

Pension Reminder Calendar

This calendar provides reminders for important pension plan filing deadlines and administrative tasks for local governments. It is intended to serve as a guideline and may not be comprehensive with regard to your specific municipal pension needs.

JANUARY

- January 1 valuation date for most pension plans (required at least biennially for municipalities on odd-numbered years and for counties on even-numbered years)
- Begin compiling prior year-end data (census, payroll, assets etc.) to submit to Mockenhaupt for preparing valuation and/or employee statements

MARCH

- Biennial Act 205 Actuarial Valuation Report forms due to be filed electronically with Department of Auditor General's Municipal Pension Reporting Program (MPRP) by the last business day (even-numbered years)
- Biennial Act 293 Actuarial Valuation Report forms due to be filed with Department of Auditor General's MPRP by the last business day (odd-numbered years)
- Form AG-385 due to be filed electronically with Department of the Auditor General's MPRP by last business day for municipalities eligible for state pension aid

APRIL

- Form AG-490 to be received by Department of the Auditor General before April 1 for municipalities eligible for ad hoc COLA reimbursement under Act 147 of 1988 (applicable to certain uniformed participants who retired before 1985)

JULY

- Complete Minimum Municipal Obligation (MMO) data worksheet and submit to Mockenhaupt if you'd like us to prepare your MMO for the following plan year

AUGUST

- Ad hoc COLA reimbursement checks distributed around mid-month for eligible municipalities under Act 147 of 1988 (applicable to certain uniformed participants who retired before 1985)
- Auditor General's MPRP sends municipalities Act 205 Recovery Program Election forms with new Distress Scores (even-numbered years)

SEPTEMBER

- MMO calculation of next year's contribution for all municipal pension plans must be submitted to governing body by end of month
- Municipal pension state aid distributed in last half of the month

OCTOBER

- Act 205 Declaration must be submitted to MPRP online by mid-month (odd-numbered years)
- Municipal pension state aid must be deposited to pension plans within 30 days of receipt

NOVEMBER

- Any revisions to MMO calculations should be made before the final municipal budget is adopted
- Act 205 Recovery Program Election form due to be filed with the MPRP by the end of the month (or December 1) for municipalities eligible for and electing any remedies (even-numbered years)

DECEMBER

- For Act 600 police pension plans, a resolution needs to be passed for next year if member contributions are going to be reduced below the mandated rate
- MMO must be paid by end of month to avoid interest penalty – remember to use the amount budgeted the preceding year and deduct any state aid already deposited into the plan. You can find a copy of your MMO in your File Cabinet folder on the Mockenhaupt FTP site.