

MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM OF LA

EXPENSES	BUDGET 7/01/15 - 6/30/16	Month Aug-15	Fiscal YTD 7/01/15-08/31/15	Fiscal Budgeted As of 08/31/15	YTD DIFF \$	YTD DIFF %
BLDG AND GROUND MAINTENANCE	\$20,680	\$1,062	\$2,301	\$3,446.67	(\$1,145)	11.13%
OFFICE EQUIP. & MAINTENANCE	\$56,680	\$5,745	\$10,125	\$9,446.67	\$678	17.86%
HOSPITALIZATION INSURANCE	\$85,000	\$6,669	\$10,317	\$14,166.67	(\$3,849)	12.14%
INSURANCE	\$75,000	\$0	\$0	\$12,500.00	(\$12,500)	0.00%
OFFICE SUPPLIES	\$50,000	\$7,774	\$11,997	\$8,333.33	\$3,664	23.99%
AUDIT SERVICES	\$90,600	\$0	\$0	\$15,100.00	(\$15,100)	0.00%
PROFESSIONAL SERVICES	\$10,000	\$350	\$1,280	\$1,666.67	(\$387)	12.80%
ACTUARIAL	\$89,220	\$7,435	\$14,870	\$14,870.00	\$0	16.67%
LEGAL - ADMINISTRATIVE	\$5,000	\$643	\$725	\$833.33	(\$108)	14.50%
EMPLOYER RETIREMENT	\$160,455	\$9,822	\$19,525	\$26,742.50	(\$7,217)	12.17%
TRAVEL-BOARD MEETINGS- CONVENTIONS	\$45,000	\$1,926	\$2,736	\$7,500.00	(\$4,764)	6.08%
SALARIES	\$812,428	\$49,730	\$98,863	\$135,404.67	(\$36,542)	12.17%
UTILITIES/TELECOMMUNICATIONS	\$21,000	\$1,653	\$3,431	\$3,500.00	(\$69)	16.34%
<b>TOTAL OPERATING EXPENSES</b>	\$1,521,063	\$92,808	\$176,171	\$253,511	(\$77,339)	11.58%
<b>CAPITAL EQUIPMENT &amp; SERVICES</b>	\$15,000	\$0	\$1,830	\$2,500	(\$670)	12.20%
<b>TOTAL EXPENSES</b>	\$1,536,063	\$92,808	\$178,001	\$256,011	(\$78,009)	11.59%
<b>OPERATING ACCT BALANCE AS OF 08/31/15:</b>	<b>\$286,870</b>					
<b>GRAY SEXTON</b>	\$12,000	\$1,651	\$5,878	\$1,000	\$4,878	48.98%

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## NON-BUDGETED EXPENSES

<b>EXPENSES</b>	<b>Month August-15</b>	<b>FISCAL YTD 7/1/14 - 06/30/16</b>
<b>LEGAL EXPENSES - Fletcher (2/12)</b>	\$16,524	\$16,524
<b>LEGAL EXPENSES - Gainseville (9/13)</b>	\$0	\$0
<b>LEGAL EXPENSES - SAIL (12/13)</b>	\$0	\$0
<b>LEGAL EXPENSES - Tremont (12/13)</b>	\$0	\$418
<b>TOTAL OTHER EXPENSES</b>	\$16,524	\$16,942

MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM

BUILDING ADDITION  
DETAILED COSTS

Contractor	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Total To Date
Architect - Lionel Bailey	6,895.00	21,356.11	8,266.92	8,266.92	10,333.65	2,756.00	689.00	1,033.00	930.06	1,208.08	930.06	930.06	930.06			62,664.80
Builder - Acadiana Const.							11,400.00	13,984.00	39,425.00		214,780.75		170,446.15			450,035.90
Landscape - Ryan Cole			2,375.00		9,025.00											11,400.00
Audio/Visual - TSG																0.00
Landscape Lighting -																0.00
Int. Design - Oatley Lavine													19,400.00			19,400.00
Breland Custom Woodwrk Security System										1,227.00		8,000.00				1,711.00
Appliances																0.00
Miscellaneous																
Survey			3,500.00													3,500.00
Soil Testing				3,600.00												3,600.00
Printing		25.00	30.00	25.00	40.00	1,270.55			12.63							1,403.18
Permits						253.16										253.16
AIA Documents							49.98									49.98
<b>TOTAL TO DATE</b>	<b>6,895.00</b>	<b>21,381.11</b>	<b>14,171.92</b>	<b>11,891.92</b>	<b>19,398.65</b>	<b>4,279.71</b>	<b>12,138.98</b>	<b>13,984.00</b>	<b>40,470.63</b>	<b>1,227.00</b>	<b>215,988.83</b>	<b>9,414.06</b>	<b>190,776.21</b>	<b>0.00</b>	<b>0.00</b>	<b>554,018.02</b>

**Municipal Employees Retirement System  
General Ledger**

**For the Period From Aug 1, 2015 to Aug 31, 2015**

Account Description	Date	Reference	Trans Description	Debit Amt	Credit Amt	Balance
<b>Building &amp; Ground Maint.</b>						
	8/7/15	2866	All Seasons - Monthly lawn service	180.00		
	8/7/15	BAT08150299	Jani-King of Baton Rouge - Cleaning service	528.52		
	8/13/15	44052	Lighting Maintenance - Light and ballast replacement	66.00		
	8/13/15	1601667572	Progressive Waste Solutions of - Garbage service	104.19		
	8/24/15	306256	Allied Systems - Quarterly security service	102.00		
	8/24/15	128415	Baton Rouge Air Conditioning & - Repair a/c insulation	81.00		
			<b>Current Period Change</b>	<b>1,061.71</b>		<b>1,061.71</b>
<b>Building Addition</b>						
	8/7/15	Payment #6	Acadiana Constructors, Inc. - Exterior Doors	12,500.00		
	8/7/15	Payment #6	Acadiana Constructors, Inc. - Retainage		4,136.50	
	8/7/15	Payment #6	Acadiana Constructors, Inc. - Windows	30,580.00		
	8/7/15	Payment #6	Acadiana Constructors, Inc. - Electrical	2,150.00		
	8/7/15	Payment #6	Acadiana Constructors, Inc. - Rough Carpentry	15,200.00		
	8/7/15	Payment #6	Acadiana Constructors, Inc. - General Requirements & E	1,900.00		
	8/7/15	Payment #6	Acadiana Constructors, Inc. - Fire Sprinklers	5,000.00		
	8/7/15	Payment #6	Acadiana Constructors, Inc. - HVAC	15,400.00		
	8/24/15	Payment #7	Acadiana Constructors, Inc. - Fire Sprinklers	45,850.00		
	8/24/15	Payment #7	Acadiana Constructors, Inc. - Allowances at existing buil	975.00		
	8/24/15	Payment #7	Acadiana Constructors, Inc. - Retainage		4,834.35	
	8/24/15	Payment #7	Acadiana Constructors, Inc. - Insulation	5,850.00		
	8/24/15	Payment #7	Acadiana Constructors, Inc. - C/O #3	750.00		
	8/24/15	Payment #7	Acadiana Constructors, Inc. - General Requirements & E	1,900.00		
	8/24/15	Payment #7	Acadiana Constructors, Inc. - C/O #1	1,350.00		
	8/24/15	Payment #7	Acadiana Constructors, Inc. - Earthwork & Drainage	1,500.00		
	8/24/15	Payment #7	Acadiana Constructors, Inc. - New & Existing shingle roc	36,354.00		
	8/24/15	Payment #7	Acadiana Constructors, Inc. - Windows	2,158.00		
	8/25/15	5272	Lionel F. Bailey, AIA - Construction Phase	930.06		
	8/31/15	Carpet 8-31-15	Dana Oatley - Deposit - carpet new building	7,750.00		
	8/31/15	Drapes 8-31-15	Beth Levine - Deposit - Fabric for drapes for new building	11,650.00		
			<b>Current Period Change</b>	<b>199,747.06</b>	<b>8,970.85</b>	<b>190,776.21</b>

**Municipal Employees Retirement System  
General Ledger**

**For the Period From Aug 1, 2015 to Aug 31, 2015**

Account Description	Date	Reference	Trans Description	Debit Amt	Credit Amt	Balance
<b>Equip &amp; Maint.</b>						
	8/7/15	66429	CMA Technology Solutions - Firewall/virus protection rer	1,391.75		
	8/13/15	66627	CMA Technology Solutions - Program change estimates	93.75		
	8/13/15	66547	CMA Technology Solutions - AS400 Hosting	1,400.00		
	8/13/15	66551	CMA Technology Solutions - Computer/software/email tr	741.00		
	8/19/15	55412	Bizzuka - Website hosting	170.00		
	8/19/15	66702	CMA Technology Solutions - Laser check programming i	31.25		
	8/25/15	215666	Advanced Office Systems - Copier Maintenance	166.04		
	8/31/15	15218723	Canon Financial Services, Inc. - Monthly copier lease	269.00		
	8/31/15	332569	GBS - Monthly file storage	1,482.09		
			<b>Current Period Change</b>	<b>5,744.88</b>		<b>5,744.88</b>
<b>Hospitalization Insurance</b>						
	8/3/15	151980012032	Blue Cross & Blue Shield of LA - Health Insurance Prem	5,130.60		
	8/3/15	August 2015	LA Municipal Risk Management - Dental premium	112.20		
	8/4/15	ACH 8/4/15	- August Health Insurance premium		562.21	
	8/7/15	August 2015	Vantage Health Plan - Health Insurance Premium	310.74		
	8/14/15	267	Monica Guidry	167.74		
	8/14/15	268	Joyceelyn M. Gunby	295.21		
	8/14/15	273	Susita A. Suire	220.71		
	8/31/15	274	Monica Guidry	167.74		
	8/31/15	275	Joyceelyn M. Gunby	295.21		
	8/31/15	280	Susita A. Suire	220.71		
	8/31/15	July 2015	Vantage Health Plan - July health insurance premium	310.74		
			<b>Current Period Change</b>	<b>7,231.60</b>	<b>562.21</b>	<b>6,669.39</b>
<b>Dues and Subscriptions</b>						
	8/4/15	AICPA 15-16	Nancy LaGarde - AICPA Membership renewal 7/2015-7/	355.00		
			<b>Current Period Change</b>	<b>355.00</b>		<b>355.00</b>
<b>Office Expense</b>						
	8/7/15	66473	CMA Technology Solutions - Printer ribbons	105.52		
	8/7/15	905521512	Community Coffee Company - Coffee service	99.00		
	8/7/15	6706857 07241	Kentwood Springs - Water filtering	40.33		
	8/7/15	Light Bulbs	Warren Ponder - Office lamp light bulbs	16.22		
	8/7/15	Hand soap	Warren Ponder - Office handsoap	12.60		
	8/7/15	Kitchen supplies	Warren Ponder - Kitchen supplies	89.21		
	8/7/15	5502781873	Pitney Bowes Inc - Postage meter ink/sealer	265.18		
	8/7/15	291	Quality Office Products & Serv - Printer toner	185.24		
	8/13/15	89665	Absolute Document Destruction - Document Shredding	45.00		

**Municipal Employees Retirement System  
General Ledger**

**For the Period From Aug 1, 2015 to Aug 31, 2015**

Account Description	Date	Reference	Trans Description	Debit Amt	Credit Amt	Balance
	8/13/15	2393326	Economical Janitorial & Paper - Supplies/paper	310.03		
	8/19/15	784899565	Office Depot Credit Plan - Supplies	59.94		
	8/25/15	8/15/15	Capital One N.A. - Domain 5 year renewal	64.95		
	8/31/15	2396673	Economical Janitorial & Paper - Copy paper/supplies	321.71		
	8/31/15	6706857	Kentwood Springs - Water filtering	40.33		
	8/31/15	8/26/15	Warren Ponder - Kitchen/bathroom supplies	47.86		
			<b>Current Period Change</b>	<b>1,703.12</b>		<b>1,703.12</b>
<b>Printing Expense</b>						
	8/19/15	2393170	Economical Janitorial & Paper - Window envelopes	216.21		
			<b>Current Period Change</b>	<b>216.21</b>		<b>216.21</b>
<b>Postage Expense</b>						
	8/7/15	August 2015	Reserve Account - Postage	1,000.00		
	8/31/15	Postage 8-31-15	DMS Mail Management - Postage deposit for member st	4,500.00		
			<b>Current Period Change</b>	<b>5,500.00</b>		<b>5,500.00</b>
<b>TOTAL OFFICE EXPENSES</b>						<b>7,774.33</b>
<b>Federal Tax Expense</b>						
	8/14/15	267	Payroll	38.89		
	8/14/15	268	Payroll	38.14		
	8/14/15	269	Payroll	45.88		
	8/14/15	270	Payroll	66.02		
	8/14/15	271	Payroll	72.62		
	8/14/15	272	Payroll	50.69		
	8/14/15	273	Payroll	53.89		
	8/31/15	274	Payroll	38.89		
	8/31/15	275	Payroll	38.14		
	8/31/15	276	Payroll	45.88		
	8/31/15	277	Payroll	66.02		
	8/31/15	278	Payroll	81.28		
	8/31/15	279	Payroll	50.69		
	8/31/15	280	Payroll	53.89		
			<b>Current Period Change</b>	<b>740.92</b>		<b>740.92</b>

**Municipal Employees Retirement System**  
**General Ledger**  
**For the Period From Aug 1, 2015 to Aug 31, 2015**

Account Description	Date	Reference	Trans Description	Debit Amt	Credit Amt	Balance
<b>Professional Services</b>						
	8/7/15	6098	D J Scimeca Jr., MD - Richard Brooks	350.00		
	8/13/15	4995	R. Gray Sexton - Professional services	1,651.40		
			<b>Current Period Change</b>	<b>2,001.40</b>		<b>2,001.40</b>
<b>Legal Administrative</b>						
	8/13/15	8/6/15	Tarcza & Associates - IRS qualification legal services	642.50		
			<b>Current Period Change</b>	<b>642.50</b>		<b>642.50</b>
<b>Legal Expense</b>						
	8/31/15	14634	Preis Gordon - Fletcher legal services thru 8/25/15	16,524.41		
			<b>Current Period Change</b>	<b>16,524.41</b>		<b>16,524.41</b>
<b>Actuarial</b>						
	8/31/15	2015-08	G.S. Curran & Co., Ltd. - Monthly Actuarial	7,435.00		
			<b>Current Period Change</b>	<b>7,435.00</b>		<b>7,435.00</b>
<b>Retirement ER</b>						
	8/14/15	267	Employer Retirement-Payroll	496.59		
	8/14/15	268	Employer Retirement-Payroll	461.22		
	8/14/15	269	Employer Retirement-Payroll	624.91		
	8/14/15	270	Employer Retirement-Payroll	899.23		
	8/14/15	271	Employer Retirement-Payroll	989.16		
	8/14/15	272	Employer Retirement-Payroll	690.39		
	8/14/15	273	Employer Retirement-Payroll	690.39		
	8/31/15	274	Employer Retirement-Payroll	496.59		
	8/31/15	275	Employer Retirement-Payroll	461.22		
	8/31/15	276	Employer Retirement-Payroll	899.23		
	8/31/15	277	Employer Retirement-Payroll	1,107.04		
	8/31/15	278	Employer Retirement-Payroll	690.39		
	8/31/15	279	Employer Retirement-Payroll	690.39		
	8/31/15	280	Employer Retirement-Payroll	690.39		
			<b>Current Period Change</b>	<b>9,821.66</b>		<b>9,821.66</b>

**Municipal Employees Retirement System  
General Ledger**

**For the Period From Aug 1, 2015 to Aug 31, 2015**

Account Description	Date	Reference	Trans Description	Debit Amt	Credit Amt	Balance
<b>Travel-Conv. Regis.</b>						
	8/7/15	2015 LAPERS (LAPERS - 2015 LAPERS Convention Board Registration	Current Period Change	800.00		800.00
				800.00		
<b>Travel-Conv. Regis.</b>						
	8/7/15	2015 LAPERS (LAPERS - 2015 LAPERS Convention Staff Registration		200.00		
	8/25/15	2015 Registratic LAPERS - 2015 Conference - Suire	Current Period Change	100.00		300.00
				300.00		
<b>Travel-Hotel</b>						
	8/5/15	2014 Education LMA - 2014 MERS Educational Conference-hotel for Mayor Carroll Bree			1,456.70	
	8/31/15	8/20/15 Brd Mtg Embassy Suites - August 20th Board Meeting - Vice, Sai	Current Period Change	470.00		-986.70
				470.00	1,456.70	
<b>Travel-Hotel</b>						
	8/7/15	2015 LMA Conv Susita Suire - Hotel - Suire & Gunby	Current Period Change	223.74		223.74
				223.74		
<b>Travel-Meals</b>						
	8/25/15	8/19/15 - Educa Warren Ponder - Actuarial Education		47.75		
	8/25/15	Aug 2015 Brd M Warren Ponder - August 20th Board Meeting	Current Period Change	132.77		180.52
				180.52		
<b>Travel-Meals</b>						
	8/7/15	2015 LMA Conv Susita Suire - Meals - Suire & Gunby	Current Period Change	86.82		86.82
				86.82		
<b>Travel-Mileage</b>						
	8/25/15	August 2015 Brd Mayor Carroll Breaux - Mileage		356.50		
	8/25/15	Aug 15 Brd Mtg Mayor Clarence R. Fields - Mileage		167.90		
	8/25/15	Aug 2015 Brd M Andrea Mahfouz - Mileage		157.55		
	8/25/15	Aug 2015 Brd M Michael Sands - Mileage		77.63		
	8/25/15	Aug 2015 Brd M Ms. Claire Sarradet - Mileage		10.70		
	8/25/15	Aug 2015 Brd M Ms. Mary O. Vice - Mileage	Current Period Change	188.03		958.31
				958.31		
<b>Travel-Mileage</b>						
	8/7/15	LMA 2015	Joycelyn Gunby - 2015 LMA Convention mileage	42.55		
	8/7/15	2015 LMA Conv Warren Ponder - 2015 LMA Convention - Mileage		238.05		
	8/7/15	2015 LMA Conv Susita Suire - 2015 LMA Convention mileage	Current Period Change	82.23		362.83
				362.83		



**Municipal Employees Retirement System  
General Ledger**

**For the Period From Aug 1, 2015 to Aug 31, 2015**

Account Description	Date	Reference	Trans Description	Debit Amt	Credit Amt	Balance
<b>Travel-Per Diem</b>						
	8/25/15	August 2015 Brd Mayor Carroll Breaux - August 20th Board Meeting		75.00		
	8/25/15	Aug 15 Brd Mtg Mayor Clarence R. Fields - August 20th Board Meeting		75.00		
	8/25/15	Aug 2015 Brd M Andrea Mahfouz - August 20th Board Meeting		75.00		
	8/25/15	Aug 2015 Brd M Michael Sands - August 20th Board Meeting		75.00		
	8/25/15	Aug 2015 Brd M Ms. Claire Sarradet - August 20th Board Meeting		75.00		
	8/25/15	Aug 2015 Brd M Ms. Mary O. Vice - August 20th Board Meeting		75.00		
	8/25/15	Aug 2015 Brd M Ronnie C. Harris - August 20th Board Meeting		75.00		
		Current Period Change		525.00		525.00
<b>TOTAL TRAVEL EXPENSES</b>						<b>1,925.52</b>
<b>Salaries Expense</b>						
	8/14/15	267	Payroll	2,514.38		
	8/14/15	268	Payroll	2,335.29		
	8/14/15	269	Payroll	3,164.12		
	8/14/15	270	Payroll	4,553.04		
	8/14/15	271	Payroll	5,008.38		
	8/14/15	272	Payroll	3,495.67		
	8/14/15	273	Payroll	3,495.67		
	8/31/15	274	Payroll	2,514.38		
	8/31/15	275	Payroll	2,335.29		
	8/31/15	276	Payroll	3,164.12		
	8/31/15	277	Payroll	4,553.04		
	8/31/15	278	Payroll	5,605.28		
	8/31/15	279	Payroll	3,495.67		
	8/31/15	280	Payroll	3,495.67		
			Current Period Change	49,730.00		49,730.00
<b>Utilities Expense</b>						
	8/3/15	7/16/15	Cox Communications - Internet/cable/phone	618.94		
	8/13/15	105004146582	Entergy Gulf States, Inc. - Electricity	562.08		
	8/19/15	8/7/15	Cox Communications - Phone - 800 number/fax	192.73		
	8/25/15	8/17/15	B.R. Water Company - Water/sewerage	256.21		
	8/25/15	8/13/15	B.R. Water Company - Irrigation water service	23.31		
			Current Period Change	1,653.27		1,653.27

**Municipal Employees Retirement System**  
**Account Register**  
**For the Period From Aug 1, 2015 to Aug 31, 2015**  
**10200 - Capital One Checking Account**

Filter Criteria includes: Report order is

Date	Trans No	Type	Trans Desc	Deposit Amt	Withdrawal Amt	Balance
			Beginning Balance			592,871.63
8/26/13	0827	Deposit	Sydney L. James	50.00		592,921.63
8/4/14	0804	Deposit	Insurance - MERS Retirees	562.21		593,483.84
8/10/15	31345	Withdrawal	Acadiana Constructors, Inc.		78,593.50	514,890.34
8/10/15	31346	Withdrawal	All Seasons		180.00	514,710.34
8/10/15	31347	Withdrawal	CMA Technology Solutions		1,497.27	513,213.07
8/10/15	31348	Withdrawal	Community Coffee Company		99.00	513,114.07
8/10/15	31349	Withdrawal	Jani-King of Baton Rouge		528.52	512,585.55
8/10/15	31350	Withdrawal	Joycelyn Gunby		42.55	512,543.00
8/10/15	31351	Withdrawal	Kentwood Springs		40.33	512,502.67
8/10/15	31352	Withdrawal	LAPERS		1,000.00	511,502.67
8/10/15	31353	Withdrawal	Pitney Bowes Inc		265.18	511,237.49
8/10/15	31354	Withdrawal	Reserve Account		1,000.00	510,237.49
8/10/15	31355	Withdrawal	Quality Office Products & Serv		185.24	510,052.25
8/10/15	31356	Withdrawal	D J Scimeca Jr., MD		350.00	509,702.25
8/10/15	31357	Withdrawal	Susita Suire		392.79	509,309.46
8/10/15	31358	Withdrawal	Vantage Health Plan		310.74	508,998.72
8/11/15	0811	Deposit	Pat Farris	50.00		509,048.72
		Deposit	Linda Lively	50.00		509,098.72
8/11/15	31359	Withdrawal	G.S. Curran & Co., Ltd.		7,435.00	501,663.72
8/13/15	0813	Deposit	Sallie Spears	50.00		501,713.72
8/14/15	267	Withdrawal	Payroll		1,895.84	499,817.88
8/14/15	268	Withdrawal	Payroll		1,946.26	497,871.62
8/14/15	269	Withdrawal	Payroll		2,349.50	495,522.12
8/14/15	270	Withdrawal	Payroll		3,139.22	492,382.90
8/14/15	271	Withdrawal	Payroll		2,284.34	490,098.56
8/14/15	272	Withdrawal	Payroll		2,439.58	487,658.98
8/14/15	273	Withdrawal	Payroll		2,549.10	485,109.88
8/14/15	31360	Withdrawal	Absolute Document Destruction		45.00	485,064.88
8/14/15	31361	Withdrawal	CMA Technology Solutions		2,234.75	482,830.13
8/14/15	31362	Withdrawal	Economical Janitorial & Paper		310.03	482,520.10
8/14/15	31363	Withdrawal	Entergy Gulf States, Inc.		562.08	481,958.02
8/14/15	31364	Withdrawal	Lighting Maintenance		66.00	481,892.02
8/14/15	31365	Withdrawal	Progressive Waste Solutions of		104.19	481,787.83
8/14/15	31366	Withdrawal	R. Gray Sexton		1,651.40	480,136.43
8/14/15	31367	Withdrawal	Tarcza & Associates		642.50	479,493.93
8/14/15	ACH 8/15	Withdrawal	State of La. Deferred Compensa		1,575.00	477,918.93
8/14/15	ACH 8/15	Withdrawal	United States Treasury		4,255.07	473,663.86
8/18/15	0818	Deposit	LMA	1,456.70		475,120.56
8/19/15	31253V	Withdrawal	Ronnie C. Harris		-75.00	475,195.56
8/19/15	31368	Withdrawal	Nancy LaGarde		355.00	474,840.56
8/19/15	31369	Withdrawal	Warren Ponder		424.97	474,415.59
8/19/15	31370	Withdrawal	Bizzuka		170.00	474,245.59
8/19/15	31371	Withdrawal	CMA Technology Solutions		31.25	474,214.34
8/19/15	31372	Withdrawal	Cox Communications		192.73	474,021.61
8/19/15	31373	Withdrawal	Economical Janitorial & Paper		216.21	473,805.40
8/19/15	31374	Withdrawal	Office Depot Credit Plan		59.94	473,745.46
8/25/15	31375	Withdrawal	Advanced Office Systems		166.04	473,579.42
8/25/15	31376	Withdrawal	Lionel F. Bailey, AIA		930.06	472,649.36
8/25/15	31377	Withdrawal	Blue Cross & Blue Shield of LA		330.60	472,318.76
8/25/15	31378	Withdrawal	Mayor Carroll Breaux		431.50	471,887.26
8/25/15	31379	Withdrawal	B.R. Water Company		279.52	471,607.74
8/25/15	31380	Withdrawal	Capital One N.A.		139.95	471,467.79
8/25/15	31381	Withdrawal	Cox Communications		772.13	470,695.66

**Municipal Employees Retirement System**  
**Account Register**  
**For the Period From Aug 1, 2015 to Aug 31, 2015**  
**10200 - Capital One Checking Account**

Filter Criteria includes: Report order is

<b>Date</b>	<b>Trans No</b>	<b>Type</b>	<b>Trans Desc</b>	<b>Deposit Amt</b>	<b>Withdrawal Amt</b>	<b>Balance</b>
8/25/15	31382	Withdrawal	G.S. Curran & Co., Ltd.		7,435.00	463,260.66
8/25/15	31383	Withdrawal	Mayor Clarence R. Fields		242.90	463,017.76
8/25/15	31384	Withdrawal	Louisiana Department of Revenue		1,724.48	461,293.28
8/25/15	31385	Withdrawal	LAPERS		100.00	461,193.28
8/25/15	31386	Withdrawal	Andrea Mahfouz		232.55	460,960.73
8/25/15	31387	Withdrawal	Michael Sands		152.63	460,808.10
8/25/15	31388	Withdrawal	Ms. Claire Sarradet		85.70	460,722.40
8/25/15	31389	Withdrawal	Vantage Health Plan		310.74	460,411.66
8/25/15	31390	Withdrawal	Ms. Mary O. Vice		263.03	460,148.63
8/31/15	274	Withdrawal	Payroll		1,895.84	458,252.79
8/31/15	275	Withdrawal	Payroll		1,946.26	456,306.53
8/31/15	276	Withdrawal	Payroll		2,349.50	453,957.03
8/31/15	277	Withdrawal	Payroll		3,139.22	450,817.81
8/31/15	278	Withdrawal	Payroll		2,653.55	448,164.26
8/31/15	279	Withdrawal	Payroll		2,439.58	445,724.68
8/31/15	280	Withdrawal	Payroll		2,549.10	443,175.58
8/31/15	31391	Withdrawal	Acadiana Constructors, Inc.		91,852.65	351,322.93
8/31/15	31392	Withdrawal	Allied Systems		102.00	351,220.93
8/31/15	31393	Withdrawal	Baton Rouge Air Conditioning &		81.00	351,139.93
8/31/15	31394	Withdrawal	Canon Financial Services, Inc.		269.00	350,870.93
8/31/15	31395	Withdrawal	Dana Oatley		7,750.00	343,120.93
8/31/15	31396	Withdrawal	DMS Mail Management		4,500.00	338,620.93
8/31/15	31397	Withdrawal	Economical Janitorial & Paper		321.71	338,299.22
8/31/15	31398	Withdrawal	Embassy Suites		470.00	337,829.22
8/31/15	31399	Withdrawal	GBS		1,482.09	336,347.13
8/31/15	31400	Withdrawal	Kentwood Springs		40.33	336,306.80
8/31/15	31401	Withdrawal	Beth Levine		11,650.00	324,656.80
8/31/15	31402	Withdrawal	Preis Gordon		16,524.41	308,132.39
8/31/15	31403	Withdrawal	LA Municipal Risk Management		112.20	308,020.19
8/31/15	31404	Withdrawal	Vantage Health Plan		621.48	307,398.71
8/31/15	ACH 8/31	Withdrawal	State of La. Deferred Compensa		1,575.00	305,823.71
8/31/15	ACH 8/31	Withdrawal	M.E.R.S.		14,546.02	291,277.69
8/31/15	ACH 8/31	Withdrawal	United States Treasury		4,407.44	286,870.25
<b>Total</b>					<b>2,218.91</b>	<b>308,220.29</b>

**Municipal Employees Retirement System**  
**Account Register**  
**For the Period From Aug 1, 2015 to Aug 31, 2015**  
**10300 - Capital One Educational Confer**

Filter Criteria includes: Report order is by Date.

Date	Trans No	Type	Trans Desc	Deposit Amt	Withdrawal Amt	Balance
			Total	<hr/> <hr/>	<hr/> <hr/>	

MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM OF LOUISIANA (MERS)  
CORPORATE CREDIT CARD POLICY

Corporate Credit Card

1. MERS will only have one corporate credit card with a set credit limit of \$20,000.
2. When the credit card is not being used, it shall be kept in a locked cabinet.
3. A sign out sheet will be maintained to show who currently has the credit card, the date it was checked out, purpose for use of the credit card, the date the credit card was returned to the locked cabinet and who the receipt was given to in the accounting department.
4. The account number should NOT be stored on any system, personal computer or email account. Under no circumstances should the card verification code be stored.
5. There will be a monthly review of all credit card charges and will be completed by the Accountant and CFO.
6. Written annual verification will be provided to the Executive Director and Board of Trustees.

Authorized Users

Only MERS employees are eligible to use the MERS corporate credit card to pay for preapproved purchases.

Approved Uses

1. Corporate credit card purchases are for preapproved MERS business purposes only.
2. When practical, corporate checks should be used instead of the credit card. Credit cards are intended for purchases from a vendor that does not accept checks, purchases for amounts that cannot be determined prior to a transaction, purchases made during travel or for emergency purchases.
3. The corporate credit card may never be used for cash advances for any reason, may never be used for personal purchases and may never be used to purchase alcohol or tobacco products.
4. The corporate credit card shall only be possessed on an overnight basis by the Executive Director or CFO, unless prior approval is received from the Executive Director or Board of Trustees.

Violations of Credit Card Policy:

In the event that the corporate credit card is used for an unauthorized purchase due to an inadvertent mistake, reimbursement to MERS by the employee is due immediately upon knowledge of the mistake. An employee may be suspended or terminated upon multiple occurrences of unauthorized purchases charged to the corporate credit card. An employee's right to use the credit card may be revoked by the Executive Director or CFO at any time.

Documentation

1. The employee using the corporate credit card must provide the Accountant with proper documentation supporting each purchase (e.g. an itemized receipt) and must also state the business purpose of the charge. Each receipt must list any and all persons who were in attendance at a business function in which the credit card was used.
2. If the credit card charge is due to travel, receipts of all charges must be submitted to the Accountant within 24 hours of the user's return to the office.
3. The Accountant will ensure that all submitted receipts are properly attached to an 8 1/2" x 11" sheet of paper to reduce subsequent misplacing of the receipt.
4. In the event that the employee loses their receipt, they must prepare a Certification of Expenses Statement, certifying the charge, (see attachment example) which will be given to the Accountant. This may not be a recurring event.

#### Reconciliation of Monthly Credit Card Statement

The monthly corporate credit card statement will immediately be given to the Accountant, who will:

1. Match the individual credit card receipts to the monthly credit card statement
2. Determine the purchases were approved
3. Ensure the business purposes are documented, as well as any other persons present at any event/meal.
4. Code the purchases to the correct expense accounts

#### Payment of Credit Card Charges

1. The entire balance of the corporate credit card invoice shall be paid within the grace period as set forth in the card member agreement for each billing cycle.
2. The Accountant prepares a check for payment of outstanding credit card charges after completing all steps in the reconciliation of monthly credit card statement.
3. The CFO reviews the credit card statement, receipts, business purposes and coding. The CFO's signature on the statement indicates that she has provided a final review of all charges appearing on the statement and that all charges are proper and authorized.

CERTIFICATION OF EXPENSES

I, \_\_\_\_\_, do hereby acknowledge that the following expenses were incurred (insert details of transaction and business purpose).

Although I do not have receipts for this transaction, I do hereby certify that the transactions and amounts are each just and true in all respects and were solely related to the business being conducted on behalf of MERS.

<u>Date of Transaction</u>	<u>Merchant Name or Transaction Description</u>	<u>Amount</u>
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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM OF LOUISIANA

7937 Office Park Boulevard • Baton Rouge, LA 70809

Telephone: (225) 925-4810 • (800) 820-1137 • Fax: (225) 925-4816

[www.mersla.com](http://www.mersla.com)





## TIMELINE FOR NEW CHIEF INVESTMENT OFFICER SEARCH

Get approval from the Board of Trustees to place an ad for a Chief Investment Officer in the Advocate, Times Picayune, and Pensions & Investments. Also placing the ad on MERS' website.

Receive resumes until 2 weeks after the ads end.

Staff will review all resumes and choose the 3 best candidates to be interviewed by the Board of Trustees.

Interviews will be scheduled no later than the November 19<sup>th</sup> Board meeting.

Background, reference, credit check, and drug test on selected candidate.

Offer of employment to candidate.

Municipal Employees' Retirement System of Louisiana (MERS) is seeking a highly qualified Chief Investment Officer (CIO) to oversee the systems' \$850 million investment portfolio.

The CIO will be responsible for communicating with the Executive Director and Board of Trustees on issues affecting policies, asset allocation, performance, trading practices, benchmarks, peer group comparisons, and new investment opportunities and styles. The CIO will operate as a liaison between MERS and all investment professionals and direct the Request for Proposals (RFP) process to select investment managers and investment consultants.

Qualified applicants must have a bachelor's degree in business administration, finance, economics, or related field. Qualified applicants must also have significant experience in institutional investment management with exposure to several major asset classes. CFA designation and/or MBA is preferred. The applicant must possess strong critical thinking, communication and interpersonal skills with in-depth understanding of investment management, investment analysis and financial market theory. Minimum of 5 years of responsible investment-related professional experience, preferably in public sector pension administration, retirement administration or investment consulting.

Anticipated salary range is \$115,000 to \$130,000 commensurate with experience and qualifications. Interested and qualified individuals should submit a letter of application, resume and two letters of reference, no later than TBD.

For further information:

Phone: (225) 925-4810

E-Mail:

Fax: (225) 925-4816

Website: [www.mersla.com](http://www.mersla.com)

Mail: Municipal Employees' Retirement System of LA

7937 Office Park Boulevard

Baton Rouge, LA 70809

Hand Delivery (Office Hours M-F 7:30 a.m. - 4:30 p.m.)

# MUNICIPAL EMPLOYEES RETIREMENT SYSTEM OF LOUISIANA

**POSITION: CHIEF INVESTMENT OFFICER**

## **SUMMARY OF POSITION**

Serves as the chief investment officer (CIO) for the retirement system responsible for administering and directing the actions necessary to carry out the investment program with a portfolio of approximately \$825 million. Performs highly responsible and specialized professional investment and administrative duties for the day-to-day operations of the investment department.

## **DUTIES AND RESPONSIBILITIES**

- Must have a solid working knowledge of investment policy objectives, investment vehicles available and the risk-return characteristics thereof, asset allocation theory, asset classes and the characteristics of each, world markets, currency options and utilization of benchmarks.
  1. Asset Allocation - development of investment policy appropriate for public trust fund with MERS' unique characteristics.
  2. Asset Classes - determining with assistance from investment consultant and actuary the appropriate mix of equities (domestic and foreign), fixed income investments (domestic, foreign and global mixes), and alternative investments.
- Must be an active interface with all managers hired by MERS to invest assets, including limited partners, etc. Must have an in-depth knowledge of the investment style, performance requirements, benchmarks and personnel changes of each management firm or partnership. Must complement the external consultant firm in meeting the Board's requirements concerning portfolio performance measurement and monitoring and maintenance of and adherence to MERS' investment policy.
  1. Monitor performance of managers to ensure investment goals are reached and to ensure compliance with policies and statutes.
  2. Monitor performance of managers, including investment returns, style conformance, stability of staff and quality of reports.
  3. Coordinate efforts and monitor performance of investment consultant.
  4. Develop, monitor and interpret investment policy objectives/guidelines and is expected to function as an information and policy guidance conduit to/from and between the Board, the Executive Director, the consultant and its external managers. Contact regarding investment issues should originate or be processed/coordinated through the CIO.
  5. Attend all Board Meetings and is expected to keep the Executive Director and Board informed on matters affecting investment allocation, manager performance, risk parameters of total (and singular) portfolio, industry status, new opportunities,

- trading requirements and other related matters and is expected to provide written and verbal information to the Board and Executive Director concerning fees paid for services, commissions paid, commissions recaptured, and cash income
6. Provide written reports and communicate orally performance reviews conducted on managers, consultants and custodian banks.
  7. Present recommended changes to investment policy.
  8. Coordinate efforts with consultant in preparing information to be presented.
  9. Participate in all manager and custodial searches and work with executive counsel to finalize contract.
  10. Present analyses of investment opportunities being recommended to the Committee by the consultant.
- Organize and supervise the investment staff to efficiently and effectively perform the duties levied thereon.
    1. Monitor activities of the custodian bank.
    2. Assist in budget preparation for department and for expenses associated with MERS investment activities.
    3. Interface with MERS's accounting department for providing and verifying data necessary for budgeting and report preparation.
    4. Design and implement all formats required to accurately record activity in the accounts. Supervise actual record keeping process, review data, and prepare analytical reports for review by Executive Director and Board.
    5. Prepare periodic reports to the legislature as mandated by statute or resolution.
  - Adhere to the highest ethical standards and act in the best interests of MERS membership.

## **POSITION QUALIFICATIONS**

### **Education:**

- Completion of a bachelor's degree in business administration, finance, economics, or related field.
- CFA designation or MBA preferred.

### **Experience:**

- Significant experience in institutional investment management with exposure to several major asset classes.