



Illinois Department of Insurance

Public Pension Division

The Siren

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Governor

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TO : Illinois Public Pension Funds

FROM : Illinois Department of Insurance, Public Pension Division

DATE : April 15, 2016

RE : Pension Annual Statement System Upgrade

The Department of Insurance, Public Pension Division, has a number of announcements and updates for filings submitted on the Pension Annual Statement System (PASS). These updates are effective beginning with filings for Fiscal Year End 2016. These will affect all pension funds and retirement systems subject to Section 1A-109 of the Illinois Pension Code.

Please note the following:

- **Independent Certified Public Accountant (CPA) Audit Report is now required to be submitted to the Division on an annual basis.**
 - Beginning with FYE 2016 Annual Statement Filings, the Division is requiring that pension funds subject to Articles 3 and 4 of the Illinois Pension Code file their Independent CPA Audit Report with the Division within six (6) months of the close of the fiscal year.
 - The Independent CPA Audit can be submitted via the Document Submission Tool under "Independent Financial Reports," via e-mail to DOI.Pension@Illinois.gov or via regular mail to the Division at the Illinois Department of Insurance, Public Pension Division, 320 West Washington, 4th Floor, Springfield, Illinois 62767.

- **New Security Administrator Authorization Forms**
 - The Division has updated the Security Administrator Authorization Form. Each Fund must complete and submit the updated Security Administrator Authorization Form.
 - The Security Administrator Authorization Form is available at: <https://insurance.illinois.gov/Applications/Pension/Form.aspx>
 - The updated form must be submitted to the Division by August 1, 2016. If the updated form is not received by August 1, 2016; the funds' rights to

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access PASS may be revoked until the updated form is received by the Division.

- The Division will accept the updated Security Administration Authorization forms via e-mail at DOI.Pension@illinois.gov, or via regular mail to the Division at the Illinois Department of Insurance, Public Pension Division, 320 West Washington, 4th Floor, Springfield, Illinois 62767.
 - Funds that submit updated Security Administrator Authorization Forms electronically should retain the original in their files.
- **Electronic Submission of Annual Statement Filing Certification Form (“Signature Sheet”)**
 - The Division will now accept signed Certification Forms (commonly referred to as “Signature Sheets”) electronically. The Division will accept these forms via e-mail at DOI.Pension@illinois.gov, or via regular mail to the Division at the Illinois Department of Insurance, Public Pension Division, 320 West Washington, 4th Floor, Springfield, Illinois 62767.
 - Funds that submit Certification Forms (“Signature Sheets”) electronically should retain the original in their files.
- **Document Submission Tool on PASS.**
 - The Division encourages all users to utilize the Document Submission Tool on PASS.
 - The Document Submission Tool can be accessed at the following link: <https://insurance.illinois.gov/Applications/Pension/Filing/DocumentSubmission.aspx>
 - The Division accepts the following documentation via the Document Submission Tool:
 - Investment Policies
 - Investment Advisors/Consultant Agreements
 - Investment Custodian Agreements
 - Pension Fund Rules and Regulations
 - Actuarial Valuation Reports
 - Independent Financial Reports

If you have any questions regarding this Siren, please contact the Public Pension Division at (800) 207-6958 or DOI.Pension@illinois.gov.