

ACTION ITEMS: KEY DATES & DEADLINES

JUNE

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

June 30, 2025 – Second Quarter Member Contributions Due – Revenue Transmittal Form (PMRB-20). Interest is charged on second-quarter contributions received after June 30. As a reminder, a [Revenue Transmittal \(PMRB-20\) form](#) must accompany each financial transaction (i.e., ACH or check). The PMRB-20 is located on [our website](#).

Please complete, date, sign, and return the form to PMRS and retain a copy for your files. If you are paying via ACH please submit your completed PMRB-20 via [email, RA-RSCOMPLETEDFORMS.pa.gov](mailto:RA-RSCOMPLETEDFORMS.pa.gov). Please only submit the form once to avoid duplicating or delaying processing.

JULY

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

July 31, 2025 – Second Quarter 2024 Quarterly Report of Compensation & Contributions (PMRB 21) Due. Prepopulated forms have been emailed to each plan contact on file with PMRS. However, blank fillable PMRB-21 forms in pdf and excel are available on [our website](#).

Please complete and return the form to PMRS and retain a copy for your files. Plans are encouraged to submit your completed PMRB-21 via [email to RA-RSCOMPLETEDFORMS.pa.gov](mailto:RA-RSCOMPLETEDFORMS.pa.gov). Please only submit the form once to avoid duplicating or delaying processing.

Plans without any active members should still submit a PMRB-21 form indicating no active members to ensure our records are accurate.

AUGUST

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 30, 2025 – Minimum Municipal Obligation (MMO) worksheets will be mailed in August. The MMO must be completed by the plan's chief administrative officer and submitted to the plan's governing body for approval by September 30. Approved forms should be submitted to PMRS by October 7, 2025.

PMRS Board Meetings – Board meetings are open to the public. For more information on location/virtual link, please contact PMRS.

- June 26, 2025
- September 18, 2025
- December 18, 2025

SEPTEMBER

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

UPDATES FROM PMRS

CEO UPDATE:

As we wrap up this quarter, PMRS remains focused on key initiatives to support and engage our municipalities and members while enhancing operational efficiencies.

One of our priorities has been closing the books on the 2024 financial year, including the completion of the Annual Comprehensive Financial Report and the SOC Audit. Our Client Relations team is actively planning for another large group seminar — an opportunity to educate and provide valuable insights into PMRS pension plans. Additionally, this team has been attending several conferences across Pennsylvania.

Operational improvements remain a core focus, with staff continuously refining workflows to enhance the member and municipal experience. In line with this, the Board of Directors will be reviewing a proposed Base Plan Amendment during this month's board meeting. Following the meeting, we will provide further details on any approved changes.

We appreciate your continued support and as always, we remain committed to serving you.



Timothy A. Reese

Chief Executive Officer

Pennsylvania Municipal Retirement System

PMRS FINANCIAL STATEMENTS AND REPORTING UPDATE

PMRS continues to work on completing all of the 2024 year-end reporting activities. The 2024 Annual Comprehensive Financial Report is anticipated to be published on our website on or around June 30, 2025. We are actively working with our actuaries on preparing the 2024 GASB 68 reports, and they are anticipated to be distributed in the fall. As soon as the GASB 68 reports are completed we will turn our attention to the 2025 Act 205 Reports, we remain on schedule to meet the March 31, 2026 deadline.

PMRS has been working with our SOC auditors, and we anticipate the SOC Audit report to be completed by the end of the summer. The report will be emailed to all municipalities when it is available for their records.

IS YOUR PMRS CONTACT INFORMATION UP TO DATE?

We've transitioned to primarily using email for correspondence. This shift is designed to streamline communication and ensure you receive information more efficiently.

PMRS will be sending a contact verification form through U.S. Mail to each municipality in June with the information we have on record. Municipalities are encouraged to closely review the form and follow the instructions on the form to correct any information.

If your contact details change throughout the year, please reach out to PMRS to update your records to ensure timely receipt of information.

ANNUAL PLAN AMENDMENTS

If an employer plan document undergoes provisional changes, a plan amendment must be submitted alongside the relevant ordinance and/or resolution. Plan amendments should take effect prospectively, so please plan accordingly. For example, if you are planning to waive employee contributions in the upcoming year, it is important to submit the plan amendment as early as possible so that the MMO Worksheet distributed in late summer is accurate. To discuss the process and obtain the necessary documents, contact your Client Relations Municipal Specialist.

COLLECTIVE BARGAINING AGREEMENTS AND PENSIONS

Remember to reach out to our Client Relations Municipal Specialist for guidance on negotiating union contracts and how it could affect the pension plan.

REGIONALIZATION OF POLICE PLANS

As more police departments continue to consolidate services and regionalize, these changes may directly impact your pension plans. To ensure a smooth transition and avoid unintended consequences, we recommend contacting a Client Relations Municipal Specialist during the planning stages of your regionalization to ensure a smooth transition.

MEMBER AND MUNICIPAL ANNUAL STATEMENTS

2024 Member Annual Statements were mailed at the beginning of April.

2024 Municipal Financial Activity Reports were emailed to the plan contact on record with PMRS at the end of April. If you did not receive your statements, please contact PMRS.

CLIENT RELATIONS ON THE ROAD

The Client Relations team is hitting the road, attending several industry events across the commonwealth. This is part of our ongoing commitment to strengthen relationships, stay connected, and find new ways to serve you. We look forward to engaging, learning, and growing together!

If you're planning to attend, be sure to stop by our booth and connect with the team!

- August 10-13 – PA Authorities of Municipal Administrators
- August 17-20 – PA State Association of County Commissioners
- September 7-10 – PA Municipal Authorities Association

Need Help?

To better serve our municipalities, we've assigned points of contact based on the type of employer. The goal is to provide a relationship manager who is familiar with your municipality. Please feel free to contact them with any questions or requests.

Municipality Type	Contact	Contact Information
Regionals & Townships	Rhonda S. Joy Municipal Specialist	Direct: 717-772-1582 email: rjoy@pa.gov
Boroughs & Counties	Jo Anne Meyer Municipal Specialist	Direct: 717-710-2014 email: joameyer@pa.gov
Cities & Authorities	Melissa Brandt Municipal Specialist	Direct: 717-547-3857 email: melibrandt@pa.gov
Director of Client Relations	Vicki A. Long	Direct: 717-425-5527 email: vilong@pa.gov

Completed forms can conveniently be submitted electronically by sending to ra-rsCompletedForms@PA.gov.