Instructions, and all packets with Applications and Worksheets will be sent via email to all municipal pension plan secretaries and municipal treasurers.

If you have any questions, please do not hesitate to contact the MPOB at 304 356-2422 or by email at MPOB@wv.gov.

c: file

**EXHIBIT II-E**

# WEST VIRGINIA MUNICIPAL PENSIONS OVERSIGHT BOARD

## 2020 SUMMARY REPORT FOR PENSION

**INVOICE#** anytownpo031321

**DATE INVOICE SUBMITTED:** 13-Mar-21 **Anytown Policemen's Pension Fund**

[X] Was the actuarial study completed by the MPOB's actuary?

[X] Is there a current annual report?

Municipality Share 342,522.20

State Share 410,130.34

| Date | Beginning Balance | Municipality Contribution | Percentage | State Distribution | Remaining Distribution |
|---|---|---|---|---|---|
| 13-Mar-21 | 410,130.34 | 342,522.20 | 100.00% | 410,130.34 | 0.00 |
| | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 |
| | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 |
| | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 |
| | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 |
| | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 |
| | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 |
| | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 |
| | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 |
| | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 |
| | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 |
| | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 |
| | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 |
| | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 |
| | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 |
| | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 |
| | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 |
| | | $342,522.20 | 100.00% | 410,130.34 | 0.00 |

OK

410130.34

Project # 10170

WVFIMS Vendor # 123456