



Memorandum

**TO: Police and Fire Department Retirement Plan
Board of Administration**

FROM: John Flynn

**SUBJECT: Administrative Budget vs Actual Expenses for
Fiscal Year-To-Date Quarter Ended December
31, 2024 (Accrual Basis)**

DATE: January 21, 2025

Attached is an itemized list of the Administrative and Professional Budget vs. Actual Expenses for the Police and Fire Department Retirement Plan for the fiscal year 2024-2025 quarter ending December 31, 2024. The Budget vs. Actual expenses represent all administrative and professional fees processed by the Plan, excluding benefit payments and investment related fees.

This budget vs. actual expense report ending December 31, 2024 has some notable variances: personnel expenses are lower than the quarterly budget due to staff vacancies. Non-personnel and professional services expenses are also lower than the quarterly budget due to the lag in receipt of invoices for fiduciary insurance and actuarial services. Overall expenses are within the approved annual budget for each category, even though there are overages in some line items. The approved budget is based on categories and not line items.

Certification

All Budgetary, Actual and Accrued expenditures for the fiscal year quarter ending December 31, 2024 were either approved by the Board or directly authorized by prior Board actions or policies.

Recommendation

Staff recommends acceptance of the Police and Fire Department Retirement Plan Administrative and Professional Budget vs. Actual & Accrued Expenses report for the fiscal year 2024-2025 quarter ending December 31, 2024.

John Flynn
Chief Executive Officer
Office of Retirement Services

**POLICE AND FIRE DEPARTMENT PLAN
BUDGET TO ACTUALS (ACCRUAL BASIS)
AS OF DECEMBER (Q2) FY 24-25**

MAJOR BUDGET CATEGORY											
Minor Budget Category	Q2 ACTUALS & ACCRUAL 2024/2025	YTD ACTUALS & ACCRUAL 2024/2025	MODIFIED BUDGET BASED ON QUARTERLY PORTION 2024/2025	QUARTERLY (OVER) UNDER BUDGET	QUARTERLY PERCENT- AGE USED	ANNUAL MODIFIED BUDGET 2024/2025	ANNUAL (OVER) UNDER BUDGET	ANNUAL PERCENT- AGE USED	ANNUAL MODIFIED BUDGET TO BNYM MV OF PLAN ASSETS IN BPS	YTD ACTUALS TO BNYM MV OF PLAN ASSETS IN BPS	
	(B)	(A)	(B1)	(B1) - (B)	(B) / (B1)	(A1)	(A1) - (A)	(A) / (A1)	as of 12/31/24 MV		\$ 5,654,093,583
PERSONNEL EXPENSES											
Permanent Staff Expense ¹	1,388,225	2,438,452	\$ 1,424,500	\$ 36,275	97%	\$5,698,000	\$ 3,259,548	43%			
TOTAL PERSONNEL EXPENSES	1,388,225	2,438,452	1,424,500	36,275	97%	5,698,000	3,259,548	43%	10.08	4.31	
NON-PERSONNEL / EQUIPMENT											
Rent	60,413	119,086	\$ 62,250	\$ 1,837	97%	249,000	129,914	48%			
Insurance ²	-	3,911	\$ 56,250	\$ 56,250	0%	225,000	221,089	2%			
IT Hardware/Software	8,986	66,224	\$ 32,500	\$ 23,514	28%	130,000	63,776	51%			
Postage and printing	15,256	21,862	\$ 16,250	\$ 994	94%	65,000	43,138	34%			
LRS - Annual Maintenance Fee	-	57,321	\$ 14,500	\$ 14,500	0%	58,000	680	99%			
Training and travel	6,286	12,019	\$ 8,750	\$ 2,464	72%	35,000	22,981	34%			
Other non-personnel and equipment	25,716	32,022	\$ 26,250	\$ 534	98%	105,000	72,978	30%			
TOTAL NON-PERSONNEL / EQUIPMENT	116,657	312,446	216,750	100,093	54%	867,000	554,554	36%	1.53	0.55	
PROFESSIONAL SERVICES											
Legal	163,742	199,156	\$ 170,250	\$ 6,508	96%	681,000	481,844	29%			
Actuary / actuarial audit ³	37,502	37,502	\$ 67,750	\$ 30,248	55%	271,000	233,498	14%			
External auditor	41,077	89,345	\$ 23,000	\$ (18,077)	179%	92,000	2,655	97%			
Temporary staffing agencies	38,206	68,693	\$ 36,125	\$ (2,081)	106%	144,500	75,807	48%			
Pension administration system	578	9,443	\$ 6,000	\$ 5,422	10%	24,000	14,557	39%			
Other professional services	17,547	60,394	\$ 20,875	\$ 3,328	84%	83,500	23,106	72%			
TOTAL PROFESSIONAL SERVICES	298,652	464,534	324,000	25,348	92%	1,296,000	831,466	36%	2.29	0.82	
MEDICAL PROVIDERS / SERVICES											
Medical Director & Support	77,766	135,890	\$ 90,000	\$ 12,234	86%	360,000	224,110	38%			
TOTAL MEDICAL PROVIDERS / SERVICES	77,766	135,890	90,000	12,234	86%	360,000	224,110	38%	0.64	0.24	
GRAND TOTAL	1,881,301	3,351,322	\$ 2,055,250	173,949	92%	\$ 8,221,000	\$ 4,869,678	41%	14.54	5.93	

Explanations are provided if the Quarterly variance is at least \$25,000 over/under budget and if the Annual variance is over compared to the annual budget.

¹ Permanent Staff Expense - Due to staff vacancies.

² Insurance - This fiduciary insurance is annual. The invoice has not been received yet.

³ Actuary / actuarial audit - Lag in receipt of invoices.

**POLICE & FIRE PLAN ASSET BUDGET SUMMARY
THROUGH Q2 FY24-25**

DESCRIPTION	IMPLEMENTATION												EXPENDED FY24-25 (TO-DATE)	EXPENDED PROJECT TO- DATE	% REMAINING IN BUDGET	
	BUDGET (ENTIRE 5 YEARS) *	EXPENDED FY14-15	EXPENDED FY15-16	EXPENDED FY16-17	EXPENDED FY17-18	EXPENDED FY18-19	EXPENDED FY19-20	EXPENDED FY20-21	EXPENDED FY21-22	EXPENDED FY22-23	EXPENDED FY23-24					
LRS																
IMPLEMENTATION SERVICES	\$ 2,482,640	\$ -	\$ 542,259	\$ 429,073	\$ 4,735	\$ 1,195,713	\$ 663,880	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,835,661	-14%	
PENSION ADMINISTRATION SYSTEM LICENSE FEE	180,000	-	132,927	-	-	-	-	-	-	-	-	-	-	132,927	26%	
SOFTWARE (COMMODITY) AND INSTALLATION	9,896	-	-	-	-	-	-	-	-	-	-	-	-	-	100%	
REPLACEMENT OF SYSTEM (INCLUDES POST IMPLEMENTATION COSTS)	313,430	-	16,212	-	-	-	90,400	37,500	37,500	37,500	75,000	38,750	332,862	-6%		
LRWL																
COUNSELING & ADVISE ON PROJECT ISSUES	539,750	58,933	186,253	148,080	236,473	260,755	121,576	-	-	-	-	-	1,012,069	-88%		
GRAND TOTAL	\$ 3,525,716	\$ 58,933	\$ 877,650	\$ 577,153	\$ 241,207	\$ 1,456,468	\$ 875,857	\$ 37,500	\$ 37,500	\$ 37,500	\$ 75,000	\$ 38,750	\$ 4,313,518	-22%		
ACCUMULATED ARMOTIZATION						\$ (133,809)	\$ (408,727)	\$ (412,979)	\$ (422,869)	\$ (428,565)	\$ (439,957)		\$ (2,246,905)			
GRAND TOTAL						\$ 1,322,660	\$ 467,130	\$ (375,479)	\$ (385,369)	\$ (391,065)	\$ (364,957)	\$ 38,750	\$ 2,066,613			

*Please note some budgeted items cannot be capitalized due to the types of services being provided. These items include Software Support Services, Pension Administration System Maintenance Fee, and Disaster Recovery Plan for a total budgeted amount of \$1,115,903 (or \$557,952 per Plan).