

Town of Longboat Key Consolidated Retirement System Administration Transfer Timeline

Target Date	Event	Responsible Party
	Transfer of active and archived member files <ul style="list-style-type: none"> · Active members · Retired and inactive members 	PRC, Town PRC, Town
	Transfer of plan financials <ul style="list-style-type: none"> · General ledger, current fiscal year · Current monthly financial statements · Audit adjustments, prior fiscal year · Management recommendations (if any) · Custodial account statements · Warrants for disbursements · Accounts payable · Written controls & procedures (if any) 	PRC, Town PRC, Town PRC, Town PRC, Town PRC, Town PRC, Town PRC, Town PRC, Town
	Transfer of data (active members)	
	<ul style="list-style-type: none"> · Active member contact information · Current payroll & member records · Historical payroll records · Pre- and Post-tax contribution balances · Contribution interest balance (if applicable) 	PRC, Town PRC, Town PRC, Town PRC, Town PRC, Town
	Transfer of data (retired or inactive members)	
	<ul style="list-style-type: none"> · Retired member contact information · Benefit & payment data 	PRC, Town PRC, Town
	Letters of introduction <ul style="list-style-type: none"> · Active members · Retired members · Service providers 	PRC PRC PRC
	Board Meeting Distribution of materials Sign Administrator Contract (if not previously completed) Review benefit procedures and system implementation Update signature authorizations	PRC PRC, Board PRC, Legal, Board PRC, Board
	Plan Website Implementation <ul style="list-style-type: none"> · Review online information · Establish web page · Online Documents <ul style="list-style-type: none"> – Forms – Plan Documents – Minutes 	PRC, Board PRC PRC PRC PRC
	System programming, review & testing	

Town of Longboat Key Consolidated Retirement System Administration Transfer Timeline

Target Date	Event	Responsible Party
	<ul style="list-style-type: none"> · System implementation · Online Access <ul style="list-style-type: none"> – Benefit calculation system 	<p style="text-align: center;">PRC</p> <p style="text-align: center;">PRC</p>
	Transfer Complete	

These "events" each have additional detailed information requests.