

## MINUTES

The Firefighters' Pension Trust Fund Board of Trustees held a special meeting on August 10, 2011, at 201 Howell Avenue, Council Chambers, Brooksville, Florida.

**PRESENT:** Regina Martin, Chairperson; Paul Babcock, Vice-Chairman; Wayne Sufficool, Secretary; William Kaplan, Member; Joseph Keefer, Member; Susan Mae McCrary, Adm. Asst.; Jeannine Bettinger and Richard Cristini, of Davidson, Jamieson and Cristini, CPA.

**CALL TO ORDER:** Meeting called to Order by Chairperson Martin at 6:01 p.m.

### **MINUTES- JUNE 28, 2011**

**Motion:** Motion to approve Minutes as written made by Joe Keefer; seconded by Wayne Sufficool; voted upon and carried unanimously.

### **AUDIT OF THE FUND**

Richard Cristini, CPA., Davidson, Jamieson and Cristini, presented the financial statements as of September 30, 2010.

He went over the statements page by page starting with the Independent Auditor's report. He explained Statutes and Internal Revenue Codes relating to what is required of the audit and how various areas were tested during the audit. Asset and Liabilities were explained. A Description of the Plan is also contained in the audit. He explained the information in detail for the benefit of the new members of the Board. During the audit no problems were found with the city's part and all information from the city, the Board's consultants and the State are confirmed in writing.

He stated that the receivables were down which was attributed to the reduction in the excise tax monies which is in partial due to the economy. He advised that there are plans that have received no supplement. It has not been a good year for many of the plans statewide. Investments market value has gone up; appreciation/depreciation have gone from a negative \$45, 000 in 2009 to a positive \$251, 643 in 2010. State and city contributions have gone up. He went over the deductions/expenses for the year

He explained tax provisions in foreign investments varies from country to country and it is often hard to recoup the rebates. He stated that when the forms are filed by the custodian and if money is not received back within 90 days, you probably will not get it.

Unfunded liability was discussed. He stated that according to new accounting standards this should be recorded on the city's balance sheet. The city sets benefit levels and the Board is in charge of setting the accepted actuarial method, which is entry age normal; this is the means to gather those funds. The Actuarial Accrued Liability which in this case is \$5.7 million represents present value of the obligation to pay off the benefit to the death of the last beneficiary. If the city rescinds the ordinance and they do the calculations, this is the amount that they have to pay. The plan has to stay funded for thirty years.

He then went over the Memorandum of Internal Control. There were two areas of concern. The first was Foreign Tax Withholdings and reclaims. The Board should require the custodian file for the withholdings and reclaims. The second concern was that trade transactions be reported by the custodian on a trade date basis as required by accounting standards, and any pending trades be reported at the end of the fiscal year. He explained each to the Board. The accounting recommendation is that the custodian, Salem Trust, be notified as such.

After discussion the Board felt that Salem Trust be accountable and report to the Board at the next meeting. They requested that Lynn Skinner be notified and be present at the next meeting of the Board in September.

**Motion:** Motion by Paul Babcock to have the custodian attend the September 22, 2011 meeting; seconded by Joe Keefer, voted upon and carried.

**Motion:** Motion by Joe Keefer to accept the audit as written; seconded by Bill Kaplan; voted upon and carried.

**FIREFIGHTERS' PENSION TRUST FUND BOARD OF TRUSTEES**

**August 10, 2011**

**AGREEMENT FOR ACCOUNTING SERVICES**

Richard Cristini advised that the agreement was originally prepared by Scott Christiansen and that this is just an update containing the new fees.

Motion: Motion made by Paul Babcock to accept the new contract; seconded by Joe Keefer; voted upon and carried.

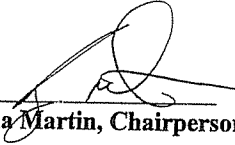
**ITEMS TO BE HANDLED BOARD MEMBERS**

Bill and Paul asked about the fiduciary insurance will be at the next meeting. Susan advised it will be at the next meeting on September 22, 2011.

**ADJOURNMENT:**

There being no further business to come to the Board the meeting was adjourned.

**Motion:** Motion to adjourn at made by Joe Keefer at 7:00 p.m., seconded by William Kaplan, voted and carried to adjourn.



**Regina Martin, Chairperson**

typed: Susan Mae McCrary