



Memorandum

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

FROM: Roberto L. Peña

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

DATE: April 16, 2024

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 2023-2024 quarter ending March 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 March 31, 2024, highlights some notable variances. While personnel, non-personnel, and professional expenses are in line with the quarterly budget, medical expenses went over due to payment for previous quarter invoices following the approval of the medical contract amendment. Despite the variances in specific line items, overall expenses remain within the approved annual budget for each category. The approved budget is based on categories and not line items.

Certification

All Budgetary, Actual and Accrued expenditures for the fiscal year quarter ending March 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 2023-2024 quarter ending March 31, 2024.

Roberto L. Peña
Chief Executive Officer
Office of Retirement Services

**POLICE AND FIRE DEPARTMENT PLAN
BUDGET TO ACTUALS (ACCRUAL BASIS)
AS OF MARCH (Q3) FY 23-24**

MAJOR BUDGET CATEGORY										
Minor Budget Category	Q3 ACTUALS & ACCRUAL 2023/2024	YTD ACTUALS & ACCRUAL 2023/2024	MODIFIED BUDGET BASED ON QUARTERLY PORTION 2023/2024	QUARTERLY (OVER) UNDER BUDGET	QUARTERLY PERCENT- AGE USED	ANNUAL MODIFIED BUDGET 2023/2024	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 03/31/24 MV	\$ 5,339,396,146
PERSONNEL EXPENSES										
Permanent Staff Expense ¹	1,155,246	3,536,502	\$ 1,248,000	\$ 92,754	93%	\$4,992,000	\$ 1,455,498	71%		
TOTAL PERSONNEL EXPENSES	1,155,246	3,536,502	1,248,000	92,754	93%	4,992,000	1,455,498	71%	9	7
NON-PERSONNEL / EQUIPMENT										
Rent	78,903	196,194	\$ 57,500	\$ (21,403)	137%	230,000	33,806	85%		
Insurance ²	-	3,802	\$ 64,000	\$ 64,000	0%	256,000	252,199	1%		
IT Hardware/Software	21,244	60,106	\$ 32,500	\$ 11,256	65%	130,000	69,894	46%		
Postage and printing	15,668	33,603	\$ 16,250	\$ 582	96%	65,000	31,397	52%		
LRS - Annual Maintenance Fee	-	54,591	\$ 13,750	\$ 13,750	0%	55,000	409	99%		
Training and travel	4,446	17,410	\$ 7,500	\$ 3,054	59%	30,000	12,590	58%		
Other non-personnel and equipment	18,616	41,266	\$ 23,250	\$ 4,634	80%	93,000	51,734	44%		
TOTAL NON-PERSONNEL / EQUIPMENT	138,876	406,971	214,750	75,874	65%	859,000	452,029	47%	2	1
PROFESSIONAL SERVICES										
Legal ³	132,501	351,583	\$ 194,250	\$ 61,749	68%	777,000	425,417	45%		
Actuary / actuarial audit	70,272	224,085	\$ 72,500	\$ 2,228	97%	290,000	65,915	77%		
External auditor	12,028	102,634	\$ 27,500	\$ 15,472	44%	110,000	7,366	93%		
Temporary staffing agencies	16,920	81,609	\$ 33,000	\$ 16,080	51%	132,000	50,391	62%		
Pension administration system	766	16,149	\$ 8,500	\$ 7,734	9%	34,000	17,851	47%		
Other professional services	11,275	15,050	\$ 15,000	\$ 3,725	75%	60,000	44,950	25%		
TOTAL PROFESSIONAL SERVICES	243,762	791,110	350,750	106,988	69%	1,403,000	611,890	56%	3	1
MEDICAL PROVIDERS / SERVICES										
Medical Director & Support ⁴	138,330	269,912	\$ 90,000	\$ (48,330)	154%	360,000	90,088	75%		
TOTAL MEDICAL PROVIDERS / SERVICES	138,330	269,912	90,000	(48,330)	154%	360,000	90,088	75%	1	1
GRAND TOTAL	1,676,213	5,004,495	\$ 1,903,500	227,287	88%	\$ 7,614,000	\$ 2,609,505	66%	14	9

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 Legal - Due to lag in receipt of invoices.

⁴ Medical Director & Support - Includes payment from previous quarter. Annual amount is within budget.

**POLICE & FIRE PLAN ASSET BUDGET SUMMARY
THROUGH Q3 FY23-24**

DESCRIPTION	IMPLEMENTATION 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 (TO-DATE)	EXPENDED PROJECT TO- DATE	% REMAINING IN BUDGET
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 5 YEARS POST IMPLEMENTATION COSTS)	313,430	-	16,212	-	-	-	90,400	37,500	37,500	37,500	37,500	256,612	18%
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	\$ 37,500	\$ 4,237,268	-20%
ACCUMULATED ARMOTIZATION						\$ (133,809)	\$ (408,727)	\$ (412,979)	\$ (422,869)	\$ (428,565)		\$ (1,806,948)	
GRAND TOTAL						\$ 1,322,660	\$ 467,130	\$ (375,479)	\$ (385,369)	\$ (391,065)	\$ 37,500	\$ 2,430,320	

*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).