



**SOUTH METRO FIRE RESCUE**  
**Volunteer Firefighter Pension Board of Trustees' Regular Meeting**  
**August 4, 2025 at 6:00 p.m.**  
**9195 E. Mineral Avenue, Centennial, CO**

**AGENDA**

**I. REGULAR MEETING CALL TO ORDER**

**A. PLEDGE OF ALLEGIANCE**

**B. ROLL CALL**

**C. APPROVAL OF THE AGENDA**

**D. CONFLICT OF INTEREST DISCLOSURE**

**E. PUBLIC COMMENT**

*Public Conduct at Meetings.* Comments by members of the public shall be made only during the "Public Comment" portion of the meeting or a specified "Public Hearing," and shall be limited to three minutes per individual and five minutes per group spokesperson unless additional opportunity is given at the Board's discretion. Each member of the public wishing to speak shall identify themselves by name, address, and agenda item, if any, to be addressed. Disorderly conduct, harassment, or obstruction of or interference with meetings by physical action, verbal utterance, nuisance or any other means are prohibited. Such conduct may result in removal of person(s) responsible for such behavior from the meeting, a request for assistance from law enforcement, and criminal charges filed against such person(s).

**F. CONSENT AGENDA**

*Consent Agenda items are provided for study in the Board packets and introduced in the General Session for the Board's review. They can be adopted by a single motion. All resolutions and proposed actions must be read by title prior to a vote on the motion. Any Consent Agenda items may be removed at the request of a Director and heard separately or tabled.*

1. May 5, 2025 South Metro Fire Rescue Volunteer Firefighter Pension Board of Trustees' Regular Board Meeting Minutes
2. Second Quarter 2025 Allocation Reports

**G. ACTION ITEMS**

1. Oath of Office – Member Trustee Cheryl Poage
2. Election of Officers - Dell'Orfano

**H. DISCUSSION ITEMS**

**I. INFORMATION ITEMS**

**J. NEXT MEETING**

Regular Board of Trustees' Meeting to be held on November 3, 2025 at 6:00 p.m. at 9195 E. Mineral Avenue, Centennial, CO.

**K. ADJOURNMENT**



## **CONSENT AGENDA**

November 4, 2024 Regular SMFR Volunteer Firefighter Pension Board of Trustees' Meeting Minutes  
Fourth Quarter 2024 Allocation Reports  
First Quarter 2025 Allocation Reports

Director Roche motioned to approve the consent agenda as presented. Director Shriver seconded the motion. 7 were in favor, 0 opposed. The motion carried.

## **ACTION ITEMS**

1. **2025 Volunteer Pension Board Election Schedule** – Chief Dell’Orfano reminded that according to the bylaws, the Board of Trustees is composed of the SMFR District board and two “Member Trustees”. The Member Trustees serve staggered, two-year terms and each year one of the two positions is up for election. The bylaws outline the methodology for the election process, but the board needs to approve the schedule and details of receiving nominations and conducting the mail ballot election. For 2025, Jack Gilliland’s position is up for election and staff proposes to follow the same process as 2024 with the schedule that was included in the board packet.

Member Burns informed that Jack Gilliland was unable to attend tonight and does not plan to run again when his term expires. Chief Dell’Orfano stated that Jack’s seat would remain vacant if there are no other candidates for the seat. Legal Counsel Cole confirmed that the Board is to be made up of the 7 board of directors and 2 members. If no one volunteers, that will remain vacant until there is a volunteer. Chief Dell’Orfano will confirm the timeline.

Chair Albee motioned to approve the 2025 Volunteer Pension Board Election Schedule as presented. Director Leung seconded the motion. 7 were in favor, 0 opposed. The motion carried.

## **DISCUSSION ITEMS**

1. **Actuarial Study FPPA COLA Scenarios** – CFO Corbo stated Staff submitted for the actuarial study and submitted the three scenarios. For example, a 13.4% increase, half of that is a 6.7% increase, bringing it from \$800 to \$901.20. The results of the study and scenarios should be received in September.

At Chair Albee’s request, CFO Corbo stated that Staff can take the current participants and show the cost of the three scenarios and email it to the Board in advance of the November meeting so they can go ahead with whichever scenario is to be chosen to be effective January 1, 2026.

Chair Albee reminded the Board as to why the increase was approved about 3 years ago to both catch up account for upcoming inflation. Per Member Burns, and confirmed by CFO Corbo, the additional change will be on the same three-year cycle.

## **INFORMATION ITEMS**

N/A

## **EXECUTIVE SESSION**

There was no motion to convene to executive session.

## **NEXT MEETING**

Regular Board of Trustees’ Meeting to be held on August 4, 2025, at 6:00 p.m. at 9195 East Mineral Avenue, Centennial, CO.

## **ADJOURNMENT**

The meeting was adjourned by Chair Albee at 7:21 p.m.

Attested by \_\_\_\_\_ Date \_\_\_\_\_

DRAFT

**Fire and Police Pension Association  
 Direct Expense Allocation Summary  
 Cherry Hills FPD Old Hire Plan 505-4  
 For the Six Months Ending June 30, 2025**

Type of Expense	2025 Budget	Year-to-Date Expenses	Payment of 2025 Expenses
Actuarial Expenses	\$693.72	\$289.05	
Audit Expenses	\$168.40	\$181.10	
Other Asset Allocation Study Expenses			
<b>Total Direct Allocated Expenses &amp; Payments</b>	<b>\$862.12</b>	<b>\$470.15</b>	

*Actuarial expenses may exceed the budget related to asset allocation studies and implementation.*

**Contact Peggy Job at 720-479-2345 to obtain a detailed expense listing.**

**FIRE AND POLICE PENSION ASSOCIATION  
OLD HIRE CONTRIBUTION SUMMARY  
0348\_CHERRY HILLS FPD  
6/30/2025**

Contribution Amounts Received:	
January	\$0.00
February	0.00
March	0.00
April	0.00
May	0.00
June	0.00
July	0.00
August	0.00
September	0.00
October	0.00
November	0.00
December	0.00
<b>Total Contributions Paid</b>	<b>\$0.00</b>

Required Contribution per 1/1/2024 actuarial valuation/implemented supplemental study: \$216,735.00

**Difference Over (Under) between Required Amount and Receipts: (\$216,735.00)**

**The Annual Required Contribution Amount must be received and posted by 12/31/2025**

**Fire and Police Pension Association  
Cherry Hills FPD Old Hire Plan 505-4  
For the Six Months Ending June 30, 2025**

Beginning Balance	\$2,039,713.31
Plan Direct Inflows and Outflows	
Member Contributions	
Employer Contributions	
Contributions from the SWDD Plan	
Refunds	
Affiliations/(Disaffiliations)	
Plan Transfers	
Net Benefits	(\$164,004.06)
Plan Directed Expenses	
State Funding	
Plan Direct Inflows and Outflows Sub-Total	<u>(\$164,004.06)</u>
Allocated Income and Expense	
Interest	\$30,019.95
Dividends	\$3,186.32
Other Income	\$623.24
Net Change Accrued Income	\$325.19
Unrealized Gain/Loss	\$43,236.98
Realized Gain/Loss	\$17,267.89
Defined Contribution Earnings (Net)	
Investment Expenses	(\$5,455.42)
Direct Expense Allocation	(\$470.15)
Other Expenses	(\$1,411.95)
Allocated Income and Expense Sub-Total	<u>\$87,322.05</u>
Ending Balance	<u><u>\$1,963,031.30</u></u>

# Fire and Police Pension Association

Volunteer Fire Pension Plan Contributions  
PARKER FPD => SOUTH METRO FIRE RESCUE 591-5

For the Reporting Period: 01/01/2025 through 06/30/2025

Deposit Date	Employer Contributions	State Matching Funds	Total Remittance
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No deposits received for the reporting period

Total Remittance			\$0.00
Calculated Contribution per the 01/01/2023 Actuarial Study			\$87,599.00
Difference Over/(Under)			\$(87,599.00)

*Note: The Calculated Contribution amount is due to FPPA before 12/31/2025*

**Fire and Police Pension Association  
 Direct Expense Allocation Summary  
 Parker FPD Volunteers 591-5  
 For the Six Months Ending June 30, 2025**

<b>Type of Expense</b>	<b>2025 Budget</b>	<b>Year-to-Date Expenses</b>	<b>Payment of 2025 Expenses</b>
Actuarial Expenses	\$1,261.92	\$524.78	
Audit Expenses	\$168.40	\$181.14	
Other Asset Allocation Study Expenses			
<b>Total Direct Allocated Expenses &amp; Payments</b>	<b>\$1,430.32</b>	<b>\$705.92</b>	

*Actuarial expenses may exceed the budget related to asset allocation studies and implementation.*

**Contact Peggy Job at 720-479-2345 to obtain a detailed expense listing.**

**Fire and Police Pension Association  
Parker FPD Volunteers 591-5  
For the Six Months Ending June 30, 2025**

Beginning Balance	\$206,784.30
Plan Direct Inflows and Outflows	
Member Contributions	
Employer Contributions	
Contributions from the SWDD Plan	
Refunds	
Affiliations/(Disaffiliations)	
Plan Transfers	
Net Benefits	(\$52,460.00)
Plan Directed Expenses	
State Funding	
Plan Direct Inflows and Outflows Sub-Total	(\$52,460.00)
Allocated Income and Expense	
Interest	\$2,704.23
Dividends	\$279.32
Other Income	\$55.55
Net Change Accrued Income	\$27.07
Unrealized Gain/Loss	\$3,694.54
Realized Gain/Loss	\$1,650.00
Defined Contribution Earnings (Net)	
Investment Expenses	(\$491.06)
Direct Expense Allocation	(\$705.92)
Other Expenses	(\$3,000.43)
Allocated Income and Expense Sub-Total	\$4,213.30
Ending Balance	\$158,537.60

# Fire and Police Pension Association

## Volunteer Fire Pension Plan Contributions SOUTH METRO FIRE RESCUE FPD 540-5

For the Reporting Period: 01/01/2025 through 06/30/2025

Deposit Date	Employer Contributions	State Matching Funds	Total Remittance
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No deposits received for the reporting period

Total Remittance			\$0.00
Calculated Contribution per the 01/01/2023 Actuarial Study			\$43,067.00
Difference Over/(Under)			\$(43,067.00)

*Note: The Calculated Contribution amount is due to FPPA before 12/31/2025*

**Fire and Police Pension Association  
 Direct Expense Allocation Summary  
 South Metro Fire Rescue Volunteers 540-5  
 For the Six Months Ending June 30, 2025**

Type of Expense	2025 Budget	Year-to-Date Expenses	Payment of 2025 Expenses
Actuarial Expenses	\$1,511.88	\$524.78	
Audit Expenses	\$168.40	\$181.14	
Other Asset Allocation Study Expenses			
<b>Total Direct Allocated Expenses &amp; Payments</b>	<b>\$1,680.28</b>	<b>\$705.92</b>	

*Actuarial expenses may exceed the budget related to asset allocation studies and implementation.*

**Contact Peggy Job at 720-479-2345 to obtain a detailed expense listing.**

**Fire and Police Pension Association  
South Metro Fire Rescue Volunteers 540-5  
For the Six Months Ending June 30, 2025**

Beginning Balance	\$231,665.81
Plan Direct Inflows and Outflows	
Member Contributions	
Employer Contributions	
Contributions from the SWDD Plan	
Refunds	
Affiliations/(Disaffiliations)	
Plan Transfers	
Net Benefits	(\$31,260.00)
Plan Directed Expenses	
State Funding	
Plan Direct Inflows and Outflows Sub-Total	(\$31,260.00)
Allocated Income and Expense	
Interest	\$782.16
Dividends	\$649.87
Other Income	\$382.80
Net Change Accrued Income	\$43.46
Unrealized Gain/Loss	\$3,298.18
Realized Gain/Loss	\$7,273.87
Defined Contribution Earnings (Net)	
Investment Expenses	(\$819.78)
Direct Expense Allocation	(\$705.92)
Other Expenses	(\$1,941.46)
Allocated Income and Expense Sub-Total	\$8,963.18
Ending Balance	\$209,368.99



Report on Description of its Administration of Local Defined Benefit Pension Services for Police Officers and Firefighters Hired Prior to April 8, 1978, and for Affiliated Volunteer Firefighter Plans System and Related IT General Controls and on the Suitability of the Design and Operating Effectiveness of its Controls

SOC-1 Type 2 Examination  
For the Period  
January 1, 2024 to December 31, 2024

Fire & Police Pension Association of  
Colorado

# Fire & Police Pension Association of Colorado

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January 1, 2024 to December 31, 2024

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# Section I

Independent Service Auditor's Report



## Independent Service Auditor's Report

The Board of Directors  
Fire & Police Pension Association of Colorado  
Denver, Colorado

### Scope

We have examined Fire & Police Pension Association of Colorado's description of its administration of local defined benefit pension plan services for police officers and firefighters hired prior to April 8, 1978 (Old Hire Plans) and for affiliated volunteer firefighter plans (Volunteer Plans) system and supporting General IT Controls (system) for processing user entities' transactions throughout the period January 1, 2024 to December 31, 2024 (description) and the suitability of the design and operating effectiveness of controls included in the description to achieve the related control objectives stated in the description, based on the criteria identified in Fire & Police Pension Association of Colorado's Assertion (assertion). The controls and control objectives included in the description are those that management of Fire & Police Pension Association of Colorado believes are likely to be relevant to user entities' internal control over financial reporting, and the description does not include those aspects of the system that are not likely to be relevant to user entities' internal control over financial reporting.

Fire and Police Pension Association of Colorado uses various subservice organizations to provide treasury management, custodial, network security and monitoring, colocation services for internet connectivity, data backup and disaster recovery, portfolio administration, actuarial, and death monitoring services. The description of the system in section III of this report includes only the control objectives and related controls of Fire and Police Pension Association of Colorado and excludes the control objectives and related controls of the subservice organizations. The description also indicates that certain control objectives specified by Fire and Police Pension Association of Colorado can be achieved only if complementary subservice organization controls assumed in the design of Fire and Police Pension Association of Colorado's controls are suitably designed and operating effectively, along with related controls at Fire and Police Pension Association of Colorado. Our examination did not extend to controls at the subservice organizations and we have not evaluated the suitability of the design or operating effectiveness of such complementary subservice organization controls.

The description indicates that certain control objectives specified in the description can be achieved only if complementary user entity controls assumed in the design of Fire & Police Pension Association of Colorado's controls are suitably designed and operating effectively, along with related controls at the service organization. Our examination did not extend to such complementary user controls and we have not evaluated the suitability of the design or operating effectiveness of such complementary user entity controls.

## **Service Organization's Responsibilities**

In Section II, Fire & Police Pension Association of Colorado has provided an assertion about the fairness of the presentation of the description and suitability of the design and operating effectiveness of the controls to achieve the related control objectives stated in the description. Fire & Police Pension Association of Colorado is responsible for preparing the description and assertion, including the completeness, accuracy, and method of presentation of the description and assertion, providing the services covered by the description, specifying the control objectives and stating them in the description, identifying the risks that threaten the achievement of the control objectives, selecting the criteria stated in the assertion, and designing, implementing, and documenting controls that are suitably designed and operating effectively to achieve the related control objectives stated in the description.

## **Service Auditor's Responsibilities**

Our responsibility is to express an opinion on the fairness of the presentation of the description and on the suitability of the design and operating effectiveness of the controls to achieve the related control objectives stated in the description, based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether, in all material respects, based on the criteria in management's assertion, the description is fairly presented and the controls were suitably designed and operating effectively to achieve the related control objectives stated in the description throughout the period January 1, 2024 to December 31, 2024. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

An examination of a description of a service organization's system and the suitability of the design and operating effectiveness of controls involves:

- Performing procedures to obtain evidence about the fairness of the presentation of the description and the suitability of the design and operating effectiveness of the controls to achieve the related objectives stated in the description, based on the criteria in referenced previously;
- Assessing the risks that the description is not fairly presented and that the controls were not suitably designed or operating effectively to achieve the related control objectives stated in the description;
- Testing the operating effectiveness of those controls that management considers necessary to provide reasonable assurance that the related control objectives stated in the description were achieved; and
- Evaluating the overall presentation of the description, suitability of the control objectives stated in the description, and suitability of the criteria specified by the service organization in its assertion.

We are required to be independent and to meet our other ethical responsibilities in accordance with relevant ethical requirements relating to the engagement.

## **Inherent Limitations**

The description is prepared to meet the common needs of a broad range of user entities and their auditors who audit and report on user entities' financial statements and may not, therefore, include every aspect of the system that each individual user entity may consider important in its own particular environment. Because of their nature, controls at a service organization may not prevent, or detect and correct, all misstatements in processing or reporting transactions. Also, the projection to the future of any evaluation of the fairness of the presentation of the description, or conclusions about the suitability of the design or operating effectiveness of the controls to achieve the related control objectives is subject to the risk that controls at a service organization may become ineffective.

## **Description of Tests of Controls**

The specific controls tested and the nature, timing, and results of those tests are presented in Section IV of this report.

## **Opinion**

In our opinion, in all material respects, based on the criteria described in Fire & Police Pension Association of Colorado's assertion in Section II:

- a. The description fairly presents the system that was designed and implemented throughout the period January 1, 2024 to December 31, 2024.
- b. The controls related to the control objectives stated in the description were suitably designed to provide reasonable assurance that the control objectives would be achieved if the controls operated effectively throughout the period January 1, 2024 to December 31, 2024, and user entities and subservice organizations applied the complementary controls assumed in the design of Fire & Police Pension Association of Colorado's controls throughout the January 1, 2024 to December 31, 2024.
- c. The controls operated effectively to provide reasonable assurance that the control objectives stated in the description were achieved throughout the period January 1, 2024 to December 31, 2024 if complementary subservice organization and user entity controls assumed in the design of the Fire & Police Pension Association of Colorado's controls operated effectively throughout the period January 1, 2024 to December 31, 2024.

## Restricted Use

This report, including the description of tests of controls and results thereof in Section IV, is intended solely for the information and use of management of Fire & Police Pension Association of Colorado, user entities of Fire & Police Pension Association of Colorado's system during some or all of the period January 1, 2024 to December 31, 2024, and their auditors who audit and report on such user entities' financial statements or internal control over financial reporting and have sufficient understanding to consider it, along with other information including information about controls implemented by user entities themselves, when assessing the risks of material misstatement of user entities' financial statements. This report is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in black ink that reads "Eide Bailly LLP". The signature is written in a cursive, flowing style.

Sioux Falls, South Dakota  
January 23, 2025



## Section II

Management's Assertion Provided by

**Fire & Police Pension Association of  
Colorado**

## Fire & Police Pension Association of Colorado's Assertion

We have prepared the description of Fire & Police Pension Association of Colorado's pension system entitled administration of local defined benefit pension plan services for police officers and firefighters hired prior to April 8, 1978 (Old Hire Plans) and for affiliated volunteer firefighter plans (Volunteer Plans) system and supporting General IT Controls for processing user entities' transactions throughout the period January 1, 2024 to December 31, 2024 (description) for user entities of the system during some or all of the period January 1, 2024 to December 31, 2024, and their auditors who audit and report on such user entities' financial statements or internal control over financial reporting and have a sufficient understanding to consider it, along with other information, including information about controls implemented by subservice organizations and user entities of the systems themselves, when assessing the risks of material misstatements of user entities' financial statements.

Fire & Police Pension Association of Colorado uses several subservice organizations to provide treasury management, custodial, network security and monitoring, colocation services for internet connectivity, data backup and disaster recovery, portfolio administration, actuarial, and death monitoring services. The description includes only the control objectives and related controls of Fire & Police Pension Association of Colorado and excludes the control objectives and related controls of the subservice organizations. The description also indicates that certain control objectives specified in the description can be achieved only if complementary subservice organization controls assumed in the design of our controls are suitably designed and operating effectively, along with the related controls at Fire & Police Pension Association of Colorado. The description does not extend to controls of the subservice organizations.

The description indicates that certain control objectives specified in the description can be achieved only if complementary user entity controls assumed in the design of Fire & Police Pension Association of Colorado's controls are suitably designed and operating effectively, along with related controls at the service organization. The description does not extend to controls of the user entities.

We confirm, to the best of our knowledge and belief, that:

1. The description fairly presents the administration of local defined benefit pension plan services for police officers and firefighters hired prior to April 8, 1978 (Old Hire Plans) and for affiliated volunteer firefighter plans (Volunteer Plans) system made available to user entities of the system during some or all of the period January 1, 2024 to December 31, 2024 for processing their transactions as it relates to controls that are likely to be relevant to user entities' internal control over financial reporting. The criteria we used in making this assertion were that the description:
  - a. Presents how the system made available to user entities of the system was designed and implemented to process relevant user entity transactions, including, if applicable:
    - i. The types of services provided including, as appropriate, the classes of transactions processed.

- ii. The procedures, within both automated and manual systems, by which those services are provided, including as appropriate, procedures by which transactions are initiated, authorized, recorded, processed, corrected as necessary, and transferred to the reports and other information prepared for user entities of the system.
  - iii. The information used in the performance of the procedures, including, if applicable, related accounting records, whether electronic or manual, and supporting information involved in initiating, authorizing, recording, processing, and reporting transactions; this includes the correction of incorrect information and how information is transferred to the reports and other information prepared for user entities.
  - iv. How the system captures and addresses significant events and conditions other than transactions.
  - v. The process used to prepare reports and other information for user entities.
  - vi. Services performed by a subservice organization, if any, including whether the carve-out method or the inclusive method has been used in relation to them.
  - vii. The specified control objectives and controls designed to achieve those objectives, including as applicable, complementary user entity controls and complementary subservice organization controls assumed in the design of the service organization's controls.
  - viii. Other aspects of our control environment, risk assessment process, information and communication systems (including the related business processes), control activities, and monitoring activities that are relevant to the services provided.
  - b. Includes relevant details of changes to the service organization's system during the period covered by the description.
  - c. Does not omit or distort information relevant to the service organization's system, while acknowledging that the description is prepared to meet the common needs of a broad range of user entities of the system and their user auditors, and may not, therefore, include every aspect of the administration of local defined benefit pension plan services for police officers and firefighters hired prior to April 8, 1978 (Old Hire Plans) and for affiliated volunteer firefighter plans (Volunteer Plans) system that each individual user entity of the system and its auditor may consider important in its own particular environment.
2. The controls related to the control objectives stated in the description were suitably designed and operated effectively throughout the period January 1, 2024 to December 31, 2024 to achieve those control objectives if subservice organizations and user entities applied the complementary controls assumed in the design of Fire & Police Pension Association of Colorado's controls throughout the period January 1, 2024 to December 31, 2024. The criteria we used in making this assertion were that:
- a. The risks that threaten the achievement of the control objectives stated in the description have been identified by management of the service organization;
  - b. The controls identified in the description would, if operating effectively, provide reasonable assurance that those risks would not prevent the control objectives stated in the description from being achieved; and
  - c. The controls were consistently applied as designed, including whether manual controls were applied by individuals who have the appropriate competence and authority.



## Section III

Description of System

# Fire & Police Pension Association of Colorado

## Overview of Services Provided

### About FPPA

The Fire & Police Pension Association of Colorado (FPPA or the Association) was established January 1, 1980, pursuant to the Colorado Revised Statutes of 1973, as amended. FPPA administers a statewide multiple-employer public employee retirement system providing defined benefit plan coverage (Defined Benefit System) for police officers and firefighters throughout the State of Colorado (the State). The Association also administers local defined benefit pension funds for police officers and firefighters hired prior to April 8, 1978, whose employers have elected to affiliate with the Association (Old Hire Plans) and for volunteer fire defined benefit plans (Volunteer Plans). FPPA also administers two funds: the Fire & Police Members' Benefit Investment Fund and the Fire & Police Members' Self-Directed Investment Fund. The Fire & Police Members' Benefit Investment Fund includes the assets of those plans that fall under the complete investment authority of the FPPA Board of Directors. This fund includes the assets of the Defined Benefit System, numerous separate Old Hire and Volunteer Plans, and other FPPA administered plans.

The controls described in this section are related to the local defined benefit pension funds for police officers and firefighters hired prior to April 8, 1978, (Old Hire Plans) whose employers have elected to affiliate with the Association and for volunteer fire defined benefit plans (Volunteer Plans) whose employers have elected to affiliate with the Association. When combined, these plans are referred to as the Affiliated Local Plans.

### Plan Information

The Affiliated Local Plans are plans for which FPPA has been asked to and has undertaken investment and recordkeeping responsibility but are not plans for which FPPA has determined or set the benefits or set the funding policy. Benefit and funding decisions are made by each plan's Board and executed by FPPA. Each of the pension plans mentioned above has its assets pooled for investment purposes. All transactions that are specific to each plan (contributions, retirement benefit payments, refunds, etc.) are accounted for by plan. The Old Hire and Volunteer Plans that have chosen to affiliate with FPPA for investment and administrative purposes are still governed by their local plan document or by the Colorado statutes and local pension board, and each has a separate actuarial valuation completed every two years.

Volunteer Plan participants are not compensated and do not contribute to their plan. These plans are mostly funded by a partial mill levy tax base. Many of these plans receive State matching funds if they contribute to their Volunteer Plan. The retirement benefit is generally based on the total assets in the plan. The Colorado State Controller has opined on March 2014 that the State contribution to volunteer firefighter's plans will continue to be treated as a supplemental discretionary payment and will not result in Governmental Accounting Standards Board Statement No. 68 (GASB 68) reporting to the State as a special funding situation.

**FPPA’s Organizational Structure**

FPPA utilizes a functional organizational structure in which functions are segregated into divisions according to the type of services to be provided. The divisions are Legal, Benefits, Operations, Culture & People, Information Technology and Investments. The organization is managed by the Executive Director, General Counsel, Chief Benefits Officer, Chief Operations Officer, Chief Investments Officer, Chief Information Technology Officer and Culture & People Officer. These positions constitute the management team that retains overall responsibility for the daily operations.



**Oversight Responsibility**

By State statute, the management of the Fire & Police Members' Benefit Investment Fund and the Fire & Police Members' Self-Directed Investment Fund (the Funds) is vested in the Board of Directors of the Fire & Police Pension Association of Colorado. The nine Board members are appointed by the Governor and confirmed by the Senate. The Board is responsible for appointing the Executive Director who is FPPA’s chief administrative officer.

Specific duties of the Board include investing and managing the Funds, disbursing money from the Funds, setting required contribution levels, and determining the award of disability and survivor benefits within the Statewide Death & Disability Plan. The FPPA Board of Directors accomplishes its business at regular meetings, held throughout the year at the Association's offices, virtually or other conference locations as determined by the Board. The management team reports to the Board at each of the Board’s meetings.

## **Control Environment, Risk Assessment Process and Monitoring Controls**

### **Control Environment Information**

FPPA's Management is responsible for establishing and maintaining the system of internal controls. These controls are designed to comply with Colorado Statutes, Federal requirements and the requirements identified in the pension plan documents. These requirements have been identified and codified in the FPPA Rules & Regulations January 1, 2024, codification. All employees are required to sign a Code of Conduct which defines FPPA's commitment to integrity and ethical values.

### **Risk Assessment Controls**

The Board is responsible for measuring and determining the risks associated with the overall operations of FPPA. For the Affiliated Local Plans, the Board concentrates primarily on investment and actuarial risks. These risks are determined by the internal auditor using a risk assessment process based on the Committee of Sponsoring Organizations of the Treadway Commission (COSO) framework. The internal auditor determines the entity level controls risk annually and completes a fraud risk assessment every two to three years.

The investment risks are monitored by the Investment Department. The Board has adopted investment policies that outline the level and type of investment risks that are allowed. The Board has also created an Investment Committee whose membership consists of at least three Board members. The Investment Committee assists the Board in monitoring the implementation of the investment program and ensuring compliance with the investment policies and objectives of the Fund. Investment staff will recommend specific investments based upon an FPPA approved investment policy. Investment staff recommendations will be reviewed by an Internal Investment Committee and a third-party consultant for compliance with FPPA processes and policies.

Actuarial risks are managed through the employment of an independent actuary hired through a competitive bid process. The actuary, Gabriel, Roeder, Smith & Company, performs biennial valuations on Affiliated Local Plans that monitor actuarial experiences and compares them to expected funding levels. Management reviews these reports.

### **Control Activities**

FPPA has policies and procedures that define specific control activities covering participant records, investment activities, financial transactions, reporting, and information technology general controls. These controls are described in detail in Section IV.

### **Monitoring Controls**

On a day-to-day basis, the monitoring of the Association's controls is the responsibility of the management team. Formal checklists exist that detail most of the overall operational controls. All data entry efforts are reviewed by a supervisor or peer. An example of a data entry effort would be new retiree pension payments that are only setup after the completed approved pension form has been received. The benefit setup in the Pension System (Advanced System Pension Network – ASPEN) is confirmed by another employee. The evidence of this review is maintained in ASPEN. Staff reviews all changes to pension benefits, payments, plans, accounts payable invoices, journal entries, bank deposits, reconciliations, time sheets, and wires before final processing occurs. Additionally, employee performance evaluations are used to ensure managerial control of quality and consistent product delivery.

### **Audits**

The FPPA recordkeeping services are subject to periodic internal audits by an independent third-party internal audit and advisory firm. The internal audits are determined and conducted using a risk assessment process based on the Committee of Sponsoring Organizations of the Treadway Commission (COSO) framework.

Additionally, an independent financial statements audit, awarded on a competitively bid basis, is conducted annually.

### **Information and Communication**

The flow of information and communications within the Association tends to be a balance between formal and informal. Because of the small size of FPPA, communications can be handled quickly and easily via a face-to-face meeting or email as opposed to a written policy directive.

### **Personnel Controls**

FPPA has established procedures covering all critical aspects of employment services including hiring, training, development, performance appraisals, and termination. In addition, all new employees are issued a job description that identifies the various procedural items applicable to their employment duties. Based on the sensitivity of the underlying job, various levels of background checks are performed on applicants prior to their employment. Employees are hired only after their skill sets have been reviewed and deemed sufficient to meet FPPA's requirements. Employee job performance is reviewed at least annually, and corrective actions are taken if performance lapses are noted.

### **Ethics**

FPPA has annual ethics training for all employees in addition to its code of conduct. The Board has established the following mission statement:

“The Fire & Police Pension Association of Colorado is committed to our members. We will prudently invest their retirement funds, administer benefits impartially, and efficiently provide high quality service.”

Management sets the tone at the top by stressing the importance of the Association's mission. This is communicated to staff and members in the way FPPA does business.

### **Plan Initiation/Modifications**

#### *New Plan Initiation and Mergers*

Plan administration begins with the request from a new eligible entity. The Executive Director reviews and approves any new local plan affiliation agreements. Once the agreement has been approved by the Executive Director, the details for eligibility, level of service, and benefits are entered into ASPEN. These details are reviewed and approved before any transactions take place. New plans are setup in Microsoft Dynamics GP System and in the allocation report. Setup is reviewed by an Accounting Manager on posted journal entries. FPPA will obtain a separate Pension Authorization Form from the participating entity which indicates the name, title, and contact information of the individuals who are authorized to make changes or approve plan transactions. FPPA is not responsible for setting the funding or benefits for these plans as they only act as the plan administrator with the Local Plan Board retaining all funding and benefit authority.

One or more affiliated Volunteer Fire Plans may be merged together to create a new volunteer fire plan for the merged entity. The merged entity will submit a resolution or documentation within the minutes of the board meeting to continue affiliation of the pension plan with FPPA. FPPA will obtain a separate Pension Authorization Form from the merged entity which indicates the name, title, and contact information of the individuals who are authorized to make changes or approve plan transactions. FPPA is not responsible for setting the funding or benefits for these plans as they only act as the plan administrator with the Local Plan Board retaining all funding and benefit authority.

#### *Plan Modifications*

Plan modifications for affiliated Volunteer Fire Plans may include benefit improvements and vesting changes. Plan modifications for affiliated Old Hire Plans may include benefit improvements and ad-hoc Cost-of-Living Adjustments. The affiliated plan's Board of Directors requests the change either by resolution or documentation within the minutes of the board meeting. FPPA Accounting staff uses a checklist to control the process for confirming and processing all requested plan modifications. All plan changes must be submitted to FPPA by an authorized representative of the participating entity. Any change to pension payment amounts are confirmed with the employer by a Payroll team member after the first payroll run after changes. Per the Colorado statutes, plan amendments for Old Hire Plans have additional requirements that include permission by the FPPA Board of Directors. All approved changes are then entered into ASPEN, if applicable. These changes are reviewed for accuracy and approved before retiree payroll is processed, if applicable.

#### *Plan Termination and Disaffiliation*

Plan termination for Old Hire Plans begins when FPPA or the local board determine that there are no longer any participating members or beneficiaries in the plan. The local plan board and management follow the State statutes to authorize FPPA to distribute the Old Hire Plan assets. Once proper authorization is obtained, including a notice of publication and a plan resolution to distribute the funds, FPPA will calculate and distribute the final plan net asset balance.

Plan disaffiliation for Volunteer Plans begins when FPPA receives a local board resolution of intent to disaffiliate from FPPA. FPPA must receive the resolution at least 60 days prior to the effective date. FPPA will calculate and distribute the final plan net assets within 30 days of the effective date of the disaffiliation. Final calculation of Volunteer Plan net assets to be distributed upon disaffiliation is approved by the COO prior to distribution.

## **Participant Records**

### *Participant Accounts*

For each participant enrolled in an Old Hire Plan, a participant account is maintained in ASPEN. The information maintained in the participant account includes:

- participant's name
- social security number
- address
- hire date
- birth date
- gender
- beneficiary – spouse
- contribution history
- service credits

For each participant enrolled in a Volunteer Plan, a participant account is maintained in ASPEN. There are no participant contributions received for the Volunteer Plans. Pensionable service years are only earned with the completion of a required 36 hours of training each year as established by Colorado statute. Each Volunteer Plan employer is responsible for tracking and reporting the eligibility for all participants to FPPA. The information maintained in the participant account includes:

- participant's name
- social security number
- address (optional)
- hire date
- birth date
- gender
- beneficiary - spouse
- pensionable years of service

Key participant record details are confirmed at least annually with the participating plan management as discussed in further detail below as part of the Annual Review of Participant Records.

### *Participant Additions and Modifications*

Within each Affiliated Local Plan, new participants may be added, and modifications may be made to an existing participant's record based on authorized written instructions from the participant or authorized plan contact person. The addition of new participants and the modification of participant data is documented primarily through the FPPA Employer Portal or via other acceptable, written, and verifiable communications. Other changes may be reported on standardized forms such as Change of Address Form, or via the FPPA Employer Portal or the Member Account Portal. The authorized plan contact or the participant is responsible for submitting the necessary forms or correspondence in a timely manner to FPPA. Additionally, FPPA receives death notifications from third-party vendors, from Longevity Holdings, Inc. and Lexis Nexis, and reviews against FPPA participant records. These death notifications are either in the form of notices confirmed by the Social Security Administration, State death records, or obituaries published in media outlets. If discrepancies are noted, FPPA will contact the employer to resolve the differences and modify participant records accordingly.

Upon receipt of the above listed forms or other correspondence from the authorized plan contact or participant, FPPA Employer Solutions or Payroll Team staff makes the requested changes. All changes made by FPPA staff are reviewed and approved by another team staff member to ensure the accuracy of the change. The review and approval process are performed in ASPEN for changes made directly in ASPEN such as a change in benefit amounts while other changes such as a change in the plan document are reviewed and approved outside of ASPEN.

### **Annual Review of Participant Records**

Individual plan management is notified by FPPA to review the participant records at least annually. The review or modification of participant records can be completed using the FPPA Employer Portal connection into ASPEN or via other acceptable, written, and verifiable communications. After the review period is completed, the participant records are compiled into a spreadsheet. The participant records spreadsheet is reviewed by FPPA Operations staff and unusual or significant changes from prior periods are questioned as part of preparing the participant data package sent to the actuary annually for analysis.

Upon receipt of modification of participant records via other communications, FPPA Employer Solutions or Payroll Team staff makes the requested changes in ASPEN. All changes made by FPPA Employer Solutions or Payroll Team staff are reviewed and approved by another FPPA Employer Solutions or Payroll Team staff member to ensure the accuracy of the change.

If the participant records are modified by an employer using the FPPA Employer Portal, the details on the modified record are stored in ASPEN and are reviewable by the FPPA Employer Solutions or Payroll Team. Changes made that satisfy the rules within ASPEN will be processed immediately within the system without review by FPPA staff members. Modified records that do not satisfy the rules within ASPEN are reviewed by Contributions or Payroll Team staff and if acceptable will be modified manually in ASPEN by the Employer Solutions or Payroll Team staff. All changes made by FPPA Employer Solutions or Payroll Team staff are reviewed and approved by another FPPA Employer Solutions or Payroll Team staff member to ensure the accuracy of the change. Examples of modifications that would not satisfy the rules within ASPEN include adding a participant that is already retired in the same plan or adding a participant that may have portable volunteer service in another plan or is active in another volunteer plan.

This review and approval by Employer Solutions or Payroll team staff is documented electronically in the ASPEN system for changes made in ASPEN or as a manual signoff for changes that are made outside of ASPEN. An example of a change in ASPEN would be changing the pensionable years of service for a volunteer firefighter. An example of a change outside of ASPEN would be updating the details of the participants that would be sent to the actuary to account for known future changes such as retirement dates that have not yet occurred but have been submitted prior to providing the data to the actuary.

### **Membership Services Records**

Individual account information is maintained for each participant for both the Old Hire Plans and Volunteer Plans. Activity posted to these member accounts and for the individual plans includes contributions (State and employer), benefit payments, plan direct expenses, and allocated revenue and expenses. FPPA also provides participant and plan reporting.

#### *Contributions – Old Hire and Volunteer Plans*

Contributions for the Old Hire and Volunteer Plans come from the employer as a wire or ACH payment. Wires are sent directly into FPPA's deposit bank. ACH payments are initiated by Employer Solutions team members to be pulled directly from the employer's bank after receiving notification that the employer has authorized the ACH payment via the FPPA Employer Portal. Each contribution received is entered into ASPEN by the employer via the FPPA Employer Portal or an Employer Solutions team member with a deposit record for the total contribution received with the detail of the source of the contribution, the employer or the State. The contribution report records will match to the deposit record in total and the records cannot be processed until they balance. The contributions record in ASPEN is reviewed and approved by an Employer Solutions team member. Monthly, contributions are reconciled by the Senior Accountant between ASPEN totals, the totals in the Microsoft Dynamics GP General Ledger, and the deposit bank. Any discrepancies are researched and corrected generally within the same month. This reconciliation is reviewed and approved by an Accounting team member.

#### *Contributions – Volunteer Plans State Matching Funds*

Volunteer Plans may also receive matching funds from the State. Annually, the State sends funds to FPPA on behalf of the Volunteer Plans via Electronic Funds Transfer (EFT). The payment remittance detail indicates the amounts paid to FPPA as State Funds by employer department or municipality. A Employer Solutions team member inputs these annual payment amounts into a tracking spreadsheet as well as enters the contributions to the employer departments in ASPEN, which are reviewed and approved by another member of the Employer Solutions team. Upon approval of the deposit, a Employer Solutions team member or the Senior Accountant will send an email to the plan notifying them of the contribution they have received from the State. The deposit details (such as amount, department, deposit date, etc.) are compared to the tracking spreadsheet.

The Colorado State Controller opined in March 2014 that the State matching funds contribution to volunteer firefighter's plans will continue to be treated as a supplemental discretionary payment and will not result in GASB 68 reporting to the State as a special funding situation.

### *Benefit Payments*

Benefit payments begin when a participant applies for benefits after all eligibility requirements have been met. The participant will notify their plan management of the decision to receive retirement benefits. The plan will then submit a retirement application form to FPPA. The retirement application is a standard FPPA form. The retirement application includes the participant name, volunteer pensionable years of service or Old Hire service credit, and the monthly benefit that the participant is eligible to receive, as determined by the plan benefit structure. The retirement application will be signed by the participant and an authorized representative of the plan. Notice of retirement can also be provided to FPPA electronically by the Old Hire or Volunteer plan authorized representative on the FPPA Employer Portal. The same participant information is provided electronically as contained on the retirement application form. Payroll team members will review the submitted retirement application and confirm that the information agrees with FPPA's records. This review, performed by a Payroll team member, includes comparing the volunteer pensionable years of service or the Old Hire service credit, and the expected benefit payment from the retirement application to the amounts recorded in ASPEN. Any differences are investigated and resolved by a Payroll team member before the retirement application is processed. Once the details of the retirement application are confirmed, a Payroll team member will enter the participant retirement information into ASPEN. This setup is then reviewed by another Payroll team member before it is made active. These reviews are documented electronically in ASPEN. Once all new participant benefit payments are setup, the monthly benefit payroll is generated by a payroll staff member.

The Accounting Manager compares the check advice and deposit advice totals on the final payroll balancing report from ASPEN to the payroll dashboard report which contains a summary of the information contained within the payment file to be uploaded to the Deposit Bank and to Microsoft Dynamics GP integration file. An Accounting Manager will review the payroll and, if no errors are noted, approve the payroll run. Most payments are made via direct deposit with a limited number of physical checks being issued. Additionally, the Deposit Bank sends an acknowledgement file listing all the payments it will make on behalf of FPPA via check or direct deposit. Upon receipt of this file, a Payroll team member compares the payment totals to the Payroll Dashboard Report to verify accuracy and completeness of the payments processed. FPPA uses a positive pay system requiring an Accounting Manager or Chief Operations Officer to send a file to the deposit bank with the details of the issued checks/direct deposits. The deposit bank uses this file to confirm each transaction as it is received by the deposit bank for payment. The deposit bank account is reconciled monthly by an Accounting team member to confirm the accuracy of the payments issued.

### *Direct Plan Expenses*

Direct plan expenses are those costs that apply only to a specific plan. These are normally payments requested by an authorized plan administrator to be paid directly by FPPA from plan assets. Once it has been confirmed that the person requesting the payment is an authorized plan administrator, an Accounting team member will sign off that this verification has occurred and designate the correct General Ledger code for the specific plan. Subsequently, an Accounting Manager will approve the invoice or letter of request. If there are no issues, these expenses are processed the same as direct plan allocated expenses as described below.

*Direct Plan Allocated Expenses*

FPPA identifies plan expenses that can be attributed to a specific plan or set of plans. Vendors are paid via ACH or check. Expenses may be incurred through the purchase of goods or services from third-party vendors as evidenced by an invoice from the vendor or by FPPA employees through expense reports. FPPA Staff must complete a travel and expense report in compliance with the FPPA Travel and Expense policy.

Purchase orders are used primarily for IT equipment and software purchases. When a purchase order is requested by a vendor, an FPPA employee creates a purchase request within Concur and assigns the General Ledger account coding. The purchase request is then routed to the appropriate department manager for approval. Next, an Accounting Manager will review the General Ledger account coding on the purchase request and provide approval. After approvals are received, the FPPA employee generates the Purchase Order in Concur and transmits it via email to the vendor for fulfillment. Once the equipment or services have been received and an invoice is presented by the Vendor, the FPPA employee will enter the invoice into Concur, which matches the invoice against the Purchase Order. Any discrepancies are resolved by the employee and the invoice is sent to an Accounting Manager for review and approval for payment.

Expense reports and invoices are entered by an FPPA employee into a cloud-based system called Concur which utilizes digital workflow. The employee assigns the appropriate General Ledger account code and the expense is then routed to their designated approver. These expenses are reviewed and approved by an appropriate Executive team member or their designee for budget availability and reasonableness. Once the invoice or expense report has been approved by the appropriate staff member, it is routed to an Accounting Manager to review the General Ledger account coding. If there are no issues, an Accounting Manager will approve the invoice and add it to the accounts payable items to be paid. If the expense is payable to a new vendor, an Accounting team member will set up the vendor in Microsoft Dynamics GP and another Accounting team member will approve and sign off on the setup after reviewing the applicable vendor information. If the vendor chooses payment via ACH, an Accounting Manager will enter the vendor ACH payment details into the vendor master file and another Accounting Manager or Chief Operations Officer will review and sign off on this setup. An Accounting Manager or Accounting team member will extract the invoice or expense report data from Concur and integrate it into Microsoft Dynamics GP for payment. The Invoice Batch Approval Report is generated in Concur to provide a list and total of the invoices to be paid. The report also provides evidence of the manager and Accounting Manager approval of all invoices. This report total is compared to the invoice batch total in Microsoft Dynamics GP to ensure that no invoices are missed when expense data is transferred between the two systems, with any discrepancies investigated and corrected before payments are released. The accounts payable checks and EFT Payment Register are generated and compared to the list of total accounts payable invoices to be paid. Differences are reviewed and corrected before payments are released. This reconciliation is reviewed by an Accounting Manager or a designated individual. Once the list and payment registers are reconciled, the payment package is given to an authorized signer for approval. The authorized check signer reviews the payment package which consists of the check or ACH Remittance Form and the approved invoice.

The authorized check signer will sign the check or the ACH Remittance Form if the payment is approved. Approved checks are mailed, and approved ACH payments are sent to the bank for processing. FPPA uses a positive pay system requiring an Accounting Manager or Accounting team member to send a file to the deposit bank with the details of the issued checks. The deposit bank uses this file to confirm each transaction as it is received by the deposit bank for payment.

If there are any differences noted between the positive pay file and the check being processed, the bank will stop processing and contact FPPA for further instructions. An FPPA Accounting Manager or Accounting team member will review the transaction and determine whether to reject or process the check in question. The deposit bank account is reconciled monthly by an Accounting team member to confirm the accuracy of the payments issued.

#### *Allocated Expenses and Investment Revenues*

For each investment pool, the investment related expenses and revenues are allocated to each plan within the pool in proportion to their individual asset base.

All other allocated expenses are allocated to each plan in proportion to their total membership base.

Allocated expenses are general expenses that are for the administration of all pooled plan assets. Investment management fees are paid directly from the custodial bank assets. These fee invoices are reviewed for reasonableness and assigned an expense code within the custodial bank system. These fees are submitted for payment and approved for payment by an authorized approver within the custodial bank web access system. These fees are recorded by the Investment Accountant in the General Ledger on a monthly basis through the custodial bank reconciliation and reviewed for accuracy. All other allocated expenses are reviewed and approved by an Executive team member or their designee for budget availability and reasonableness and assigned a General Ledger account code. Once approved, an Accounting team member will review the General Ledger account coding. If there are no issues, these expenses are processed for payment through Accounts Payable.

Investment revenue is recorded by the Investment Accountant when earned and posted to the General Ledger. Monthly the investment accounts are reconciled by the third-party managers to the custodial bank to verify the accuracy of the investment activity recorded. The reconciliations are reviewed and approved by Investment personnel.

The monthly allocation of expenses and investment revenue is calculated by a stored procedure in Microsoft Dynamics GP General Ledger. This procedure begins by calculating the Asset Allocation Balance based upon the plan direct total monthly activity plus the prior month ending plan asset balance. The report lists the plan specific activity for the month:

- Beginning Net Asset Balance
- Member Contributions (not applicable to Affiliated Local Plans)
- Service Purchases (not applicable to Affiliated Local Plans)
- Employer Contributions
- Service Reinstatement (not applicable to Affiliated Local Plans)
- State Funding
- Affiliations/Disaffiliations
- Refunds
- Net Benefit Payments
- Plan Directed Expenses
- Direct Allocated Plan Expense/Income
- Over/Under Contributions
- Period Sub-Total (monthly total plan direct revenues and expenses)

The Allocation Report then totals to the Asset Allocation Balance (this is the net assets directly attributed to each plan from the Period Sub-Total and Beginning Net Asset Balance) and the Asset Allocation Percent. The Asset Allocation Percent is the individual plan's Asset Allocation Balance divided by the total of the investment pooled net assets and is used to calculate the allocation of investment related expenses and revenues to each plan for each investment pool.

After the plan direct activity and allocation details total to the Asset Allocation Balance, the Allocation Report lists the allocated pooled plan investment revenues and expenses. As part of the stored procedure for the allocation, the monthly amount that applies to individual plans is derived from the total for each category listed below for each investment pool multiplied by the individual plan's Asset Allocation Percent.

- Interest
- Dividends
- Other Income
- Net Change in Accrued Income
- Unrealized Gain/Loss
- Unrealized Gain/Loss on Securities Lending
- Realized Gain/Loss
- Asset Based Fees
- Investment Department Expenses

After the plan investment expenses and revenues are reported, the Member Headcount and Member Allocation Percent are used to allocate all other expenses. Member Headcount is the total of each plan's active, inactive and retired members. The Member Allocation Percent is the individual plan's Member Headcount divided by the total FPPA pooled headcount (shown on the last page of the Allocation Report).

As part of the stored procedure for the allocation of other expenses, the monthly allocated fees and expenses that apply to individual plans is derived from the total other expenses multiplied by the individual plan's Member Headcount Percent. As a final calculation, the allocated monthly expenses and investment revenue are subtotaled and then added to the Asset Allocation Balance to determine the plan's month-end asset balance as shown below:

- Fees and Expenses
- Period Sub-Total
- Total Ending Balance

These allocated amounts are then posted directly to the individual plan accounts in the Microsoft Dynamics GP accounting system. The Trial Balance, which substantiates the posting of allocated fees and expenses, is reviewed monthly by an Accounting Manager or other Accounting team member.

#### *Participant and Plan Reporting*

Retired participants and spousal beneficiaries are able to review their account details via the FPPA Member Account Portal.

FPPA uploads the plan specific Allocation Reports to the FPPA Employer Portal for authorized plan contacts to download. The authorized plan contact is requested to review the report and communicate any errors or discrepancies to FPPA in a timely manner.

## **Annual Report**

At year end, the Accounting staff produces the Association's financial statements. These statements are audited by a certified public accounting firm. Financial information needed to prepare these statements is generated from the Microsoft Dynamics GP accounting system and custodial bank reporting system. The report is publicly available on the FPPAco.org website.

## **Investments**

The FPPA Board has established investment policies and objectives to define acceptable levels of risk, asset allocation targets, asset class guidelines, investment performance objectives, and other guidelines governing the management of the investments. The Members' Benefit Investment Fund investments are allocated among three investment pools: the Long-Term Pool, Glide-Path Pool and Short-Term Pool. The Old Hire Plans are allocated among the Glide-Path Pool and Short-Term Pool. The Volunteer Plans are allocated to the Long-Term Pool and the Short-Term Pool. All other Plans are allocated to the Long-Term Pool. Investments are chosen based upon Board policy. The Investment staff is responsible for researching and recommending new investment opportunities based upon the resources available and the current investment allocation targets.

## **General Computer Controls**

### *User Access Administration — New Hires, Terminations, & Transfers*

Requests for changes to users' logical access including setting up a new user or a change to an existing user's access rights are made by Culture & People or management via email or other verifiable written communication. The request will include the specific access rights requested which may be in the form of a request to mirror an existing user's access or by using a job title template. Changes to users' logical access, including creating, changing or terminating access is completed once an approved user access request is received by the IT department. FPPA uses role-based security and follows a least access approach to granting user access. Access to deposit and custodial bank accounts is limited to only the staff authorized to perform banking duties.

The Culture and People department will notify the IT department of all terminations. Upon receiving notice of termination, the IT department will inactivate and remove the terminated user's access to FPPA's IT systems by following the termination procedure. The Chief Operations Officer will remove the terminated user's access to banking systems, if applicable.

User access and the processing roles within FPPA's systems is initiated and managed by IT staff. It is then reviewed at least annually and approved by the user's manager.

### *Password & Account Lockout Configurations — FPPA Network & ASPEN*

Password and account lockout settings have been configured and implemented to restrict access to the network and ASPEN, and Microsoft Dynamics GP applications.

Passwords are required to have fourteen characters minimum (sixteen characters is recommended) except in cases where systems do not support fourteen characters. In cases where systems can only support passwords with less than the FPPA required number of characters, the maximum number of characters allowed by the system is required. Password complexity will be enforced and shall contain at least three of the following: upper case characters, lower case characters, numbers, or special characters except in cases where systems do not support complex passwords.

Initial/temporary passwords are single-use and are required to be changed upon initial/next user logon. Accounts are locked-out after five invalid logon attempts (where supported). Passwords are changed within 90 days of the last password change. Passwords for active contractor and temporary employee accounts are set to expire every 90 days or to the term of the statement of work. Passwords for shared accounts are changed in a timely fashion following the separation of service of anyone with access to the shared account. Generic/shared accounts to vendor portals that do not have a direct impact to FPPA business can be changed annually with a password length of sixteen characters or more. Passwords cannot be the same as the previous five passwords.

All production level System Administrator passwords are documented in the IT password vault. All generic/shared accounts and service account passwords are documented in the IT password vault. Master passwords for password vaults are changed every 90 days.

FPPA employees' access is based on the Windows Active Directory (AD) password and account lockout group policy settings described above.

#### *Administrative Access*

Network administrative access to FPPA systems is restricted to IT staff and contractors. The list of network administrators is reviewed and approved annually by the IT Operations Manager.

Administrative functions within ASPEN, FPPA's pension administration system, including the ability to create users and assign user access based on roles, is limited. Administrative access to ASPEN is reviewed at least annually as part of the User Access Administration discussed above.

Administrative functions within Microsoft Dynamics GP, FPPA's General Ledger system, including the ability to create users and assign access based on roles, is limited to the IT staff. Administrative access to Microsoft Dynamics GP is reviewed at least annually as part of the User Access Administration discussed above.

Administrative functions within the FPPA staff payroll system including the ability to create users and assign user access based on roles, is limited to the Executive Director, People & Culture Officer, Chief Operations Officer and HR Generalist. Administrative access to the FPPA staff payroll system is reviewed at least annually as part of the User Access Administration discussed above.

Access to the production databases that support the ASPEN and Microsoft Dynamics GP systems are restricted to IT staff.

Administrative functions within banking systems including the ability to set up modify or remove user accounts and access based on roles is limited to specific approved users. The Chief Operations Officer, Employer Solutions Manager and Investment Accountant are administrators of the Wells Fargo Bank system with dual authorization controls. The Executive Director, Chief Operations Officer, and the Chief Investment Officer are administrators of the Bank of New York Mellon (BNY) system. Administrative access to the banking systems is reviewed at least annually as part of the User Access Administration discussed above.

### *Change Management*

Software-based change management system called SCOUT and Azure DevOps manages the change management process for ASPEN. Using SCOUT and Azure DevOps allows application users to submit tickets for known issues and requested enhancements through the ASPEN application. Following the change management process steps, tickets are reviewed, evaluated, prioritized and approved for processing by the steering committee. After the request is approved, resources as well as a projected start date for the work are assigned. This review is designed to prevent unauthorized changes from being introduced.

The development prompted by the change requests is executed and tested by the Application Development staff. At the point where the development staff is creating solution changes and checking them in to be part of the code build, all members of the ASPEN development team are able to see the changes as highlighted differences and review them through code reviews to understand the changes and vet the coding for accuracy. The code reviews also allow Application Development staff to review for unauthorized changes. Any changes that are discovered that would be deemed as unauthorized can be removed altogether or further refined to be within scope of the driving PIR. If code changes are being introduced that do not correspond to the assigned PIR or are being developed at a point in time not congruent with the ticket, the changes would be identified and resolved through corrective actions during the code reviews. An action plan is established with the Chief Information Technology Officer or the Applications Manager to make and execute the necessary corrections.

The approved development changes are elevated to the user test environment and are then tested by the user(s) requesting the change. A series of solution builds and rounds of testing help further validate the solution before a final build is created. Once the changes are approved by the user(s), the change is incorporated into the production build. Users do not approve changes for activities such as additions to code values or running queries.

The final build is performed by one of the on-site Application Development staff. The final build is then stored in a secure location. Each build document includes all the approved changes and is reviewed and approved for promotion to production by an IT Manager prior to deployment. During the pre-determined down-time window, the updated solution is deployed by the assigned FPPA developer. The ability to implement ASPEN application changes within the Production environment is restricted to two Application Development staff. This ensures that the updated solution being deployed to the production servers is the approved solution that was built by FPPA staff.

Builds are generally deployed to production on a monthly basis. However, changes may be promoted to production between the monthly packages or changes may wait for more than a month to be promoted depending on the urgency of the issue being corrected.

FPPA does not have access to the source code for Microsoft Dynamics GP. Changes made to this system includes vendor supplied patches, configuration of new features or new/changed reporting functionality. All changes are reviewed by an Accounting Manager and applied by FPPA IT staff.

FPPA also contracts with a third-party service to perform an annual security assessment and penetration test. During this test, various aspects of network security are tested and assessed. Deficiencies and recommendations are supplied in a final report that is summarized and presented to the FPPA Audit Committee. The FPPA IT staff reviews these recommendations and an IT Manager determines if there are other mitigating controls that protect the identified vulnerabilities, or if the recommendations will be either resolved, or if future projects will be required for mitigation. These accepted recommendations are logged in a spreadsheet and tracked as they are remediated.

Other security controls that FPPA deploys include the use of perimeter firewalls, web application firewalls, intrusion prevention systems, server monitoring and log aggregation for 24x7 review by Arctic Wolf which is a Managed Security Service Provider (MSSP). Patch deployment is managed through an enterprise-wide patch management system. Vulnerabilities from missing patches are reported on a weekly cycle from a vulnerability scanner in order to prioritize patching and remediation efforts.

#### *Backup and Recovery*

FPPA has three separate backup processes. The first backup process is Unitrends/Datto backup in a cloud data center. This backup captures any changes to the servers since the previous backup. Backups can be daily or hourly. The second backup process is an online replication of all Azure DevOps systems and servers. These replications are scheduled to occur daily. The third backup is Spanning Backup for M365 user data.

#### *Physical Access*

FPPA is located in Denver, Colorado. Visitors enter this space through the main reception area. There are 3 public meeting spaces in the reception area to accommodate visitors. FPPA staff and contractors may enter the space through six electronic key card controlled access doors. IT Operations staff, only, may also enter through a separate electronic key card controlled door into their IT workroom.

The FPPA production servers reside in an Azure cloud data center. Only IT staff and designated vendor personnel are authorized to access the production servers within the Azure cloud data center.

### Complementary Subservice Organization Controls

FPPA utilizes subservice organizations to perform certain functions to improve operating and administrative effectiveness. The subservice organizations are carved out; therefore, the accompanying description includes only policies, procedures, and control objectives of FPPA and does not include policies, procedures, and control objectives at the various service organizations described below. The examination of the independent service auditors did not extend to policies and procedures at these subservice organizations. The most significant subservice organizations used by FPPA are shown below.

The achievement of certain FPPA control objectives is dependent upon whether certain controls at the subservice organizations were suitably designed and operating effectively throughout the period. As such, the following list represents the controls performed at the subservice organizations which are anticipated in the design of FPPA’s system and for which are needed to meet certain control objectives:

Type of Services Provided	Subservice Organization Name	Complementary Subservice Organization Controls	Relevant Control Objectives
FPPA relies on Wells Fargo Bank’s treasury management services for transaction clearing house services, wire transfers, controlled disbursement account, desktop deposit, and payment and receivables manager.	Wells Fargo Treasury Management	1. Controls in place for all logical and physical access to Wells Fargo Treasury Managements system.  2. Controls in place to ensure that transaction clearing house services, wire transfers, and disbursements are processed accurately, completely and timely.	Control Objective 2 - Contributions.  Control Objective 3 - Disbursements.  Control Objective 6 - Retirement Plan Cash Movements
FPPA relies on Arctic Wolf, Inc. for network security and monitoring including perimeter firewalls, web application firewalls, intrusion prevention systems, server monitoring, and log aggregation and vulnerability management.	Arctic Wolf, Inc.	1. Controls in place to provide reasonable assurance that logical access to programs, data, and computer resources is restricted to authorized and appropriate individuals and appropriately documented.  2. Controls in place to provide reasonable assurance that application changes are appropriately documented, tested, and approved.	Control Objective 8 - Logical Access Controls.  Control Objective 9 - Configuration Management.

# Fire & Police Pension Association of Colorado

Description of System

January 1, 2024 to December 31, 2024

Type of Services Provided	Subservice Organization Name	Complementary Subservice Organization Controls	Relevant Control Objectives
FPPA relies on Microsoft Azure for cloud infrastructure hosting services.	Microsoft Azure	Controls in place to provide reasonable assurance that physical access is restricted to authorized and appropriate individuals.	Control Objective 11 – Physical Access.
FPPA relies on Kaseya US, LLC for data backup, and business continuity and disaster recovery services.	Kaseya US, LLC	1. Controls in place to provide reasonable assurance that program data is regularly and completely backed up.	Control Objective 10 – Service Continuity.
FPPA relies on Parserr Pty Ltd for data backup, and business continuity and disaster recovery services.	Parserr Pty Ltd	1. Controls in place to provide reasonable assurance that program data is regularly and completely backed up.	Control Objective 10 – Service Continuity.
FPPA relies on BNY Bank for investment processing, accounting and asset custodial services for the investments in the Fire & Police Members’ Benefit Investment Fund, and for portfolio administration services including effectuating capital calls.	BNY	<p>1. Controls in place to provide reasonable assurance that trades and other cash movements are processed in a complete, accurate and timely manner.</p> <p>2. Controls in place to provide reasonable assurance prices and net asset values are received from an authorized source and are recorded in a complete, accurate, and timely manner.</p> <p>3. Controls in place to provide reasonable assurance reconciliations between plan records and trust records are performed in a complete, accurate, and timely manner.</p> <p>4. Controls in place to provide reasonable assurance that capital calls are effectuated completely, accurately, and timely.</p>	<p>Control Objective 4 - Retirement Plan Income and Expense Allocations.</p> <p>Control Objective 6 - Retirement Plan Cash Movements</p>

## Fire & Police Pension Association of Colorado

Description of System

January 1, 2024 to December 31, 2024

Type of Services Provided	Subservice Organization Name	Complementary Subservice Organization Controls	Relevant Control Objectives
Through June 30, 2024, FPPA relied on Hamilton Lane for portfolio administration services including reporting on private markets investment strategy assets.	Hamilton Lane	1. Controls in place to provide reasonable assurance that private markets investment strategy assets are reported on completely, accurately, and timely.	Control Objective 4 - Retirement Plan Income and Expense Allocations.  Control Objective 6 - Retirement Plan Cash Movements
Effective July 1, 2024, FPPA relies on eFront for portfolio administration services including reporting on private markets investment strategy assets.	eFront	1. Controls in place to provide reasonable assurance that private markets investment strategy assets are reported on completely, accurately, and timely.	Control Objective 4 - Retirement Plan Income and Expense Allocations.  Control Objective 6 - Retirement Plan Cash Movements
FPPA relies on Gabriel, Roeder Smith & Company (GRS) for actuarial services related to biennial actuarial valuations for Affiliated Local Plans that report the actuarial determined contribution plan experience and plan funded status. GRS also provides annual GASB 68 reports for Affiliated Local Plans that provide accounting schedules required under GASB Statement No. 68 "Employer Reporting for Pension Plans."	GRS & Company	1. Controls in place to provide reasonable assurance that the actuarial information provided is complete, accurate and timely.  2. Controls in place to provide reasonable assurance that the annual GASB 68 reports provided are complete and accurate.	Control Objective 7 - Annual Review of Participant Records
FPPA relies on Longevity Holdings, Inc. for death monitoring activities.	Longevity Holdings, Inc.	1. Controls in place to provide reasonable assurance that death monitoring reports provided are complete and accurate.	Control Objective 5 - Participant Record Changes

FPPA relies on GRS as a management expert providing actuarial services. GRS provides a certification letter with each of the reports on the Affiliated Local Plans. For all other subservice organizations, FPPA annually obtains and reviews the issued Service Organization Controls reports noting any exceptions reported for the control objectives or trust criteria. If any significant exceptions are noted related to FPPA contracted services, FPPA staff will follow up with the service organization to determine if any other mitigating controls or processes were completed and to assess if FPPA staff needs to perform any additional mitigating processes. FPPA also evaluates the listed complementary user entity controls within these Service Organization Controls reports to ensure FPPA is properly managing and reviewing the services provided. In general, complementary user controls include proper user access updates and review, proper data backup and recovery procedures, and review of provided output reports for completeness and accuracy.

These types of controls are part of FPPA's general processes and are described above as well as included as part of the Tests of Operating Effectiveness of Controls. To the extent any additional specific complementary user entity controls related to these services is considered a key control to meet the control objectives listed below, FPPA has included the control to be tested as part of the Tests of Operating Effectiveness of Controls.

## **Complementary User Entity Controls**

FPPA controls were designed with the assumption that certain controls would be implemented at the plan level by participating employers. In certain situations, the application of specific controls at the employer level is necessary to achieve the identified control objectives listed within this report. In such instances, the required employer level controls are identified under the control objective in Section IV of this report.

This section describes additional controls that should be in operation at the Old Hire Plan and Volunteer Plan level to complement the controls in operation at FPPA. User auditors should consider whether the following controls have been placed in operation at the plan level:

### **Control Objective 1 - Plan Setup and Administration**

- The Board of Volunteer Plans is responsible for reviewing and approving the plan details including changes to plan benefits.
- The Board of Volunteer Plans is responsible for designating the individuals who can review and approve changes to the plan, submit participant retirement requests and confirm pensionable years of service and compliance with participant eligibility requirements.
- The Board of the Old Hire Plans is responsible for reviewing and approving the plan details including changes to plan benefits.
- The Board of Old Hire Plans is responsible for designating the individuals who can review and approve changes to the plan, submit participant retirement requests and confirm service and compliance with participant eligibility requirements.

### **Control Objective 2 - Contributions**

- Municipalities/Districts or the Board of Old Hire Plans and Volunteer Plans are responsible to meet the financial obligations set forth by their plan documents and any required financial reporting.
- Municipalities/Districts or the Board of Old Hire Plans and Volunteer Plans are responsible for reviewing and completing contribution amounts or participant service data on an individual or group basis in a timely manner when requested by FPPA.
- Authorized plan contacts are responsible for submitting contributions reports through the FPPA Employer Portal.

### **Control Objective 3 - Disbursements**

- Authorized plan contacts are responsible for reviewing and approving the retirement application before a withdrawal or retirement disbursement is processed by FPPA.
- Participants are responsible for reviewing FPPA notification and retirement letters and communicating any discrepancies or concerns to FPPA.

- Authorized plan contacts are responsible for reviewing financial information and individual participant statements used in the completion of their financial statements for reasonableness and notifying FPPA of any errors.
- Authorized plan contacts are responsible for reviewing and approving any plan specific expenses submitted to FPPA for payment.

**Control Objective 4 – Retirement Plan Income and Expense Allocations**

- Authorized plan contacts are responsible for reviewing financial information and individual participant statements used in the completion of their financial statements for reasonableness and notifying FPPA of any errors.

**Control Objective 5 –Participant Record Changes**

- Participants are responsible for reviewing FPPA notification and retirement letters and communicating any discrepancies or concerns to FPPA in a timely manner.
- Authorized plan contacts are responsible for reviewing financial information and individual participant statements used in the completion of their financial statements for reasonableness and notifying FPPA of any errors.
- Municipalities/Districts or the Board of Old Hire Plans and Volunteer Plans are responsible for maintaining up to date membership data and communicating changes to FPPA including, but not limited to, changes in spouse, remarriage of survivors and member or survivor death.
- Municipalities/Districts or the Board of Old Hire Plans and Volunteer Plans are responsible for designating an authorized plan contact and notifying FPPA of plan contact changes.

**Control Objective 6 – Retirement Plan Cash Movements**

- Authorized plan contacts are responsible for reviewing financial information and individual participant statements used in the completion of their financial statements for reasonableness and notifying FPPA of any errors.

**Control Objective 7 – Annual Review of Participant Records**

- Authorized plan contacts are responsible for reviewing FPPA participant records and communicating any discrepancies or concerns to FPPA in a timely manner.

**Control Objective 8 – Logical access controls**

- Municipalities of Old Hire Plans are responsible for designating an authorized plan contact that can access FPPA systems and notifying FPPA of any changes required in user access including removal of access in a timely manner.

The list of Old Hire Plan and Volunteer Plan level entity controls presented above and those presented with certain specified control objectives do not represent a comprehensive set of all of the controls that should be employed by Municipalities/Districts or Boards. Other controls may be required at the municipal or volunteer plan level.



## Section IV

Control Objectives and Related Controls,  
Tests of Operating Effectiveness and Results of Tests

**Provided by the Independent Service  
Auditor and Fire & Police Pension  
Association of Colorado**

### **Purpose and Objectives of the Independent Service Auditor's Examination**

This report on the controls placed in operation and tests of operating effectiveness applicable to Fire & Police Pension Association of Colorado is intended to provide interested parties with information sufficient to obtain an understanding of those aspects of Fire & Police Pension Association of Colorado's controls that may be relevant to a user entity's internal controls over financial reporting. This report, when coupled with an understanding of internal controls in place at user entities and subservice organizations, is intended to assist in the assessment of the total internal controls applicable to the transactions processed by Fire & Police Pension Association of Colorado for user entities.

Our examination was restricted to the selected services, control objectives and related procedures specified by Fire & Police Pension Association of Colorado in the controls and testing in Section IV, and were not extended to procedures in effect at user entities and subservice organizations. Fire & Police Pension Association of Colorado specified its control objectives and is responsible for identifying its controls to meet those objectives.

The examination was conducted in accordance with the Statements on Standards for Attestation Engagements, Reporting on Controls at a Service Organization (Type 2), of the American Institute of Certified Public Accountants. It is each interested party's responsibility to evaluate this information in relation to internal controls in place at each user entity to obtain an overall understanding of internal controls to assess control risk. The user entity and Fire & Police Pension Association of Colorado's portions of the control structure must be evaluated together. If effective user entity internal controls are not in place, Fire & Police Pension Association of Colorado's controls may not compensate for such weaknesses.

A system of internal control is intended to provide reasonable, but not absolute, assurance that the control objectives are achieved. The concept of reasonable assurance recognizes that the cost of a system of internal control should not exceed the benefits expected to be derived and also recognizes that the evaluation of the cost-benefit relationship requires estimates and judgments by management.

Our tests of the effectiveness of controls included such tests as were considered necessary in the circumstances to evaluate whether those controls, and the extent of compliance with them, were sufficient to provide reasonable, but not absolute, assurance that the specified control objectives were achieved throughout the period from January 1, 2024 to December 31, 2024. Our tests of the operational effectiveness of controls were designed to cover a representative number of events for each of the controls listed in Section IV which are designed to achieve the specific control objectives, also listed in Section IV. In selecting particular tests of the operational effectiveness of controls, we considered (a) the nature of the items tested, (b) the types and competence of available evidential matter, (c) the nature of the audit objectives to be achieved, (d) the assessed level of control risk and (e) the expected efficiency and effectiveness of the test.

**Description of Testing Procedures**

Test procedures performed in connection with determining the operational effectiveness of controls detailed in the matrices in Section IV are described below:

Test	Description
Inquiry	Inquired of appropriate personnel to ascertain their knowledge and understanding of the compliance of the controls.  Inquiries were performed on all controls. However, the test is not listed individually for every control shown in the accompanying matrices.
Observation	Observed application of specific control activity.
Inspection	Inspected documents and reports indicating performance of the specific control activity.
Reperformance	Reperformed application of the specific control activity.

Within the testing procedures, sampling refers to non-statistical sampling methods and techniques. Likewise, when referring to a selection of items, such selection was not based on sampling methods and techniques.

Exceptions, if any, noted by Eide Bailly LLP, regarding the adequacy of the controls identified to achieve the stated objective or the level of compliance with the controls are presented in this section under the caption "Results of Testing".

In certain situations, the application of specific controls at the user entities and subservice organizations are necessary to achieve certain control objectives included in this report.

Control Number	Controls Specified by the Organization	Test Procedures	Results of Testing
<b>1. Plan Setup and Administration</b>			
Controls provide reasonable assurance that new retirement plans, changes to, or dissolution of existing retirement plans are established accurately and completely and are properly authorized.			
1.1	New pension plan affiliations must complete an affiliation agreement signed by the pension plan representative and FPPA Executive Director.	1. Inspected supporting documentation for a sample of new pension plan affiliations to evidence that new pension plan affiliations must be approved by the signed by the pension plan representative and FPPA Executive Director.	No exceptions noted.
1.2	Volunteer Plans - New plan setup and changes of plan details are made in ASPEN by the Senior Accountant. All new plans details are reviewed to ensure accuracy of the setup by the Accounting Manager.	1. Inspected supporting documentation for a sample of new volunteer plans to evidence that new plan setups are made in ASPEN by the Senior Accountant and that all new plans details are reviewed to ensure accuracy of the setup by the Accounting Manager.  2. Inspected supporting documentation for a sample of changes to volunteer plan details to evidence that changes of plan details are made in ASPEN by the Office Coordinator and that all new plans details are reviewed to ensure accuracy of the setup by the Senior Accountant.	No exceptions noted.
1.3	Volunteer Plans – Merged plans submit a resolution or documentation within the minutes of the board meeting electing to remain affiliated with FPPA.	1. Inspected supporting documentation for Volunteer Plan mergers in the current year to evidence that continued affiliation with FPPA of the Volunteer Plan is approved by the Plan’s Board.	No exceptions noted.
1.4	Plan modifications including benefit improvements, ad-hoc cost-of-living adjustments and vesting changes to Old Hire and Volunteer Plan pension benefits are approved by the appropriate Board.	1. Inspected supporting documentation for a sample of Old Hire Plan modifications to evidence that plan modifications including benefit improvements and ad-hoc cost-of-living adjustments to Old Hire pension benefits are approved by the FPPA Board.  2. Inspected supporting documentation for a sample of Volunteer Plan modifications to evidence that plan modifications including benefit improvements and vesting changes to Volunteer Plans pension benefits are approved by the Plan’s Board.	No exceptions noted.

Control Number	Controls Specified by the Organization	Test Procedures	Results of Testing
1.5	New plan is setup in Microsoft Dynamics GP System and in the allocation report. Setup is reviewed by an Accounting Manager.	1. Inspected supporting documentation for a sample of new plans to evidence that the new plan is setup in the Microsoft Dynamics GP System and in the allocation report and that the setup is reviewed by an accounting manager.	No exceptions noted.
1.6	FPPA will distribute net assets as directed by the Old Hire Plan local board and per State Statutes when the plan is determined to no longer have participating members or beneficiaries.	1. Inspected supporting documentation for all Old Hire Plans that were determined to no longer have participating members or beneficiaries to evidence that FPPA will distribute net assets as directed by the Old Hire Plan local board and per State Statutes.	No exceptions noted.
1.7	FPPA will distribute Volunteer Plan net assets within 30 days of the effective date of a resolution by the local board to disaffiliate from FPPA. Final calculation of Volunteer Plan net assets to be distributed upon disaffiliation is approved by the COO prior to distribution.	1. Inspected supporting documentation for all Volunteer Plans that disaffiliated from FPPA to evidence that FPPA will distribute Volunteer Plan net assets within 30 days of the effective date of a resolution by the local board to disaffiliate from FPPA and the final calculation of Volunteer Plan net assets to be distributed upon disaffiliation is approved by the COO prior to distribution.	No exceptions noted.

Control Number	Controls Specified by the Organization	Test Procedures	Results of Testing
<b>2. Contributions</b>			
Controls provide reasonable assurance that plan contributions are processed accurately and completely.			
2.1	Contributions are received by wire or preauthorized ACH. On a daily basis, contributions entered by the employer in the Employer Portal are reviewed and approved by an Employee Solutions team member to ensure accuracy.	1. Inspected approvals for a sample of contributions to evidence that contributions entered into the system are reviewed and approved by an Employer Solutions team member.	No exceptions noted.
2.2	<p>Volunteer Plans - State Department of Local Affairs (DOLA) will send payments with remittance detail of the amounts that they are paying for each local pension plan.</p> <p>Contribution amounts are entered by a member of the Accounting team which is reviewed and approved by another member of the Accounting team. Upon approval of the deposit, the Senior Accountant will send a confirmation email to the plan notifying them of receipt of state matching funds posted to the plan.</p>	<p>1. Inspected supporting documentation for a sample of state matching contributions to evidence that contribution amounts are entered by a member of the accounting team which is reviewed and approved by another member of the accounting team.</p> <p>2. Inspected supporting documentation for a sample of state matching contributions to evidence that the senior accountant sends an email to the plan notifying them of the contribution they have received from the state.</p>	No exceptions noted.
2.3	The Senior Accountant performs a monthly reconciliation of the total deposits from all sources to the bank and Microsoft Dynamics GP System. This reconciliation is reviewed and approved by an Accounting team member.	1. Inspected a sample of months to evidence that the Senior Accountant performs a monthly reconciliation of the total deposits from all sources to the bank and Microsoft Dynamics GP System and that the reconciliation is reviewed and approved by an Accounting team member.	No exceptions noted.
2.4	Contribution journal entries-integrated from ASPEN into the Dynamics GP system. The month-end trial balance, which substantiates the completion of these journal entries, is reviewed by an Accounting Manager or another Accounting team member.	1. Inspected the Trial Balance review documentation for a sample of months to evidence that Contribution Journal entries are included in this review process.	No exceptions noted.
2.5	FPPA management receives Service Organization Control reports from subservice organizations. FPPA management reviews these reports for areas of concern and complementary user entity controls.	1. Inspected SOC reports and management monitoring documentation to evidence that management receives the SOC reports from subservice organizations annually, and reviews the reports for opinion modification, exceptions and complementary user entity controls to identify any follow up procedures needed.	No exceptions noted.

Control Number	Controls Specified by the Organization	Test Procedures	Results of Testing
<b>3. Disbursements</b>			
Controls provide reasonable assurance that retirement plan disbursements are processed accurately and completely, and are properly authorized.			
3.1	New retiree pension payments are only setup by a Payroll team member in ASPEN once the completed approved pension form has been received. The benefit setup is approved by a separate Payroll team member in ASPEN.	<p>1. Inspected supporting documentation for a sample of new pension payments to evidence that the new retiree pension payments are only setup by a Payroll team member in ASPEN once the completed approved pension form has been received.</p> <p>2. Inspected supporting documentation for a sample of new pension payments to evidence that the benefit setup is approved by a separate Payroll team member in ASPEN.</p>	No exceptions noted.
3.2	Staff completes a monthly payroll checklist detailing the required process steps and review and reconciliation controls of key steps. The monthly payroll checklist incorporates action and related sign offs by Payroll team members and Accounting Managers. An Accounting Manager or Chief Operations Officer reviews and approves retiree payroll before it is processed.	<p>1. Inspected the payroll checklists for a sample of months to evidence that staff completes a monthly payroll checklist detailing the required process steps and review and reconciliation controls of key steps.</p> <p>2. Inspected the payroll checklists for a sample of months to evidence that an Accounting Manager reviews and approves retiree payroll before it is run by signing the payroll checklist.</p>	No exceptions noted.
3.3	After the payroll is authorized, payments are created. Payments are generated in ASPEN by a Payroll team member and approved by an Accounting Manager or Chief Operations Officer.	1. Inspected the payroll checklists for a sample of months to evidence that payments are generated in ASPEN by a Payroll team member and approved by an Accounting Manager or Chief Operations Officer.	No exceptions noted.

Control Number	Controls Specified by the Organization	Test Procedures	Results of Testing
3.4	<p>An Accounting Manager or Chief Operations Officer compares the check advice and deposit advice totals on the final payroll balancing report from ASPEN to the payroll dashboard report which contains a summary of the information contained within the payment file to be uploaded to the Deposit Bank and to Microsoft Dynamics GP integration file. Any discrepancies are reviewed and resolved before the payment file is transmitted to the Deposit Bank.</p> <p>Additionally, the Deposit Bank sends an acknowledgement file listing all the payments it will make on behalf of FPPA via check or direct deposit. Upon receipt of this file, a Payroll team member compares the payment totals to the payroll dashboard report to verify accuracy and completeness of the payments processed.</p>	<ol style="list-style-type: none"> <li>1. Inspected the payroll checklists for a sample of months to evidence that an Accounting Manager or Chief Operations Officer compares the check advice and deposit advice totals on the final payroll balancing report from ASPEN to the payroll dashboard report and any discrepancies are reviewed and resolved before the ACH and Check files are transmitted to the Deposit Bank.</li> <li>2. Inspected the payroll checklists for a sample of months to evidence that a payroll team member compares payment totals on the acknowledgement file from the Deposit Bank to the payroll dashboard report to verify accuracy and completeness of the payments processed.</li> </ol>	No exceptions noted.
3.5	<p>Monthly, a Payroll team member or Senior Accountant integrates the payroll journal entry from ASPEN to the Microsoft Dynamics GP system using the payroll clearing account. The bank file is posted to the Microsoft Dynamics GP system using the payroll clearing account. The zeroing out of the payroll clearing account demonstrates that the payroll activity has been posted completely. An Accounting Manager reviews this process, with any differences investigated and corrected, then approved.</p>	<ol style="list-style-type: none"> <li>1. Inspected reconciliations for a sample of months to evidence that the payroll clearing account is zeroed out.</li> <li>2. Inspected reconciliations for a sample of months to evidence that an Accounting Manager reviews this process, with any differences investigated and corrected, then approved.</li> </ol>	No exceptions noted.
3.6	<p>Invoices are approved by relevant department managers before they are paid. If the purchase is initiated through a Purchase Order, the relevant department manager approves the Purchase Order and approves the appropriate General Ledger account coding before it is sent to the Vendor for fulfillment.</p>	<ol style="list-style-type: none"> <li>1. Inspected supporting documentation for a sample of payments to evidence that invoices are approved by relevant department managers before they are paid and if the purchase is initiated through a Purchase Order, the relevant department manager approves the Purchase Order and approves the appropriate General Ledger account coding before it is sent to the Vendor for fulfillment.</li> </ol>	No exceptions noted.

Control Number	Controls Specified by the Organization	Test Procedures	Results of Testing
3.7	New vendor setups are entered by an Accounting team member and reviewed and approved by another Accounting team member. Vendor ACH payment details are entered by an Accounting Manager and reviewed by another Accounting Manager or Chief Operations Officer.	<p>1. Inspected the vendor checklists for a sample of new vendors to evidence that new vendor setups are entered by an Accounting team member and reviewed and approved by another Accounting team member.</p> <p>2. Inspected the vendor checklists for a sample of new ACH vendors to evidence that ACH payment details are entered by an Accounting Manager and reviewed by another Accounting Manager or Chief Operations Officer.</p>	No exceptions noted.
3.8	An Accounting Manager reviews and approves the GL coding of all AP transactions before they are processed in Microsoft Dynamics GP System.	1. Inspected the Invoice Batch Approval Report for a sample of direct and allocated expense payment dates to evidence that an Accounting Manager reviews and approves the GL coding of all AP transactions before they are processed for payment in the Microsoft Dynamics GP System.	No exceptions noted.
3.9	Once the approved invoices have been integrated into the Microsoft Dynamics GP System from Concur, an Invoice Batch Approval report is generated to compare the total of the AP invoices entered in Concur to the total payments to be issued from Microsoft Dynamics GP. The report comparison is performed by an Accounting team member and reviewed by another Accounting team member.	1. Inspected AP Processing Checklists for a sample of direct and allocated expense payment dates to evidence that the Invoice Batch Approval Report is created to compare the total of the AP invoices entered in Concur to the invoice amounts integrated into Microsoft Dynamics GP and processed for payment. The report comparison is performed by an Accounting team member and reviewed by another Accounting team member.	No exceptions noted.
3.10	After AP checks are printed and the EFT Payment Register is generated, an AP Accounting team member compares the payment registers to the report of the total invoices from above control. Differences are reviewed and corrected before payments are released. This reconciliation is reviewed by an Accounting Manager or a designated Accounting team member.	<p>1. Inspected AP Processing Checklists for a sample of direct and allocated expense payment dates to evidence that an Accounting team member compares payment registers to the report of the total invoices.</p> <p>2. Inspected AP Processing Checklists for a sample of direct and allocated expense payment dates to evidence that differences in the payment register reconciliation are reviewed and corrected before payments are released and the reconciliation is reviewed by an Accounting Manager or a designated Accounting team member.</p>	No exceptions noted.

Control Number	Controls Specified by the Organization	Test Procedures	Results of Testing
3.11	Authorized check signer reviews the payment package which consists of the check or ACH Remittance Form and the approved invoice. The authorized check signer will sign the check or the ACH Remittance Form if the payment is approved. Approved checks are mailed and approved ACH payments are sent to the bank for processing.	<p>1. Inspected AP Processing Checklists for a sample of direct and allocated expense payment dates to evidence that the authorized check signer reviews the payment package which consists of the check or ACH Remittance Form and approved invoice.</p> <p>2. Inspected AP Processing Checklists for a sample of direct and allocated expense payment dates to evidence that the authorized check signer will sign the check or the ACH Remittance Form if the payment is approved.</p> <p>3. Inspected AP Processing Checklists for a sample of direct and allocated expense payment dates to evidence that approved checks are mailed and approved ACH payments are sent to the bank for processing.</p>	No exceptions noted.
3.12	FPPA uses positive pay with the Deposit Bank. Once checks are issued, an Accounting Manager or another Accounts Payable team member verifies the upload detail to the checks issued and transmits the file to the bank. The file details the check amounts and numbers.	1. Inspected AP Processing Checklists for a sample of direct and allocated expense payment dates to evidence that FPPA uses positive pay with the Deposit Bank and once checks are issued, an Accounting Manager or another Accounts Payable team member verifies the upload detail to the checks issued and transmits the file to the bank and that the file details the check amounts and numbers.	No exceptions noted.
3.13	Employee travel related expenses or employee reimbursable expenses are submitted electronically using an expense report through Concur. Each report is approved by the employee's manager. FPPA Staff must complete a travel and expense report in compliance with the FPPA Travel and Expense policy.	1. Inspected expense reports and the travel and expense policy for a sample of employee incurred expenses to evidence that: A) Employee travel related expenses or employee reimbursable expenses are submitted electronically using an expense report through Concur, B) Each report is approved by the employee's manager, C) and FPPA Staff must complete a travel expense report in compliance with the FPPA Travel and Expense policy.	No exceptions noted.

Control Number	Controls Specified by the Organization	Test Procedures	Results of Testing
3.14	FPPA Staff Payroll and Retiree Payroll Journal Entries are prepared monthly. The month-end trial balance, which substantiates the completion of these journal entries, is reviewed by an Accounting Manager or another Accounting team member.	1. Inspected the Trial Balance review documentation for a sample of months to evidence that the FPPA Staff Payroll and Retiree Payroll Journal Entries are included in this review process.	No exceptions noted.
3.15	FPPA management receives Service Organization Control reports from subservice organizations. FPPA management reviews these reports for areas of concern and complementary user entity controls.	1. Inspected SOC reports and management monitoring documentation to evidence that FPPA management receives Service Organization Control reports from subservice organizations and that FPPA management reviews these reports for areas of concern and complementary user entity controls.	No exceptions noted.

Control Number	Controls Specified by the Organization	Test Procedures	Results of Testing
<b>4. Retirement Plan Income and Expense Allocations</b>			
Controls provide reasonable assurance that retirement plan income and expense allocations are processed accurately and completely.			
4.1	Monthly allocations of income and expense are calculated based on plans' percentage of assets and membership headcount. The income and expense allocation report is reconciled to the month end trial balance retained earnings. Reconciliations are reviewed and approved by an Accounting Manager or Accounting team member.	<ol style="list-style-type: none"> <li>1. Inspected supporting documentation for a sample of plans and months to evidence that the allocation is based on plans percentage of assets and plan headcount.</li> <li>2. Inspected supporting documentation for a sample of months to evidence that the monthly reconciliation of income and expense allocations to the month end trial balance is reviewed and approved by an Accounting Manager or Accounting team member.</li> </ol>	No exceptions noted.
4.2	An Accounting Manager or Accounting team member, using the approved reconciled income and expense allocation report (see 4.1), generates a journal entry to record the allocated income and expense. The journal entry is reviewed by a separate Accounting Manager or Accounting team member.	<ol style="list-style-type: none"> <li>1. Inspected supporting documentation for sample of plans and months to evidence that the monthly income and expense allocations are correctly recorded in the monthly allocation journal entry.</li> <li>2. Inspected supporting documentation for a sample of months to evidence the monthly allocation journal entry is reviewed and approved by a separate Accounting Manager or Accounting team member.</li> </ol>	No exceptions noted.
4.3	The ending trial balance is reconciled to the income and expense allocation report monthly. The reconciliation is reviewed by a separate Accounting Manager or Accounting team member.	1. Inspected supporting documentation for a sample of months to evidence that the monthly reconciliation of the ending trial balance and the income and expense allocation report is reviewed and approved by a separate Accounting Manager or Accounting team member.	No exceptions noted.
4.4	FPPA management receives Service Organization Control reports from subservice organizations. FPPA management reviews these reports for areas of concern and complementary user entity controls.	1. Inspected SOC reports and management monitoring documentation to evidence that management receives the SOC reports from subservice organizations annually, and reviews the reports for opinion modification, exceptions and complementary user entity controls to identify any follow up procedures needed.	No exceptions noted.

Control Number	Controls Specified by the Organization	Test Procedures	Results of Testing
<b>5. Participant Record Changes</b>			
Controls provide reasonable assurance that changes to retirement participant records are processed accurately and completely, are properly authorized.			
5.1	Participant records modified using the FPPA Employer Portal that do not satisfy ASPEN processing rules, are stopped and reviewed by an Employer Solutions or Payroll team member.	<ol style="list-style-type: none"> <li>1. Observed the ASPEN processing rules to evidence that rules are in place to ensure complete and accurate processing of participant records.</li> <li>2. Observed a plan modification being held for participant modifications that do not satisfy ASPEN processing rules to evidence that Participant records modified using the FPPA Employer Portal that do not satisfy ASPEN processing rules are stopped.</li> <li>3. Inspected supporting documentation for a sample of participant record changes that did not require manual modification to evidence that participant records modified using the FPPA Employer Portal that do not satisfy ASPEN processing rules, are stopped and reviewed by an Employer Solutions or Payroll team member.</li> <li>4. Inspected supporting documentation for a sample of member account changes that were manually entered or modified by a contribution or payroll team member to evidence that participant records modified using the FPPA Employer Portal that do not satisfy ASPEN processing rules, are stopped and reviewed by an Employer Solutions or Payroll team member.</li> </ol>	No exceptions noted.

Control Number	Controls Specified by the Organization	Test Procedures	Results of Testing
5.2	All participant record changes that are manually entered or modified by the an Employer Solutions or Payroll team members are reviewed and approved prior to final processing.	<p>1. Inspected supporting documentation for a sample of member account changes that were manually entered or modified by a contribution or payroll team member to evidence that they were reviewed and approved prior to final processing.</p> <p>2. Inspected supporting documentation for a sample of payee account changes that were manually entered or modified by an Employer Solutions or payroll team member to evidence that they were reviewed and approved prior to final processing.</p>	No exceptions noted.
5.3	Changes of pension payment amounts require plan authorization prior to changes being made. All changes in pension payment amounts are confirmed with the employer by a Payroll team member after first payroll run after changes.	<p>1. Inspected a sample of changes to pension payment amounts to evidence that changes of pension payment amounts require plan authorization prior to changes being made.</p> <p>2. Inspected a sample of changes to pension payment amounts to evidence that all changes in pension payment amounts are confirmed with the employer by a Payroll team member after next payroll run.</p>	No exceptions noted.
5.4	A payroll team member completes the proper Checklist for authorized changes, and changes in ASPEN to pension payments are reviewed by a second Payroll team member.	1. Inspected a sample of changes to pension payment amounts to evidence that the proper Checklist is completed and reviewed by a second payroll team member.	No exception noted.
5.5	New retiree pension payments are only setup by a Payroll team member in ASPEN once the completed approved pension form or electronic authorization has been received. The benefit setup is confirmed by a separate Payroll team member in ASPEN.	<p>1. Inspected supporting documentation for a sample of new pension payments to evidence that the pension payments are only setup by a Payroll team member in ASPEN once the completed approved pension form or electronic authorization has been received.</p> <p>2. Inspected supporting documentation for a sample of new pension payments to evidence that the benefit setup is confirmed by a separate Payroll team member in ASPEN.</p>	No exception noted.

Control Number	Controls Specified by the Organization	Test Procedures	Results of Testing
5.6	Third-Party death notices, provided by Pension Benefit Information (PBI) or Lexis Nexis, vendors, are reviewed by a Payroll team member. Any discrepancies are communicated to the Employer for resolution.	1. Inspected third party death notices, which are received from Pension Benefit Information (PBI) or Lexus Nexis, for a sample of participant deaths to evidence that death notification form agrees and any differences are resolved.	No exception noted.
5.7	FPPA management receives Service Organization Control reports from subservice organizations. FPPA management reviews these reports for areas of concern and complementary user entity controls.	1. Inspected SOC reports and management monitoring documentation to evidence that FPPA management receives Service Organization Control reports from subservice organizations and that FPPA management reviews these reports for areas of concern and complementary user entity controls.	No exceptions noted.

Control Number	Controls Specified by the Organization	Test Procedures	Results of Testing
<b>6. Retirement Plan Cash Movements</b>			
Controls provide reasonable assurance that retirement plan cash movements are processed accurately, completely, timely, and are properly authorized.			
6.1	Third-party investment managers reconcile monthly investment activity to BNY Mellon records. The reconciliations are reviewed and approved by Investment personnel.	1. Inspected supporting documentation for a sample of months to evidence that FPPA management reviews the third-party investment manager's monthly reconciliations to BNY Mellon.	No exceptions noted.
6.2	Monthly journal entries to record portfolio investment income are reviewed and approved by an Accounting Manager.	1. Inspected supporting documentation for a sample of months to evidence that monthly journal entries to record portfolio investment income are reviewed and approved by an Accounting Manager.	No exceptions noted.
6.3	Monthly asset based fee reimbursement wires and non-capital call wires are reviewed and authorized prior to payment by the Chief Investment Officer, Chief Operations Officer, or Executive Director.	1. Inspected supporting documentation for a sample of months to evidence the monthly asset based fee reimbursement wires are reviewed and authorized prior to payment.  2. Inspected supporting documentation for a non-recurring non-capital call wire to evidence that the wire is reviewed and authorized prior to payment.	No exceptions noted.
6.4	Investment account activity is reconciled between the BNY Mellon and Microsoft Dynamics GP System by the Investment Accountant and reviewed monthly by an Accounting Manager.	1. Inspected supporting documentation for a sample of months to evidence that the monthly investment activity reconciliation is performed between BNY Mellon and Microsoft Dynamics GP by the Investment Accountant and reviewed monthly by an Accounting Manager.	No exceptions noted.
6.5	FPPA management receives Service Organization Control reports from subservice organizations. FPPA management reviews these reports for areas of concern and complementary user entity controls.	1. Inspected SOC reports and management monitoring documentation to evidence that management receives the SOC reports from subservice organizations annually, and reviews the reports for opinion modification, exceptions and complementary user entity controls to identify any follow up procedures needed.	No exceptions noted.

Control Number	Controls Specified by the Organization	Test Procedures	Results of Testing
<b>7. Annual Review of Participant Records</b>			
Controls provide reasonable assurance that plan participant records are transmitted accurately and completely to the actuary.			
7.1	Individual plan management is notified by FPPA to review the participant records at least annually.	1. Inspected the annual memo sent to plan management to evidence that plan management is notified at least annually to review participant records.	No exceptions noted.
7.2	Participant records modified using the FPPA Employer Portal that do not satisfy ASPEN processing rules, are stopped and reviewed by an Employer Solutions team member.	<p>1. Observed the ASPEN processing rules to evidence that rules are in place to ensure complete and accurate processing of participant records.</p> <p>2. Observed a plan modification being held for participant modifications that do not satisfy ASPEN processing rules to evidence that Participant records modified using the FPPA Employer Portal that do not satisfy ASPEN processing rules are stopped.</p> <p>3. Inspected supporting documentation for a sample of participant record changes that did not require manual modification to evidence that participant records modified using the FPPA Employer Portal that do not satisfy ASPEN processing rules, are stopped and reviewed by an Employer Solutions team member.</p> <p>4. Inspected supporting documentation for a sample of participant record changes that did require manual modification to evidence that participant records modified using the FPPA Employer Portal that do not satisfy ASPEN processing rules, are stopped and reviewed by an Employer Solutions team member.</p>	No exceptions noted.

Control Number	Controls Specified by the Organization	Test Procedures	Results of Testing
7.3	All participant record changes that are manually entered or modified by the Employer Solutions or Payroll team members are reviewed and approved prior to final processing.	<p>1. Inspected supporting documentation for a sample of member account changes that were manually entered or modified by an Employer Solutions or payroll team member to evidence that they were reviewed and approved prior to final processing.</p> <p>2. Inspected supporting documentation for a sample of payee account changes that were manually entered or modified by a payroll team member to evidence that they were reviewed and approved prior to final processing.</p>	No exceptions noted.
7.4	Annually, the compiled census data for Old Hire and Volunteer Plans is reviewed for significant or unusual variances from the prior year, which are documented for consideration during actuarial processing.	1. Inspected the population of compiled census data spreadsheets for Old Hire and Volunteer plans to evidence that the data is reviewed for significant or unusual variances.	No exceptions noted.
7.5	FPPA management receives Service Organization Control reports from actuarial subservice organizations. FPPA management reviews these reports for areas of concern and complementary user entity controls.	1. Inspected SOC reports and management monitoring documentation to evidence that FPPA management receives actuarial Service Organization Control reports from subservice organizations and that FPPA management reviews these reports for areas of concern and complementary user entity controls.	No exceptions noted.

Control Number	Controls Specified by the Organization	Test Procedures	Results of Testing
<b>8. Logical Access Controls</b>			
Controls provide reasonable assurance that logical access to programs, data, and computer resources is restricted to authorized and appropriate individuals and appropriately documented.			
8.1	<p>Access to the network, ASPEN, and Microsoft Dynamics GP System applications are restricted via the following password and account lockout settings:</p> <ul style="list-style-type: none"> <li>• 14 character minimum.</li> <li>• Complexity enabled requiring upper and lower case, number, or special characters</li> <li>• Account locked after 5 invalid attempts</li> <li>• Password change interval of 90 days (annually for service accounts)</li> <li>• Contractor or temporary employee force password expiration every 90 days or to the term of statement of work, whichever is more restrictive</li> </ul>	<ol style="list-style-type: none"> <li>1. Inspected password configurations to evidence the following password and account lockout settings: <ul style="list-style-type: none"> <li>• 14 character minimum.</li> <li>• Complexity enabled requiring upper and lower case, number, or special characters</li> <li>• Account locked after 5 invalid attempts</li> <li>• Password change interval of 90 days</li> </ul> </li> <li>2. Inspected contractor account expiration configurations to evidence that contractor or temporary employee force password expiration every 90 days or to the term of statement of work, whichever is more restrictive.</li> <li>3. Inspected the AD Real Last Logon report to evidence that Service account passwords are changed annually.</li> </ol>	No exceptions noted.
8.2	<p>Network administrative access to FPPA systems is restricted to FPPA IT staff and contractors. The list of network administrators is reviewed and approved annually by the IT Operations Manager.</p>	<ol style="list-style-type: none"> <li>1. Inspected evidence that Network administrative access to FPPA systems is restricted to FPPA IT staff and contractors, and that it is reviewed annually.</li> <li>2. Inspected IT audit documentation to evidence that administrative access to ASPEN is reviewed at least annually as part of the User Access Administration.</li> </ol>	No exceptions noted.
8.3	<p>Administrative functions within ASPEN, FPPA's pension administration system, including the ability to create users and assign user access based on roles, is limited. Administrative access to ASPEN is reviewed at least annually as part of the User Access Administration.</p>	<ol style="list-style-type: none"> <li>1. Inspected Admin configurations to evidence that administrative functions within ASPEN, FPPA's pension administration system, including the ability to create users and assign user access based on roles, is limited.</li> <li>2. Inspected IT audit documentation to evidence that administrative access to ASPEN is reviewed at least annually as part of the User Access Administration.</li> </ol>	No exceptions noted.

Control Number	Controls Specified by the Organization	Test Procedures	Results of Testing
8.4	<p>Administrative functions within Microsoft Dynamics GP, FPPA's General Ledger system, including the ability to create users and assign access based on roles, is limited to the IT staff.</p> <p>Administrative access to Microsoft Dynamics GP is reviewed at least annually as part of the User Access Administration.</p>	<p>1. Inspected documentation to evidence that administrative functions within Microsoft Dynamics GP, FPPA's General Ledger system, including the ability to create users and assign access based on roles, is limited to the IT staff.</p> <p>Administrative access to Microsoft Dynamics GP is reviewed at least annually as part of the User Access Administration discussed above.</p> <p>2. Inspected IT audit documentation to evidence that administrative access to ASPEN is reviewed at least annually as part of the User Access Administration.</p>	No exceptions noted.
8.5	<p>Administrative functions within the FPPA staff payroll system including the ability to create users and assign user access based on roles, is limited to the People &amp; Culture Officer, HR Assistant, Executive Director, and Chief Operations Officer. Administrative access to the FPPA staff payroll system is reviewed at least annually as part of the User Access Administration discussed above.</p>	<p>1. Inspected the Paycor user list to evidence that administrative functions within the FPPA staff payroll system including the ability to create users and assign user access based on roles, is limited to the People &amp; Culture Officer, HR Assistant, Executive Director, and Chief Operations Officer.</p> <p>2. Inspected evidence that FPPA staff payroll system is reviewed at least annually as part of the User Access Administration.</p>	No exceptions noted.
8.6	<p>Administrative functions within banking systems including the ability to set up modify or remove user accounts and access based on roles is limited to specific approved users. The Chief Operations Officer, Contributions Manager and Investment Accountant are administrators of the Wells Fargo Bank system with dual authorization controls. The Executive Director, Chief Operations Officer, and the Chief Investment Officer are administrators of the Bank of New York Mellon (BNY) system. Administrative access to the banking systems is reviewed at least annually as part of the User Access Administration.</p>	<p>1. Inspected evidence that administrative functions in the Wells Fargo Bank system is limited to the Chief Operations Officer, Contributions Manager and Investment Accountant and that it is reviewed annually.</p> <p>2. Inspected evidence that administrative functions in the BNY Mellon Bank system is limited to the Executive Director, Chief Operations Officer, and the Chief Investment Officer and that it is reviewed annually.</p>	No exceptions noted.

Control Number	Controls Specified by the Organization	Test Procedures	Results of Testing
8.7	Requests for changes to users' logical access including setting up a new user or a change to an existing user's access rights are made by HR or management via email or other verifiable written communication. The request will include the specific access rights requested which may be in the form of a request to mirror an existing user's access or by using a job title template.	<ol style="list-style-type: none"> <li>1. Inspected a sample of new users to evidence that requests for changes to users' logical access including setting up a new user are made by HR or management via email or other verifiable written communication.</li> <li>2. Inspected a sample of access changes to evidence that requests for changes to users' logical access including change to an existing user's access rights are made by HR or management via email or other verifiable written communication.</li> </ol>	No exceptions noted.
8.8	The human resources department will notify the IT department of all terminations. The IT department will inactivate and remove terminated user's access to FPPA's IT system following the termination procedure, then notify the Chief Operations Officer to direct the removal of the terminated user's access to banking systems, if needed.	<ol style="list-style-type: none"> <li>1. Inspected service tickets and system logs for a sample of terminated employees for evidence that HR notified IT of their termination date and that their access was removed from IT systems and banking systems if applicable.</li> </ol>	No exceptions noted.
8.9	User access and the processing roles within FPPA's systems is initiated and managed by IT staff. It is then reviewed at least annually and approved by the user's manager.	<ol style="list-style-type: none"> <li>1. Inspected documentation of user access and processing role reviews during the period to evidence that the review was completed and approved.</li> <li>2. Inspected access and termination requests to evidence that user access and the processing roles within FPPA's systems is initiated and managed by IT staff.</li> </ol>	No exceptions noted.
8.10	Access to the production databases supporting ASPEN and Microsoft Dynamics GP System is restricted to IT staff.	<ol style="list-style-type: none"> <li>1. Inspected user access to the production databases for ASPEN and Microsoft Dynamics GP and reviewed their access with the IT Operations Manager to determine whether it is appropriate.</li> </ol>	No exceptions noted.
8.11	Security monitoring is performed over the FPPA network by a third party (Arctic Wolf). Issues are documented and tracked to remediation.	<ol style="list-style-type: none"> <li>1. Inspected the Arctic Wolf Security Review to evidence that monitoring over FPPA's network is performed by Arctic Wolf and that issues are documented and tracked to remediation.</li> </ol>	No exceptions noted.
8.12	FPPA management receives SOC reports from subservice organizations. They review the reports for areas of concern and complementary user entity controls.	<ol style="list-style-type: none"> <li>1. Inspected SOC reports and management monitoring documentation to evidence that FPPA management receives SOC reports from subservice organizations. They review the reports for areas of concern and complementary user entity controls.</li> </ol>	No exceptions noted.

Control Number	Controls Specified by the Organization	Test Procedures	Results of Testing
8.13	Only IT staff and designated vendor personnel are authorized to access the production servers within the Azure cloud data center.	1. Inspected the list of users with access to the production servers to evidence that only IT staff and designated vendor personnel are authorized to access the production servers within the Azure cloud data center.	No exceptions noted.

Control Number	Controls Specified by the Organization	Test Procedures	Results of Testing
<b>9. Configuration Management</b>			
Controls provide reasonable assurance that application changes to Pension System & General Ledger System are appropriately documented, tested, and approved.			
9.1	Users enter tickets into SCOUT or Azure DevOps to notify IT staff of issues or enhancements. These tickets are reviewed, evaluated, prioritized and approved for processing by the steering committee.	<ol style="list-style-type: none"> <li>1. Inspected the SCOUT and Azure Dev Ops systems as evidence that users can enter system issues or enhancements.</li> <li>2. Inspected evidence that tickets are reviewed, evaluated, prioritized and approved for processing by the steering committee.</li> </ol>	No exceptions noted.
9.2	When development changes to ASPEN are in progress, all members of the ASPEN development team are able to see the coding changes as highlighted differences and review them through code reviews to understand the changes and vet the coding for accuracy.	1. Inspected the TFS developer list, and Changesets console to evidence that when development changes to ASPEN are in progress, all members of the ASPEN development team are able to see the coding changes as highlighted differences and review them through code reviews to understand the changes and vet the coding for accuracy.	No exceptions noted.
9.3	ASPEN development changes are tested and approved by the users in a test environment. Once approved by the users, the changes are added to the production build. Users do not approve changes for activities such as additions to code values or running queries.	1. Inspected change documentation for a sample of ASPEN development changes to determine whether changes were tested and approved.	No exceptions noted.
9.4	Once the production build document is approved by an IT Manager, a final ASPEN build is performed and deployed by one of the on-site Application development staff.	1. Inspected the full population of build approvals as evidence that the production build document was approved by an IT manager and deployed by on-site development staff.	No exceptions noted.
9.5	Microsoft Dynamics GP system application changes implemented in production are restricted to IT staff members.	1. Inspected evidence that Microsoft Dynamics GP system application changes implemented in production are restricted to IT staff members.	No exceptions noted.
9.6	Microsoft Dynamics GP System changes are tested and approved by an Accounting Manager. Once approved, the changes are implemented by IT staff.	1. Inspected change documentation for a Microsoft Dynamics GP System change to evidence that Microsoft Dynamics GP System changes are tested and approved by an Accounting Manager. Once approved, the changes are implemented by IT staff.	No exceptions noted.

Control Number	Controls Specified by the Organization	Test Procedures	Results of Testing
9.7	Patch deployment is managed through an enterprise-wide patch management system. Vulnerabilities from missing patches are reported on a weekly cycle from a vulnerability scanner in order to prioritize patching and remediation efforts.	<ol style="list-style-type: none"> <li>1. Inspected patch deployment console to evidence that patch deployment is managed through an enterprise-wide patch management system.</li> <li>2. Inspected the vulnerability scanner to evidence that vulnerabilities from missing patches are reported on a weekly cycle from a vulnerability scanner in order to prioritize patching and remediation efforts.</li> </ol>	No exceptions noted.
9.8	Independent third-party security assessment and penetration testing is performed annually. Deficiencies and recommendations resulting from the assessment are presented to the FPPA Audit Committee and are tracked by the IT Operations Manager for remediation.	<ol style="list-style-type: none"> <li>1. Inspected evidence that an external security assessment and penetration test was performed.</li> <li>2. Inspected a meeting agenda to evidence that deficiencies and recommendations resulting from the assessment are presented to the FPPA Audit Committee.</li> <li>3. Inspected evidence that findings and recommendations were being tracked and addressed.</li> </ol>	No exceptions noted.
9.9	FPPA management receives Service Organization Control reports from subservice organizations. FPPA management reviews these reports for areas of concern and complementary user entity controls.	<ol style="list-style-type: none"> <li>1. Inspected SOC reports and management monitoring documentation to evidence that FPPA management receives Service Organization Control reports from subservice organizations. FPPA management reviews these reports for areas of concern and complementary user entity controls.</li> </ol>	No exceptions noted.

Control Number	Controls Specified by the Organization	Test Procedures	Results of Testing
<b>10. Service Continuity</b>			
Controls provide reasonable assurance that Pension System & General Ledger program data is regularly and completely backed up.			
10.1	ASPEN and Microsoft Dynamics GP System production data and applications are backed up daily off-site and replicated daily to a secondary location. Additional off-line backups are rotated weekly.	<ol style="list-style-type: none"> <li>1. Inspected backup logs and configuration settings to evidence that backups of ASPEN and Microsoft Dynamics GP system data files are backed up off-site at least daily.</li> <li>2. Inspected backup logs and configuration settings to evidence that backups of ASPEN and Microsoft Dynamics GP system data files are replicated offsite at least daily.</li> <li>3. Inspected reoccurring appointment to rotate off-line backups weekly.</li> </ol>	No exceptions noted.
10.2	FPPA backups are tested at least annually to confirm that they are working and that systems can be recovered.	1. Inspected DR testing results to evidence that backups are tested annually.	No exceptions noted.
10.3	FPPA management receives Service Organization Control reports from subservice organizations. FPPA management reviews these reports for areas of concern and complementary user entity controls.	1. Inspected SOC reports and management monitoring documentation to evidence that FPPA management receives Service Organization Control reports from subservice organizations. FPPA management reviews these reports for areas of concern and complementary user entity controls.	No exceptions noted.
10.4	As of 2/22/24 Azure DevOps system and server replications are scheduled to occur daily. Spanning Backup for M365 user data is ran daily.	1. Inspected a sample of days to evidence that Azure DevOps system and server replications are scheduled to occur daily. Spanning Backup for M365 user data is ran daily.	No exceptions noted.

Control Number	Controls Specified by the Organization	Test Procedures	Results of Testing
<b>11. Physical Access Controls</b>			
Controls provide reasonable assurance that physical access to FPPA offices and sensitive areas is restricted to authorized and appropriate individuals.			
11.1	FPPA staff and contractors may enter the space through six electronic key card controlled access doors. IT Operations staff, only, may also enter through a separate electronic key card controlled door into their IT workroom.	<ol style="list-style-type: none"> <li>1. Observed card readers on all doors to access the FPPA offices to evidence that FPPA staff and contractors may enter the space through six electronic key card controlled access doors.</li> <li>2. Observed the separate key card controlled door on the IT work room to evidence that IT Operations staff, only, may also enter through a separate electronic key card controlled door into their IT workroom.</li> </ol>	No exceptions noted.
11.2	FPPA management receives Service Organization Control reports from subservice organizations. FPPA management reviews these reports for physical security controls, areas of concern, and complementary user entity controls.	1. Inspected SOC reports and management monitoring documentation to evidence that FPPA management receives Service Organization Control reports from subservice organizations. FPPA management reviews these reports for physical security controls, areas of concern, and complementary user entity controls.	No exceptions noted.

# VOLUNTEER FIREFIGHTER PENSION BOARD OF TRUSTEES AGENDA ITEM STAFF REPORT



**Meeting Date:** 8/5/2024  
**Agenda Item Type:** Action Item  
**Agenda Item:** Election of Officers  
**Submitted By:** Mike Dell'Orfano, Chief Government Affairs Officer  
**Approved:** John Curtis, Fire Chief

## **SUMMARY:**

The Board of Trustees needs to elect officers annually; specifically, the Vice President and Secretary.

## **BACKGROUND:**

According to the bylaws, the Board of Trustees needs to elect officers annually in August. The President and Treasurer are intended to be the same as the SMFR District Board President and Treasurer. Therefore, the Board of Trustees needs to elect a Vice President and a Secretary. Below are descriptions of those roles:

5.4 Vice-President. The Vice-President shall serve as presiding officer in the absence of the President, and perform such other duties as required.

5.5 Secretary. The Secretary, or his delegate, shall keep the records of the Board of Trustees; shall act as secretary at meetings of the board and record all votes; shall compose a record of the proceedings of the Board of Trustees in a minute book kept for that purpose which shall be an official record of the Board of Trustees, and shall perform all duties incident to the office. He shall be custodian of the records and shall have the power to affix such seal to all contracts and instruments authorized to be executed by the Board.

## **FINANCIAL IMPACT:**

## **STRATEGIC INITIATIVE:**

Click or tap here to enter text.

## **RECOMMENDED ACTION/MOTION:**

**ALTERNATIVE OPTIONS:**

Click or tap here to enter text.

**ATTACHMENTS:**

Click or tap here to enter text.