

**PLYMOUTH COUNTY
RETIREMENT ASSOCIATION
2024 BUDGET**



Retirement Board Members

Thomas J. O'Brien, *Chairman*

Joseph F. McDonough, Esquire, *Elected Member*

John F. Sciara, *Elected Member*

James E. Harrington, *Appointed Member*

Pamela J. Avitabile, *Advisory Council Member*

Padraic P. Lydon, Esquire, *Executive Director & General Counsel*

APPROVED
December 12, 2023

PCRA 2024 OPERATING BUDGET OVERVIEW

The total administrative operating cost for the Plymouth County Retirement Association (“PCRA”) is anticipated to be **\$2,666,332.50**, a 9.48% increase from the approved budget for 2023. Given continued sensitivity regarding ongoing costs as it relates to our member units, PCRA remains vigilant over every expense. Unfortunately, ongoing, and precipitous inflationary pressure has impacted approved totals. Increased pricing pressure upon contractual renewals has also precipitated increases. All efforts will continue to be made to effectuate cost savings that will directly benefit PCRA, its members, and member units. A detailed breakdown of the proposed 2024 budget follows:

PERSONNEL COSTS

Expenditures in this budget category are expected to total **\$1,424,000.00**. This expense encompasses all full-time PCRA salaries and benefits. A breakdown of this total is listed below:

<u>Account</u>	<u>EXPENDED</u> <u>2020</u>	<u>EXPENDED</u> <u>2021</u>	<u>EXPENDED</u> <u>2022</u>	<u>APPROVED</u> <u>2023</u>	<u>PROPOSED</u> <u>2024</u>
Employee Salaries	\$823,465.16	\$866,999.54	\$915,252.30	\$885,000.00	\$1,010,000.00
Health, Life, Dental Insurance	194,974.58	204,813.78	229,487.84	255,000.00	315,000.00
Reserve – Vacation Buyout	25,162.56	21,121.44	29,599.12	25,000.00	25,000.00
Reserve – Salaries	0.00	In salaries	In salaries	21,500.00	25,000.00
Board Stipend	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00
Medicare Insurance	17,965.08	28,142.16	27,870.40	25,000.00	26,000.00
Sick & Vacation Buyback (Ret.)	0.00	0.00	36,340.88	1,000.00	1,000.00
<u>Unemployment Insurance</u>	<u>999.00</u>	<u>1,200.00</u>	<u>1,060.00</u>	<u>2,000.00</u>	<u>2,000.00</u>
TOTAL:	\$1,082,566.38	\$1,142,276.92	\$1,259,610.54	\$1,234,500.00	\$1,424,000.00

PROFESSIONAL SERVICES

The 2024 operating budget includes **\$850,832.50** for Professional Services, an approximate increase of 3.38% from the amount approved for 2023. The board will continue to monitor the value of these services. The breakdown for Professional Services is as follows:

<u>Account</u>	<u>EXPENDED</u> <u>2020</u>	<u>EXPENDED</u> <u>2021</u>	<u>EXPENDED</u> <u>2022</u>	<u>APPROVED</u> <u>2023</u>	<u>PROPOSED</u> <u>2024</u>
Investment Consultant Fees	\$409,973.72	\$409,646.13	\$420,884.42	\$420,000.00	\$446,832.50
Custodian Fee	202,208.52	240,668.61	239,855.32	205,000.00	220,000.00
Fiduciary Insurance	77,734.00	82,743.00	83,480.00	90,000.00	90,000.00
Auditing Services	-2,200.00	38,000.00	38,000.00	45,000.00	40,000.00
IT Consulting Services	18,651.00	14,907.00	25,085.40	15,000.00	20,000.00
Actuarial Fees	16,500.00	2,875.00	17,000.00	15,000.00	16,000.00
Employee Payroll Services	2,550.26	2,511.76	2,417.82	3,000.00	3,000.00
<u>Legal Expense</u>	<u>91,716.38</u>	<u>30,778.56</u>	<u>86,723.47</u>	<u>30,000.00</u>	<u>15,000.00</u>
TOTAL:	\$817,133.88	\$822,130.06	\$913,446.43	\$823,000.00	\$850,832.50

OFFICE

We have budgeted the Office in 2024 at **\$71,000.00**. This budget reflects the evolving costs of building maintenance for 60 Industrial Park Road Plymouth, MA 02360. Strategic initiatives will be undertaken in 2024 to reduce insurance and building maintenance costs.

<u>Account</u>	<u>EXPENDED</u> <u>2020</u>	<u>EXPENDED</u> <u>2021</u>	<u>EXPENDED</u> <u>2022</u>	<u>APPROVED</u> <u>2023</u>	<u>PROPOSED</u> <u>2024</u>
Rent/CAM Charges	\$149,160.12	\$127,278.56	\$0.00	\$0.00	\$0.00
Professional Services	0.00	0.00	0.00	0.00	10,000.00
Building Maintenance	1,441.75	25,901.43	55,492.93	40,000.00	40,000.00
<u>Insurance</u>	<u>12,108.00</u>	<u>14,878.00</u>	<u>15,599.00</u>	<u>18,000.00</u>	<u>21,000.00</u>
TOTAL	\$162,709.87	\$168,057.99	\$71,091.93	\$58,000.00	\$71,000.00

ADMINISTRATIVE EXPENSES

An increase in Administrative Expenses is forecasted in 2024. A board member election is also scheduled to commence. Below are line-item descriptions of Administrative Expenses for 2024:

<u>Account</u>	<u>EXPENDED</u> <u>2020</u>	<u>EXPENDED</u> <u>2021</u>	<u>EXPENDED</u> <u>2022</u>	<u>APPROVED</u> <u>2023</u>	<u>PROPOSED</u> <u>2024</u>
Postage	15,893.76	9,515.82	10,000.00	15,000.00	12,500.00
Utilities	27,710.48	26,309.05	14,965.26	22,000.00	20,500.00
Travel	1,355.43	449.68	19,901.45	12,000.00	12,000.00
Education/Training	0.00	3,365.45	7,305.36	10,000.00	8,000.00
Office Supplies	9,837.44	23,572.05	21,155.27	15,000.00	15,000.00
Election Expense	0.00	1,636.61	2,490.13	0.00	8,000.00
Annual Statements	4,952.57	10,132.78	16,996.05	15,000.00	15,000.00
Cleaning Service	7,700.00	8,500.00	20,106.02	16,000.00	19,000.00
Misc. Expenses	782.00	4,521.95	12,559.58	5,000.00	5,000.00
Newsletter Expense	9,760.48	7,272.11	16,416.30	15,000.00	10,000.00
Data/Doc Mang.	2,906.83	3,946.32	543.48	3,000.00	1,000.00
<u>Membership Dues</u>	<u>1,846.94</u>	<u>875.00</u>	<u>1,280.00</u>	<u>1,500.00</u>	<u>1,500.00</u>
Total:	\$82,745.93	\$100,096.82	\$143,718.90	\$129,500.00	\$127,500.00

COMPUTER AND OFFICE EQUIPMENT

A minor increase in costs for this portion of the budget will occur in 2024. Below is a breakdown of Computer and Office Equipment expenses for 2024:

<u>Account</u>	<u>EXPENDED</u> <u>2020</u>	<u>EXPENDED</u> <u>2021</u>	<u>EXPENDED</u> <u>2022</u>	<u>APPROVED</u> <u>2023</u>	<u>PROPOSED</u> <u>2024</u>
Pension Tech. Group	\$60,900.00	\$62,350.00	\$63,850.00	\$66,000.00	\$67,000.00
Rental of Equipment	8,530.16	8,762.80	10,359.84	12,000.00	13,000.00
Telephone/Internet	15,298.15	18,329.74	10,713.10	12,000.00	13,000.00
Computer Eqpt.	10,514.36	3,638.59	33,459.30	15,000.00	15,000.00
Misc. Services	5,466.75	2,989.33	5,751.75	8,000.00	7,500.00

<u>E-mail/Web Hosting</u>	<u>1,800.00</u>	<u>1,815.47</u>	<u>2,087.63</u>	<u>2,500.00</u>	<u>2,500.00</u>
Total:	\$102,509.42	\$97,885.93	126,221.62	\$115,500.00	\$118,000.00

RESERVE ACCOUNT

The Reserve Account for 2024 includes \$75,000.00 to cover the cost of unanticipated office maintenance, upgrades, and necessary items to keep the office functional and in good working order. New landscaping, roof, skylights, gutters & downspouts, bathroom upgrades, and paved surface repair are all slated to occur or conclude in 2024.

<u>Account</u>	<u>EXPENDED</u> <u>2020</u>	<u>EXPENDED</u> <u>2021</u>	<u>EXPENDED</u> <u>2022</u>	<u>APPROVED</u> <u>2023</u>	<u>PROPOSED</u> <u>2024</u>
<u>Reserve Fund</u>	<u>\$49,114.75</u>	<u>\$88,070.01</u>	<u>\$46,344.88</u>	<u>\$75,000.00</u>	<u>\$75,000.00</u>
Total:	\$49,114.75	\$88,070.01	\$46,344.88	\$75,000.00	\$75,000.00

TOTAL OPERATING EXPENSES

<u>Account</u>	<u>EXPENDED</u> <u>2020</u>	<u>EXPENDED</u> <u>2021</u>	<u>EXPENDED</u> <u>2022</u>	<u>APPROVED</u> <u>2023</u>	<u>PROPOSED</u> <u>2024</u>
Total:	\$2,296,780.23	\$2,418,517.73	\$2,560,434.30	\$2,435,500.00	\$2,666,332.50

PLYMOUTH COUNTY RETIREMENT ASSOCIATION 2024 BUDGET

	<u>EXPENDED</u>	<u>EXPENDED</u>	<u>EXPENDED</u>	<u>APPROVED</u>	<u>PROPOSED</u>
	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Personnel Costs					
Employee Salaries	\$823,465.16	\$866,999.54	\$915,252.30	\$885,000.00	\$1,010,000.00
Health, Life, Dental Ins.	194,974.58	204,813.78	229,487.84	255,000.00	315,000.00
Reserve – Vacation Buyout	25,162.56	21,121.44	29,599.12	25,000.00	25,000.00
Reserve – Salaries	In salaries	In salaries	In salaries	21,500.00	25,000.00
Board Stipend	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00
Medicare Insurance	17,965.08	28,142.16	27,870.40	25,000.00	26,000.00
Sick & Vacation Buyback	0.00	0.00	36,340.88	1,000.00	1,000.00
Unemployment Insurance	<u>999.00</u>	<u>1,200.00</u>	<u>1,060.00</u>	<u>2,000.00</u>	<u>2,000.00</u>
Total:	\$1,082,566.38	\$1,142,276.92	\$1,259,610.54	\$1,234,500.00	\$1,424,000.00
Professional Services					
Investment Consultant Fees	\$409,973.72	\$409,646.13	\$420,884.42	\$420,000.00	\$446,832.50
Custodian Fee	202,208.52	240,668.61	239,855.32	205,000.00	220,000.00
Fiduciary Insurance	77,734.00	82,743.00	83,480.00	90,000.00	90,000.00
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Employee Payroll Services	2,550.26	2,511.76	2,417.82	3,000.00	3,000.00
<u>Legal Expense</u>	<u>\$91,716.38</u>	<u>\$30,778.56</u>	<u>86,723.47</u>	<u>\$30,000.00</u>	<u>15,000.00</u>
Total:	\$817,133.88	\$822,130.06	\$913,446.43	\$823,000.00	\$850,832.50
Office					
Monthly Rent/CAM charges	\$149,160.12	\$127,278.56	\$0.00	\$0.00	\$0.00
Professional Services	0.00	0.00	0.00	0.00	10,000.00
Building Maintenance	1,441.75	25,901.43	55,492.93	40,000.00	40,000.00
<u>Insurance</u>	<u>12,108.00</u>	<u>14,878.00</u>	<u>15,599.00</u>	<u>18,000.00</u>	<u>21,000.00</u>
Total:	\$162,709.87	\$168,057.99	\$71,091.93	\$58,000.00	\$71,000.00
Administrative Expenses					
Postage	15,893.76	9,515.82	10,000.00	15,000.00	12,500.00
Utilities	27,710.48	26,309.05	14,965.26	22,000.00	20,500.00
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Education/Training	0.00	3,365.45	7,305.36	10,000.00	8,000.00
Office Supplies	9,837.44	23,572.05	21,155.27	15,000.00	15,000.00
Election Expense	0.00	1,636.61	2,490.13	0.00	8,000.00
Annual Statements	4,952.57	10,132.78	16,996.05	15,000.00	15,000.00
Cleaning Service	7,700.00	8,500.00	20,106.02	16,000.00	19,000.00

MISC Expenses	782.00	4,521.95	12,559.58	5,000.00	5,000.00
Newsletter Expense	9,760.48	7,272.11	16,416.30	15,000.00	10,000.00
Data/Document MGMT	2,906.83	3,946.32	543.48	3,000.00	1,000.00
<u>Annual Membership Dues</u>	<u>1,846.94</u>	<u>875.00</u>	<u>1,280.00</u>	<u>1,500.00</u>	<u>1,500.00</u>
Total:	\$82,745.93	\$100,096.82	\$143,718.90	\$129,500.00	\$127,500.00
Computer and Office Equipment	<u>EXPENDED</u>	<u>EXPENDED</u>	<u>EXPENDED</u>	<u>APPROVED</u>	<u>PROPOSED</u>
	2020	2021	2022	2023	2024
Pension Technology Group	\$60,900.00	\$62,350.00	\$63,850.00	\$66,000.00	\$67,000.00
Rental of Equipment	8,530.16	8,762.80	10,359.84	12,000.00	13,000.00
Telephone/Internet	15,298.15	18,329.74	10,713.10	12,000.00	13,000.00
Computer Equip.	10,514.36	3,638.59	33,459.30	15,000.00	15,000.00
Misc. Services	5,466.75	2,989.33	5,751.75	8,000.00	7,500.00
<u>E-mail/Website Hosting</u>	<u>1,800.00</u>	<u>\$1,815.47</u>	<u>2,087.63</u>	<u>2,500.00</u>	<u>2,500.00</u>
Total:	\$102,509.42	\$97,885.93	126,221.62	\$115,500.00	\$118,000.00
Reserve Account	<u>EXPENDED</u>	<u>EXPENDED</u>	<u>EXPENDED</u>	<u>APPROVED</u>	<u>PROPOSED</u>
	2020	2021	2022	2023	2024
Reserve Fund	<u>\$49,114.75</u>	<u>\$88,070.01</u>	<u>\$46,344.88</u>	<u>\$75,000.00</u>	<u>\$75,000.00</u>
Total:	\$49,114.75	\$88,070.01	\$46,344.88	\$75,000.00	\$75,000.00
Total:	<u>EXPENDED</u>	<u>EXPENDED</u>	<u>EXPENDED</u>	<u>APPROVED</u>	<u>PROPOSED</u>
	2020	2021	2022	2023	2024
Total:	\$2,296,780.23	\$2,418,517.73	\$2,560,434.30	\$2,435,500.00	\$2,666,332.50