

**MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM
ADMINISTRATIVE BUDGET
AS OF DECEMBER 31,2018**

EXPENSES	FYE 2019 ANNUAL BUDGET	YTD ACTUAL	YTD DIFFERENCE \$	YTD %	MTH OF DECEMBER ACTUAL	
Personnel Expenses						
Salaries	\$762,000	\$407,438	\$354,562	53%	\$75,465	1
Employer Retirement	\$198,200	\$99,780	\$98,420	50%	\$16,415	
Health Insurance	\$100,300	\$45,914	\$54,386	46%	\$11,717	2
Professional Development	\$31,000	\$6,064	\$24,936	20%	\$409	
Subtotal Personnel Expenses	\$1,091,500	\$559,197	\$532,303	51%	\$104,006	
Operating Expenses						
Building & Ground Maintenance	\$38,500	\$13,908	\$24,592	36%	\$2,388	
Office Equipment & Maintenance	\$104,000	\$47,522	\$56,478	46%	\$6,612	3
Office Expense	\$83,000	\$42,215	\$40,785	51%	\$4,265	4
Telecommunications/Utilities	\$35,000	\$11,895	\$23,105	34%	\$1,138	
Insurance	\$80,000	\$63,864	\$16,136	80%	\$519	
Subtotal Operating Expenses	\$340,500	\$179,403	\$161,097	53%	\$14,922	
Professional Services						
Audit	\$100,000	\$35,000	\$65,000	35%	\$0	
Professional Services	\$67,000	\$46,125	\$20,875	69%	\$15,039	5
Actuarial	\$96,120	\$48,060	\$48,060	50%	\$8,010	
Legal-Administrative	\$20,000	\$14,061	\$5,940	70%	\$2,520	6
Legal-Securities Litigation	\$0	\$0	\$0	0%	\$0	7
Subtotal Professional Services	\$283,120	\$143,246	\$139,874	51%	\$25,569	
Travel Expenses						
Travel - Staff	\$20,000	\$9,774	\$10,226	49%	\$2,687	8
Travel - Board Meetings & Conventions	\$35,000	\$13,796	\$21,204	39%	\$1,458	

Subtotal Travel Expenses	\$55,000	\$23,569	\$31,431	43%	\$4,145	
ADMINISTRATIVE EXPENSES	\$1,770,120	\$905,415	\$864,705	51%	\$148,642	
Capital Equipment & Services	\$430,000	\$15,422	\$414,578	4%	\$15,422	9
ADMINISTRATIVE AND CAPITAL EXPENSES	\$2,200,120	\$920,837	\$1,279,283	42%	\$164,064	

1 Payment of 300 hours of vacation leave accrual for staff retiring effective 1/1/19.

2 Health Insurance for December and January.

3 CMA AS400 programming changes - tax calculations, segregation of duties, and access changes.

4 Additional shredding expenses to comply with retention policy. Year end 1099-R: envelopes, checks, and forms.

5 TMC Realty (\$11,069) - Mitigation Banks valuation services - assisted Carr, Riggs, & Ingram in valuation.

6 Roedel Parsons (\$1,250) - Survivor Overpayment: potential legal action. Roedel Parsons (\$1,270) - Review of new pension administration system contract.

7 Legal expenses related to investments are presented on a separate schedule as discussed in December 13, 2018 Board Meeting.

8 Staff travel to Boston -due diligence trip related to new pension administration system.

9 Office renovation (\$11,932) and G/L System \$(3,490).

Note¹: Above are capitalized as an asset and depreciated over useful life - approximately \$4,000 of expense is related to the administrative expense budget for FYE 19.

Note²: Reduced to \$430,000 per discussion at December 13, 2018 Board meeting. The change is related to the implementation timeline of new pension administration system. The new system will be capitalized as an asset and depreciated over useful life - approximately \$70,000 of expense is related to the administrative expense budget for FYE 19.