AGENDA

General Employee Retirement Committee Regular Meeting
City of Port Orange – City Hall
1000 City Center Circle, 2nd Floor Training Room
Monday, October 24, 2016 @ 2:00 p.m.

I. Call to Order:

Chair Linda Johnson — Vice-Chair Peter Ferreira
Council Member Scott Stiltner — City Manager Michael H. (Jake) Johansson
Tracey S. Riehm — Lynn Hadley — Lori Young

II. Approval of Minutes:

a. September 19, 2016 – Quarterly Meeting

III. Participant/Public Participation

IV. Unfinished Business:

a. 2015 Audit Concerns – General Policy Manual

V. Financials:

a. September 2016 – Dave Leonard

VI. New Business:

a. Discussion 2017 Meeting Schedules

VII. Consent Agenda:

For Approval:

Warrant#118

Benefits USA, Inc. (Admin Fees 10/2016; INV #POG090)	$ 2,580.84
Integrity Fix Income Management (3rd Qtr'16 Mgmt Fees; INV #2055)	$ 4,251.30
Southeastern Advisory (Investment Consulting Services: INV #1603)	$ 4,784.00
Highland Capital Management (4th Qtr'16 Mgmt. Fees; INV #13476)	$ 8,119.22
Lynn Hadley (Reimb. For FPPTA Trustee School Travel Expense)	$ 866.97
FPPTA (2017 Yearly Active Membership)	$ 600.00

VIII. Distributions:

Mandatory Plan

Benjamin Rivas	Total Withdrawal	$ 682.20

IX. Reports:

a. Attorney
b. Comments from Committee Members
c. Administrator
d. Correspondence

X. Next Meeting Date:

December 12, 2016 – Quarterly Meeting

XI. Adjournment:

Any person who desires to appeal any decision made by the General Employee Retirement Committee will need a record of the proceedings, and for such purpose he or she may need to ensure at his or her own expense for the taking and preparation of a verbatim record of all testimony and evidence of the proceedings upon which the appeal is based.

NOTE: If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the City Clerk for the City of Port Orange, 1000 City Center Circle, Port Orange, Florida 32129, Telephone Number (386) 506-5563, within (2) two working days of your receipt of this notice or (5) five days prior to the meeting date; If you are hearing or voice impaired, contact the relay operator at 1-800-955-8771.

September 19, 2016 – Quarterly Meeting

Minutes

CITY OF PORT ORANGE GENERAL EMPLOYEES RETIREMENT PLAN
QUARTERLY MEETING MINUTES
September 19, 2016

ROLLCALL:
The quarterly meeting of the City of Port Orange General Employees Retirement Plan was called to order by Member Linda Johnson at 2:00 p.m. on September 19, 2016 in the 2nd Floor Training Room, City Hall 1000 City Center Circle, Port Orange, FL.

TRUSTEES PRESENT:
City Manager Michael H. (Jake) Johansson, Linda Johnson, Lynn Hadley, Lori Young, Council Member Scott Stiltner, Peter Ferreira and Tracey S. Riehm

ABSENT AND EXCUSED:

OTHERS PRESENT:
Pete Prior of Benefits USA, Inc., Jeff Swanson of Southeastern Advisory via phone, Grant McMurray of Highland Capital, and David Leonard, Board Actuary

PARTICIPANT/PUBLIC PARTICIPATION:
John Shelley, Retiree

APPROVAL OF MINUTES
August 22, 2016 – Quarterly Meeting
Member Linda Johnson asked the Members if they have any issues with the minutes, corrections, additions, or deletions. Member Young moved to approve the minutes of August 22, 2016 Meeting as written. Member Ferreira seconded the motion and the motion passed.

UNFINISHED BUSINESS
Audit Concerns:
Member Riehm noted that the Auditor has a few issues with the 2015 Pension Fund Audit. She referenced a copy of the Audit Report citing the three main issues all of which are repeat comments and listed as follows: 1) Preparation of Financial Statements; 2) Document retention of Personnel Files; 3) Creation and maintenance of a Policy Manual. Member Riehm asked what the

pleasure of the Board regarding the issues is. We can wait for the Audit and see if it will continue to be an issue in the upcoming audit report.

Administrator Pete Prior said Benefits USA has a General Policy Manual for all their Clients and offered to use it as a template going forward. Member Riehm thanked Mr. Prior and asked if he would share with the Board at the next meeting. Mr. Prior said he will see what he can do for the next meeting.

Members Lynn Hadley and Lori Young asked if they could get a copy of the 2015 Pension Fund Audit. Mr. Prior said that he will ask Ms. Fang to email the 2015 Audit Report to them as soon as possible.

FINANCIALS:

August 2016 – Dave Leonard

Mr. Leonard reviewed the financials with the Board. Mr. Leonard noted the market value of the Fund is $30,682,280.59, a decrease of $88,513.43. Receipts for the month totaled $1,816,807.25 versus total disbursements of $2,139,732.59. Payments to retirees and other participants totaled $341,964.41. The balance as of August 31, 2016 was $698,028.20 in the Cash account. Mr. Leonard reported that the yield for the month is 0.31%.

Mr. Leonard suggested reducing the interest rate directly to 7% over a three-year period, instead of reducing from 7.5% to 7.35%, then 7.25%, finally going to 7.0%. After further discussion about the interest rate, the Board stated they would like more information and costs from Actuary and Investment Advisor.

Member Hadley moved to accept the August report as provided. Member Stiltner seconded the motion and the motion passed.

Highland Capital – Grant McMurray

Mr. Grant McMurray distributed an additional handout about the performance of the Fund. As of June 30, 2016, the City of Port Orange General Employees Retirement Pension Fund's Highland Capital Management balanced account was valued at $6,998,660.00. For the second quarter, the Highland Capital Management balanced portfolio returned 3.16% which was 1.42% lower than the Index of 4.58%; 10.68% for one year, and10.53% for the past five years on an annualized basis. It was noted that the asset allocation is as follows: 97.5% in Value and 2.5% in Cash/Cash Equivalents. The top three holdings by sector are as follows: Financials, 25.3% of the portfolio returned 2.9%; Info Tech, 11.9% of the portfolio returned 0.6%; and Consumer Staples, 11.3% of the portfolio returned 5.0%.

Mr. McMurray reported despite all the drama of the quarter, our quantitative model was mostly quiet, continuing its preference for a more defensive positioning. The performance result was as one might expect, a return lower than the upward advance of the Russell Value Benchmark. The Model suggested to overweight: Capital Goods, Telecommunications, Consumer Cyclical and Utilities. Conversely, the underweight remain in Energy and Financials due to the comparatively less favorable valuation and profit outlook picture.

Mr. McMurray reminded the Board that the month of September is usually volatile. Mr. McMurray noted that Highland Capital is up 12% for the year. It was noted that bonds earned 7% for one year according to the consultant report. Mr. McMurray compared the Plan's return against FRS and for the last three years; this Plan outperformed FRS for the three years reporting.

Southeastern Advisory – Jeff Swanson

Mr. Swanson reviewed the investment performance report for the period ending June 30, 2016 via phone. The second quarter of 2016 was uncertainty, primarily due to nervousness regarding the so-called Brexit referendum held in the UK on June 23, 2016. The final result, which found Brits narrowly deciding to leave the EU, sent global equities into a two-day sharp sell-off, with investors running for the safety of U.S. Treasuries and local-market sovereigns. As a result, yields plummeted for these safe-haven bonds; the yield on Germany's bellwether 10-year Bund, already trading at rock-bottom levels thanks to European Central Bank intervention, dipped below 0% in mid-June and more goods and services despite the strong dollar, which added to growth. In June, the Federal Open Market Committee specifically pointed to weaker global economic growth indicators, lackluster U.S. payroll growth and declining productivity as signals against raising interest rates. Despite solid performance in in the retail sales and housing sectors, the FOMC cut their forecast for U.S. economic growth and maintained current Fed Funds rate targets. The Consumer Price Index was up 1.2%. Commodities in general experienced striking gains for the quarter, with crude oil extending its win streak with a 16.9% price increase, ending the quarter at $48.33 per barrel. Natural gas prices leapt 32.2% over the second quarter.

Mr. Swanson reported that the Fund portfolio value as of June 30, 2016 was $29,975,986. The Total Fund returned 2.3% for the second quarter which was 0.2% higher than the target Index of 2.1% and ranked 28% of Total Public Fund Sponsors, 3.8% for one year, and 8.6% for the past three years on an annualized basis. The asset allocation is 56.0% Domestic Equity, 19.6% Fixed Income, 9.0% International Equity, 13.2% Real Estate and 2.2% Cash. Total Domestic Equities' return was 2.8% which was 0.3% above to the S&P 500 Index of 2.5%. Total Fixed Income returned 2.7% which was 0.5% higher than the Barclays Aggregate Index of 2.2%. Total International Equities' return was 0.1% which was 1.6% higher than the MSCI EAFE Index of -1.5%. Total Real Estate's return was 2.3% which was 0.3% higher than the NCREIF Property Index of 2.0%.

Mr. Swanson reported that the Manager Allocation is 23.5% managed by Highland Capital, 8.8% managed by Atlanta Cap, 4.2% managed by EuroPacific Growth, 4.8% managed by Vanguard Global, 13.3% managed by Principal Real Estate, 25.0% managed by Boston Company and 20.4% managed by Integrity.

Mr. Swanson noted that the Plan is changing the allocation of the Fund to meet the demands of the outflows of the Plan. Mr. Swanson said the Plan did reallocate $1million in July and there is no further need to rebalance at this time. Mr. Swanson said all seven advisors are beating the Plan's expectations. Mr. Dave Leonard asked if there is discussion regarding the lowering of the rate of return. Mr. Swanson said that he is in favor of that and it was discussed at the last meeting in depth.

NEW BUSINESS:

Election of New Chair and Vice Chair

Member Linda Johnson noticed the Board that Chairperson Kent Donahue submitted his resignation from the Pension Board since he was not employed by City. His Position is the City Manager or designee. Member Stiltner made the motion to accept City Manager Michael H. (Jake) Johansson as Trustee of City of Port Orange General Employees Retirement Board. Member Riehm seconded the motion and motion passed.

A motion by Member Stiltner to nominate Member Linda Johnson as the new Chairperson was seconded by Member Ferreira. Since only one nomination was received, Member Linda Johnson won the election by acclamation.

A motion by Member Stiltner to nominate Member Peter Ferreira as a new Vice Chairperson was seconded by Chairperson Linda Johnson. Since only one nomination was received, Member Peter Ferreira won the election by acclamation.

Member Linda Johnson is the new Chairperson for the City of Port Orange General Employees Retirement Plan and Member Peter Ferreira is the new Vice Chairperson for the City of Port Orange General Employees Retirement Plan.

Billy Barnes Early Retirement for Approval

Chairperson Linda Johnson reviewed the documents reflecting the retirement payment for Mr. Billy Barnes. Member Riehm commented that there is no beneficiary listed. After much discussion the Board directed Benefits USA to contact him to advise him that he should have a beneficiary form or beneficiary.

Member Riehm moved to approve the retirement and the supplement for Mr. Barnes. Member Stiltner seconded the motion and the motion passed.

CONSENT AGENDA:

For Approval:

Warrant#117

Benefits USA, Inc. (Admin Fees 09/2016; INV #POG089)	$ 2,500.00

Member Stiltner moved to approve Warrant #117. Member Hadley seconded the motion and the motion passed.

DISTRIBUTIONS:

Mandatory Plan

Robbi Barnett	Total Withdrawal	$ 3,397.11

Member Ferreira moved to approve the distribution for the above. Member Riehm seconded the motion and the motion passed.

REPORTS:

Administrator

Mr. Prior reported that the Fund Attorney did send a letter to Janice Taylor for Deceased Retiree Recardo Wilker's remaining balance of $22,791.66. Currently there is no further up-date for this meeting.

Mr. Prior reminded the upcoming FPPTA Trustee School is scheduled for September 25 – 28, 2016 at Hyatt Coconut Point, Bonita Springs, Florida.

NEXT MEETING DATE:

October 24, 2016 – Regular Meeting

ADJOURNMENT:

The meeting adjourned at 3:05p.m.

_______________________ _______________

Chairperson Date

Unfinished Business

2015 Audit Concerns – General Policy Manual

CITY OF PORT ORANGE GENERAL EMPLOYEES
DEFINED BENEFIT PLAN

c/o Benefits USA, Inc.
3810 Inverrary Blvd., Suite 303
Lauderhill, FL 33319
TELEPHONE (954) 730-2068
TOLL FREE (800) 452-2454
FAX (954) 730-0738

INTERNAL CONTROL

PROCESSING OF DISTRIBUTION

- There are two kinds of distributions for Port Orange: Mandatory Plan and Voluntary Plan. Mandatory Plan is for resigned members' contribution refund; Voluntary Plan is for Members Voluntary contribution refund. Both distribution need completed by Actuary's calculation for total or tax issue.
- The Members submits their distribution application to our office via mail, fax, or email, they also can provide their application through HR dept.
- We forward the application and other related information to Fund Actuary for calculation, once calculation done, we forward the calculation and distribution options for members to elect.
- We prepare the payment paper work based on Member's signed election form, and provide to Pension Board Trustees for approval and signature.
- Once payment paper work been approval by Pension Board and signed by two Pension Board Trustees, we will forward the signed documents to bank for payment.
- All processing paper work will save in Member's file and save in our server.
- The 1099-R will be issued by custodian Bank every year end of January.

PAYMENT OF INVOICES

- When we receive the invoices from vendors for payment, they are processed for payment.
- Every 15 days we check the bin and when we have a few bills to be paid we pull them together for payment.
- Invoices that are time sensitive are processed immediately. Same applies for hotel reservations, registrations, Per Diems, and expense reimbursements.
- We double check that none of the invoices have already been paid in order to assure that there is no overpayment.
- We create a warrant and list all the invoices that need to be paid.
- We then print the warrant sheet and add that to the invoices to be paid.
- The Warrant package is then scanned and emailed or presented to the Trustees at a meeting or out of Meeting for two authorizer's signatures.
- When we receive the signed warrant back, we then send it to the custodian bank for payment.
- All the paid warrants will be saved on server.

PROCESSING NEW RETIREES

- We are informed by the City HR Department or the Participant that they are planning to retire; they need provide the completed retirement application form for our office to start processing their retirement.

- Then we will collect all related information for the Member and forward it to Fund's Actuary to get calculation done.

- Please be noticed that Each Plan participant is allowed one free retirement benefit calculation. Should the participant require an additional calculation, the participant will need to pay the full actuarial cost to the Pension Plan prior to the actuary preparing the calculation.

- Actuary will provide a retirement benefits calculation sheet and Election Form for Payment of Retirement Benefits under different methods of payment with all instruction. The Direct Deposit Form and W-4p also included in their retirement package.

- Once our office received Member's all completed form, we will prepare the payment document to Pension board for their approval and signatures for set up Pension Benefits payment.

- The signed document will be forward to custodian bank for payment.

ACTUARIAL VALUATION

- The actuary begins the process of preparing the Valuation at the end of the fiscal year in September and if he has any questions, we work with him to resolve them.

- Once the Valuation is completed the Actuary will present the draft actuary valuation at the Pension Board Meeting for approval.

- After Pension Board approval, actuary will provide the final actuary Valuation to Division of Retirement and distribution to all trustees.

- All active members' annual statement also will be released at this time. HR will forward annual statement to all active members.

AUDIT

- The Audit work in conjunction for the Fund. Effective October 1 of every year, we begin to prepare the items needed for the audit. The auditor provides a "Wish List" for 10/1 -9/30 and one month after the fiscal year. This includes items such as but not limited to, warrants paid, signed minutes, ordinances, retiree information (check registers or actual benefit calculation form). This information is sent to the auditor (password protected) by email. The auditors sometimes will schedule an appointment to come to our office to review member files or other information needed.

- If the auditor has issues or questions, the administrator must work with them to resolve all issue before the audit goes to the Board. The audit is usually completed in April to May.

- The administrator includes the Draft audit on the meeting agenda for presentation by the auditor and approval by the Board. Once the audit is presented and approved by the Board, a bound copy is provided to each Trustee and a copy is sent to the Division of Retirement.

PREPARING AGENDA PACKAGES

- There are two kinds of meeting for the City of Port Orange General Employees Retirement Plan: Pension Fund Board Meeting and Annually Employee Pension Fund Conference

- Annually Employee Pension Fund Conference will be held in summer, the meeting date need verify with all Trustee and vendors to decide final meeting date. Once the meeting date scheduled, the Meeting notice and Agenda need send to all active members two weeks before meeting, and posting in all department one week before meeting, also posting by City Clerk office at least 72 hour before scheduled meeting date. There is no any back-up and minutes for this conference meeting.

- The City of Port Orange General Employees Retirement Plan has Board meeting every month. March, June, September and December is for Board Quarterly meeting and remaining month is for Board Regular meeting.

- The Meeting Schedules need get approval in each December meeting for next year, and forward to City Clerk Office to reserve the second floor conference room for whole year meeting.

- Meeting agenda include last meeting minutes; all unfinished issues from last meeting; and new business provided by Board, all vendors; Financial Report from all Investment advisor and manager; we also add the Distribution and Warrants which have already been paid as well as any that need to be paid onto the agenda for ratification and or approval.

- Meeting agenda must be posted with all the back-up documents and forwarded to the City Clerk's office for posting at least 72 hour before scheduled meeting date.

- If meeting be canceled, the cancelation also need be posted by City Clerk office

- The minutes of the meeting are prepared and sent to the chairman 10 days before the next meeting has scheduled.

- When the chairman and approve the minutes, administrator need include the minutes in next meeting packets for Board approval. Approved and signed minutes need send to City Clerk office for posting, also saved on server for record.

- Based on the minutes of the last meeting, the administrator processing all directions from the meeting, and give the follow up report in next meeting.

- The meeting Packets need mail to all Trustees and related vendor one week before scheduled meeting date.

City of Port Orange General Employees' Defined Benefit Plan
TRUSTEE Listing as of September 19, 2016

Contacts

Custodian Bank

First State Trust Company
Delaware Corporate Center II / 2 Righter Parkway, Suite 250
Wilmington, DE 19803
: 302-573-5972 / : 302-573-5986
Client Services Banker – Jim Robinson [jrobinson@fs-trust.com]

Actuary:

David G. Leonard, A.S.A.
533 N. Nova Rd. - Suite 207 (note new address - eff. 7/21/14)
Ormond Beach, FL 32174
386-206-8932 (new direct line) fax 386-310-7947 (new fax)
Dave Leonard [davelfla@aol.com]

Auditor11

James Moore CPA
121 Executive Circle, Daytona Beach, FL 32114-1180
Ph: (386) 257-4100 ext. 4468 | Cell: (386) 589-4043
Email: Zach.Chalifour@JMCo.com

Investment Advisory:

Jeff Swanson
Southeastern Advisory Services, Inc.
Jeff@seadvisory.com
(904) 233-7600

City's HR

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City Of Port Orange
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Administrator:

Mei Fang
Benefits USA, Inc.
3810 Inverrary Blvd., Suite 303
Lauderhill, FL 33319
Phone: 954-730-2068 x201
Toll Free: 800-452-2454 x201
Fax: 954-730-0738
Email: mei@benefits-usa.org

Financials

September 2016 - Dave Leonard

City of Port Orange
General Employees Defined Benefit Retirement Plan

2015/2016 Cost and Market Summary - as of SEPTEMBER 30, 2016

Date	Cost Value Including Cash*	Market Value Including Cash*	Market value over Cost value
10/01/2015	$27,070,787.30	$28,806,017.49	$1,735,230.19
10/31/2015	27,139,632.35	30,030,998.12	2,891,365.77
11/30/2015	27,133,966.09	30,288,526.07	3,154,559.98
12/31/2015	27,182,248.53	29,889,231.33	2,706,982.80
01/31/2016	27,096,563.86	28,751,857.43	1,655,293.57
02/29/2016	27,100,500.76	28,628,572.95	1,528,072.19
03/31/2016	27,213,373.31	29,895,601.14	2,682,227.83
04/30/2016	26,927,330.62	29,858,229.36	2,930,898.74
05/31/2016	26,900,346.21	30,106,006.05	3,205,659.84
06/30/2016	26,974,287.56	30,135,486.98	3,161,199.42
07/31/2016	27,127,197.76	30,770,794.02	3,643,596.26
08/31/2016	27,064,215.19	30,682,280.59	3,618,065.40
09/30/2016	27,115,912.56	30,631,108.95	3,515,196.39

Change in Market Value of Plan Assets (as of September 30, 2016):

Increase from 10/01/2015	$1,825,091.46	- annual
Increase from 9/01/2016	($51,171.64)	- monthly

* Includes all accrued interest and dividends.

City of Port Orange
General Employees Defined Benefit Retirement Plan

Cash Accounts - Per First State Trust

Balance as of September 1, 2016			**$698,028.20**
Receipts:			
City Contribution		$124,280.38	
Mandatory EE Contributions		35,483.45	
Voluntary EE Contributions		2,529.80	
Sale-Securities (Cost Value)		1,688,839.84	
Gain (Loss) Sale of Securities		21,977.25	
Dividends		31,857.12	
Interest & Mutual Fund Reinv.		29,459.05	
Other - reversal of prior Integ. Error		0.00	
Total Receipts			$1,934,426.89
Disbursements:			
Securities Purchased - Equity (incl. Unit Trusts)		($331,365.11)	
Securities Purchased - US Govt. Oblig.		(1,122,575.43)	
Securities Purchased - Mortgage Backed Sec.		0.00	
Securities Purchased - Principal Real Estate Acct.		0.00	
Securities Purchased - Municipal/ Mutual Funds		0.00	
Securities Purchased - Corp. & Foreign Bond		(498,796.50)	
Advance Payment of Retirement Benefits (for October) *- Page 3 lists monthly payment applicable to current month*		($171,662.87)	
Payments to other Participants		($3,397.11)	
Robbi Barnett - Refund	3,397.11		
*Catch up benefit payments due from missed payments			
Expenses		($2,500.00)	
Admin/Actuarial Fees	$2,500.00		
Investment/Monitor Fees	0.00		
Custodian Fees/ Commissions	0.00		
Legal Fees	0.00		
Misc - Trustee school	0.00		
Total Disbursements			(2,130,297.02)
Balance as of September 30, 2016			**$502,158.07**

See pg.4 for breakdown of cash holdings by account.

City of Port Orange
General Employees Defined Benefit Retirement Plan

Monthly Benefit Payments to Retired, Deceased and Disabled Participants - September, 2016

Barnhart, Betty	$3,758.64
Blackey, William	492.27
Bliven, Thomas	1,184.26
Bowey, Janet	169.24
Breaks, Robert	708.87
Cady, Anna	2,808.30
Ceribelli, Betty	1,130.74
Chamberlain, Kathleen	803.75
Conforti, James	611.91
Cooper, Michael	1,453.46
Cover, Brent (benef.)	756.57
Day, Robert	2,633.89
Dearborn, Dennis	1,409.73
Ellis, Alberta	893.52
Findley, Cindy	423.80
Foster, James	4,032.48
Franklin, James	3,805.31
Fuhrman, Frank	3,320.02
Griffith, Fred	4,543.01
Grimm, Sandra	1,428.58
Groom, Rebecca	2,457.09
Groom, William	2,253.96
Gurnee, Stella	1,321.01
Hacker, Lea Ann	395.50
Hammons, Elizabeth	1,596.60
Hill, Daniel	2,219.23
Hopkins-Peace, Krystal	1,586.62
Huntt, Steven	2,793.36
Kelly, Margaret	832.60
Kelly, Shirley	3,469.66
Kincaid, Kathyrn	1,377.13
Klimek, Frank	1,802.47
Koch, Michael	3,530.36
Kosuta, Christopher	1,851.28
Kucera, Christopher	3,239.20
Leftwich, Glenda	1,033.35
Levine, Steven	2,579.16
MacDuffie, Ray	625.21
May, Roger (ben Randall M.)	775.98
McCurry, Dennis	2,517.57
McNulty, John	$980.89
Milholen, Ellen	3,050.53
Miller, Lee	505.28
Monning, Linda (benef.)	1,445.22
Norris, Annie (benef.)	2,155.45
Oddie, William	2,726.69
Palmer, Roberta	3,673.00
Parker, Kenneth	5,508.77
Parsons, Janice	3,909.02
Peace, Michael	3,140.90
Pike, Warren & DeAnn	3,721.69
Potts, Wilford J.	1,040.28
Redfield, Rosemary	593.38
Riley, Paul	3,116.61
Roberts, Veronica	1,015.38
Rorem, Steve	1,648.52
Schulz, William (benef.)	739.04
Sheffield, Henrica	2,288.10
Shelley, John	4,595.68
Sheridan, Linda	2,173.28
Sheward, Thomas	2,202.38
Shroyer, Terry	1,203.68
Simmons, Thomas	2,507.28
Skeens, Sandra (benef.)	1,763.20
Smith, Steven (benef.)	1,693.20
Sneddon Antenberg (benf.)	1,494.07
Stefanick, Michael	56.07
Steinebach, Donna	4,907.78
Stuhr, Donald	1,249.53
Sutton, Robert	596.47
Taylor, Gerald	1,187.68
Termini, Jimmy (MPP)	871.00
Towey, Robert (DROP)	3,563.43
Treon, Shirley	2,416.28
Troutman, Thomas(DROP)	3,665.25
Turner, Larry	1,463.71
Van Arsdale, Wayne	491.09
Walker, Glenn	3,477.10
Walker, Russell	518.96
Walsh, Thomas (MPP)	326.00
Whitmarsh, Thomas (bene)	707.75
Wilson, Judith K.	$2,506.31
Wilson, Stephen (bene)	157.09
Wolf, Steven	2,679.15
Zurawski, Marceda	1,455.77

Total Payments for Monthly Benefits:	$165,813.63
Total Refunds, retro pays:	$3,397.11
Total Benefit Payments for September:	$169,210.74
Total in Pay Status: (includes 2 MPP participant)	85

Cash Account Reconciliation - continued

Securities Sold - September 2016

	Gain and Loss Summary	Cost Value	Proceeds	Gain(Loss)
HCC	Dell 0.84 sh	40.32	40.46	0.14
	E M C 4,000 sh	96,432.40	117,600.28	21,167.88
	Kraft Heinz 333 sh	11,089.49	29,661.86	18,572.37
	Metlife 1,500 sh	79,642.01	64,803.08	(14,838.93)
BOST	AbbVie 2,424 sh	160,396.19	153,198.16	(7,198.03)
	Cognizant Tech 1,252 sh	63,540.94	59,107.74	(4,433.20)
	Interpublic Group 499 sh	9,830.66	10,954.08	1,123.42
	Medtronic 282 sh	21,160.53	24,298.87	3,138.34
Integrity	FHLMC Pool 7%, 10/38, 6.087k	6,087.06	5,041.04	(1,046.02)
	FNMA 3.5%, 8/26, 1.2145k	1,214.58	1,153.31	(61.27)
	FNMA 4.5%, 8/30, 1.375k	1,375.30	1,263.19	(112.11)
	FNMA 3.5%, 8/25, 7.292k	7,292.38	6,892.81	(399.57)
	GNMA 3.0%, 11/26, 2.421 k	2,421.05	2,322.70	(98.35)
	GNMA 4.5%, 10/24, 4.5k	4,356.60	4,019.93	(336.67)
	US Treasury 5.50% 8/28 100k	141,660.15	140,500.00	(1,160.15)
	US Treasury 3.125% 8/44 150k	17,530.85	17,746.09	215.24
	Altria Grp 10.2%, 2/39 55k	90,233.35	103,654.65	13,421.30
	BNY Mellon 1.96%, 6/17 100k	100,746.80	100,515.00	(231.80)
	Broward County 3.0%, 9/16 matured	102,220.00	100,000.00	(2,220.00)
	CommonWealth 6.15%, 9/17 52k	52,446.00	52,332.50	(113.50)
	Morgan Stanley 5.5% 7/21	129,996.00	131,696.85	1,700.85
	Phillips 66 4.3%, 4/22 15k	15,951.04	16,543.80	592.76
	Southern 1.95%, 09/16 matured	60,600.00	60,000.00	(600.00)
	Union Elec 6.4% 6/17 115K	124,338.60	119,233.15	(5,105.45)
	FNMA 4.0%, 11/44,	388,237.54	388,237.54	0.00
Mut FD.		0.00	0.00	0.00
	Total Sales for Month	$1,688,839.84	$1,710,817.09	$21,977.25
		MM sold for cash:	$1,325,650.62	
		Total Assets Disposed of: (per FS-Trust)	$3,036,467.71	

10/18/2016

Cash Account Reconciliation - continued

Securities Purchased

See attached pages from the various First State Trust Reports.

Cash Account Recap	beg. of month Sep. 1, 2016	end of month Sep. 30, 2016
Cash - Receipt/Disbursement Acct.	$312,067.63	$296,835.29
Cash - HCC Equity Acct.	11,872.97	77,485.01
- Cash due from/(to) Broker (HCC)	0.00	0.00
Cash - Boston Company Acct.	10,247.99	45,732.18
- Cash due from/(to) Broker (Bos.)	0.00	59,107.74
Cash - Mutual Fund Acct.	0.00	0.00
Cash - Integrity Fixed Acct.	947,121.70	22,997.85
- Cash due from/(to) Broker (Integ).	(583,282.09)	0.00
Total Cash	$698,028.20	$502,158.07

Asset Recap as of September 30, 2016

		Cost Value	Market Value
CASH	All accounts combined	$502,158.07	$502,158.07
BONDS	US Treasury Obligations	$309,195.35	$309,273.55
	US Government Obligations	1,514,952.34	1,522,957.85
	Corp. & Foreign Bonds	5,026,740.64	5,048,610.12
	Municipal Obligations	164,063.03	171,599.80
	Total Fixed Income (Integrity)	$7,014,951.36	$7,052,441.32
EQUITIES		$11,877,042.52	$13,266,949.81
INT'L EQUITY MUTUAL FUNDS		$2,274,693.09	$2,879,403.01
REAL ESTATE TRUST ACCOUNT (Prin.)		$3,200,000.00	$4,031,892.52
FLORIDA MUNI. INVEST. TRUST		$2,000,000.00	$2,651,196.70
PREPAID RETIREMENT BENEFITS		$171,662.87	$171,662.87
TOTALS BEFORE ACCRUALS		$27,040,507.91	$30,555,704.30
	Accrued Dividends	11,814.81	11,814.81
	Accrued Interest	63,589.84	63,589.84
	Other Accrual - Mut. Fund Acct.	0.00	0.00
TOTAL Acct. VALUE as of Sep. 30, 2016		**$27,115,912.56**	**$30,631,108.95**
	Receipt/Disb Acct.	*$296,835.29*	*$296,835.29*
	HCC Account	*6,076,416.16*	*6,503,243.36*
	Boston Company	*5,994,787.99*	*6,957,868.08*
	Mutual Fund Account - Int.	*2,274,693.09*	*2,879,403.01*
	Principal Real Estate Acct.	*3,200,000.00*	*4,031,892.52*
	Prepaid benefits - First St.	*171,662.87*	*171,662.87*
	Florida Municipal Invst. Trust	*2,000,000.00*	*2,651,196.70*
	Integrity Financial Acct.	*7,101,517.16*	*7,139,007.12*
	Total Account Check	*$27,115,912.56*	*$30,631,108.95*

Cost and Market Value Reconciliation as of September 30, 2016

	Cost Value	*Market Value*
Values as of September 1, 2016	$27,064,215.19	$30,682,280.59
Contributions	162,293.63	162,293.63
Income Receipts	83,293.42	83,293.42
Change in Accruals	(22,178.94)	(22,178.94)
Benefit Payments	(169,210.74)	(169,210.74)
Admin. and Invest. Expenses	(2,500.00)	(2,500.00)
Unrealized Gain / (Loss)	0.00	(102,869.01)
Adjust to Balance	0.00	0.00
Values as of Sep. 30, 2016	**$27,115,912.56**	**$30,631,108.95**
Yield for the month (net of admin and invest. expenses)	0.22%	-0.14%

City of Port Orange
General Employees Defined Benefit Retirement Plan

Monthly, Quarterly and Year-to-date Review of Investment Performance - 9/30/2016

	Fiscal Year	4th Quarter	Current Month
Start	10/01/2015	07/01/2016	
End	09/30/2016	09/30/2016	September-16
Market Value - Start	$28,806,017.49	$30,135,486.98	$30,682,280.59
Contributions			
- City	880,209.17	308,762.51	124,280.38
- Mandatory 7.5%	396,596.90	94,575.41	35,483.45
- Voluntary EE	28,384.46	6,503.55	2,529.80
Other Income	6,545.31	369.55	0.00
Interest	253,855.69	64,596.66	29,459.05
Dividends	332,956.75	69,652.86	31,857.12
Realized Gains/(Losses)	676,230.98	312,852.69	21,977.25
Increase/(Decrease) in Unrealized Appreciation	1,779,966.20	353,996.97	(102,869.01)
Prior Accrued Interest	(67,798.52)	(76,541.74)	(97,583.59)
Current Accrued Interest	75,404.65	75,404.65	75,404.65
Payments to Participants	(2,331,459.68)	(671,073.88)	(169,210.74)
Administrative Expenses	(90,456.35)	(16,849.50)	(2,500.00)
Investment Expenses	(115,344.10)	(26,627.76)	0.00
Market Value - End	$30,631,108.95	$30,631,108.95	$30,631,108.95
Yield per 2i/(a+b-i)	10.0780%	2.5224%	-0.1443%
i	*2,851,360.61*	*756,854.38*	*(44,254.53)*
2i	*5,702,721.22*	*1,513,708.76*	*(88,509.06)*
a+b-i	*56,585,765.83*	*60,009,741.55*	*61,357,644.07*
Contributions for period:	1,305,190.53	409,841.47	162,293.63
Bens/Exp. for period:	(2,537,260.13)	(714,551.14)	(171,710.74)
Net Cash Flow before income: (Vol. cons/ benefits included)	(1,232,069.60)	(304,709.67)	(9,417.11)

Changes In Investments

Investments Acquired	Brokerage	Cost Basis
Northern Institutional Gov't Select The Amount Shown Is The Net Of Deposits For The Entire Period		334,276.68
Archer Daniels 7.0000% 02/01/31 Purchased 25000 Par Value At 131.814 Trade Date : 09/20/2016 Settlement Date : 09/23/2016 Broker: Raymond James/Fi	0.00	32,953.50
Becton Dickinson And Co 1.8000% 12/15/17 Purchased 75000 Par Value At 100.684 Trade Date : 09/07/2016 Settlement Date : 09/12/2016 Broker: Baird, Robert W., & Company In	0.00	75,513.00
BNY Mellon 1.969% 06/20/17 Purchased 85000 Par Value At 100.7 Trade Date : 09/14/2016 Settlement Date : 09/19/2016 Broker: Bear, Stearns Securities Corp	0.00	85,595.00
Bristol-Myers Squibb Co. .875% 08/01/17 Purchased 100000 Par Value At 99.88 Trade Date : 09/09/2016 Settlement Date : 09/14/2016 Broker: Pierpont Securities 0413	0.00	99,880.00
Capital One NA 2.2500% 09/13/21 Purchased 140000 Par Value At 99.61 Trade Date : 09/13/2016 Settlement Date : 09/16/2016 Broker: Pershing	0.00	139,454.00
CommonWealth Edison Co 6.1500% 09/15/17 Purchased 50000 Par Value At 104.892 Trade Date : 09/12/2016 Settlement Date : 09/15/2016 Broker: Goldman, Sachs & Co.	0.00	52,446.00
Conagra Inc 7.1250% 10/01/26 Purchased 10000 Par Value At 129.28 Trade Date : 09/08/2016 Settlement Date : 09/13/2016 Broker: Raymond James/Fi	0.00	12,928.00

Changes In Investments

Investments Acquired	Brokerage	Cost Basis	
FNMA Pool #AS3909 4.0000% 11/01/44 Purchased 345767.83Par Value At 108.015625 Trade Date : 07/25/2016 Settlement Date : 09/14/2016 Broker: G.X. Clarke	0.00	373,483.28	
GNMA Pool #720199 5.0000% 07/15/39 Purchased 444882.79Par Value At 111.98437458 Trade Date : 09/22/2016 Settlement Date : 09/28/2016 Broker: Pershing	0.00	498,199.21	
Pacificorp 5.5000% 01/15/19 Purchased 145000 Par Value At 108.894 Trade Date : 09/21/2016 Settlement Date : 09/26/2016 Broker: Goldman, Sachs & Co.	0.00	157,896.30	
US Treasury N/B 3.125% 08/15/44 Purchased 55000 Par Value At 117.132812 Trade Date : 09/08/2016 Settlement Date : 09/13/2016 Broker: Morgan Stanley & Co., Incorpor	0.00	64,423.05	
US Treasury N/B 3.125% 08/15/44 Purchased 25000 Par Value At 114.402344 Trade Date : 09/21/2016 Settlement Date : 09/26/2016 Broker: Morgan Stanley & Co., Incorpor	0.00	28,600.59	
Total Investments Acquired			1,955,648.61

Changes In Investments

Investments Acquired	Brokerage	Cost Basis	
Northern Institutional Gov't Select The Amount Shown Is The Net Of Deposits For The Entire Period		148,096.89	
Dell Technologies INC-CL V Purchased 445.84 Shares At 48 Per Share Trade Date : 09/09/2016 Settlement Date : 09/09/2016 Corporate Action - Merger - Old CUSIP 268648102	0.00	21,400.32	
Jetblue Airways Corp Purchased 1100 Shares At 15.7855 Per Share Trade Date : 09/01/2016 Settlement Date : 09/07/2016 Broker: Merrill Lynch,Pierce,Fenner &	44.00	17,408.05	
Omega Healthcare Invs Inc Purchased 900 Shares At 36.197 Per Share Trade Date : 09/23/2016 Settlement Date : 09/28/2016 Broker: Merrill Lynch,Pierce,Fenner &	36.00	32,613.30	
Omega Healthcare Invs Inc Purchased 900 Shares At 36.5349 Per Share Trade Date : 09/28/2016 Settlement Date : 10/03/2016 Broker: Instinet	45.00	32,881.41	
Prologis Inc Purchased 1200 Shares At 53.7581 Per Share Trade Date : 09/02/2016 Settlement Date : 09/08/2016 Broker: Merrill Lynch,Pierce,Fenner &	48.00	64,557.72	
Total Investments Acquired			316,957.69

Changes In Investments

Investments Acquired	Brokerage	Cost Basis
Northern Institutional Gov't Select The Amount Shown Is The Net Of Deposits For The Entire Period		53,132.93
Allergan PLC Purchased 80 Shares At 240.7791 Per Share Trade Date : 09/08/2016 Settlement Date : 09/13/2016 Broker: Morgan Stanley & Co., Incorpor	0.68	19,263.01
Biomarin Pharmaceutical Inc Purchased 195 Shares At 96.4687 Per Share Trade Date : 09/16/2016 Settlement Date : 09/21/2016 Broker: Pershing	7.80	18,819.20
Celgene Corp Purchased 185 Shares At 108.6086 Per Share Trade Date : 09/16/2016 Settlement Date : 09/21/2016 Broker: Pershing	7.40	20,099.99
Celgene Corp Purchased 281 Shares At 108.1332 Per Share Trade Date : 09/16/2016 Settlement Date : 09/21/2016 Broker: Morgan Stanley & Co., Incorpor	2.39	30,387.82
Celgene Corp Purchased 25 Shares At 108.3826 Per Share Trade Date : 09/16/2016 Settlement Date : 09/21/2016 Broker: Goldman, Sachs & Co.	0.38	2,709.95
Neurocrine Biosciences Inc Purchased 6 Shares At 53.625 Per Share Trade Date : 09/16/2016 Settlement Date : 09/21/2016 Broker: National Financial	0.02	321.77
Neurocrine Biosciences Inc Purchased 43 Shares At 53.5186 Per Share Trade Date : 09/16/2016 Settlement Date : 09/21/2016 Broker: Goldman, Sachs & Co.	0.65	2,301.95

Changes In Investments

Investments Acquired	Brokerage	Cost Basis
Neurocrine Biosciences Inc Purchased 29 Shares At 53.36 Per Share Trade Date : 09/16/2016 Settlement Date : 09/21/2016 Broker: Raymond James & Associates Inc	1.16	1,548.60
Neurocrine Biosciences Inc Purchased 68 Shares At 53.6656 Per Share Trade Date : 09/16/2016 Settlement Date : 09/21/2016 Broker: Instinet	0.58	3,649.84
Neurocrine Biosciences Inc Purchased 16 Shares At 54.4827 Per Share Trade Date : 09/19/2016 Settlement Date : 09/22/2016 Broker: Cl King & Associates	0.24	871.96
Neurocrine Biosciences Inc Purchased 254 Shares At 54.3961 Per Share Trade Date : 09/19/2016 Settlement Date : 09/22/2016 Broker: Raymond James & Associates Inc	10.16	13,826.77
Neurocrine Biosciences Inc Purchased 65 Shares At 54.3097 Per Share Trade Date : 09/19/2016 Settlement Date : 09/22/2016 Broker: Instinet	0.55	3,530.68
Neurocrine Biosciences Inc Purchased 168 Shares At 54.7742 Per Share Trade Date : 09/20/2016 Settlement Date : 09/23/2016 Broker: Raymond James & Associates Inc	6.72	9,208.79
Tesaro INC Purchased 179 Shares At 101.9139 Per Share Trade Date : 09/16/2016 Settlement Date : 09/21/2016 Broker: Dain Bosworth	7.16	18,249.75

Changes In Investments

Investments Acquired	Brokerage	Cost Basis	
Tesaro INC Purchased 6 Shares At 99.9143 Per Share Trade Date : 09/16/2016 Settlement Date : 09/21/2016 Broker: Instinet	0.05	599.54	
Tesaro INC Purchased 2 Shares At 102.977 Per Share Trade Date : 09/19/2016 Settlement Date : 09/22/2016 Broker: Morgan Stanley & Co., Incorpor	0.02	205.97	
Tesaro INC Purchased 85 Shares At 106.0531 Per Share Trade Date : 09/19/2016 Settlement Date : 09/22/2016 Broker: Dain Bosworth	3.40	9,017.91	
Tesaro INC Purchased 76 Shares At 103.7864 Per Share Trade Date : 09/19/2016 Settlement Date : 09/22/2016 Broker: Dain Bosworth	3.04	7,890.81	
Total Investments Acquired			215,637.24

Updated 2017 Meeting Schedules

ATTENTION ALL:

Please use this schedule as your guide for the 2016 Board Meetings

2017 CITY OF PORT ORANGE GENERAL PENSION BOARD MEETING DATES

Monday January 23rd, 2017 - Regular Meeting@2:00pm

Monday February 27th, 2017 – Regular Meeting@2:00pm

Monday March 27th, 2017 - Quarterly Meeting@2:00pm

Monday April 24th, 2017 - Regular Meeting@2:00pm

Monday May 22nd, 2017 – Regular Meeting @2:00pm

Monday June 19th, 2017 – Regular Meeting @2:00pm FPPTA

Monday July 24th, 2017 - Quarterly Meeting@2:00pm

Monday July 24th, 2017 - 2017 Employee Pension Fund Conference@10:00am

Monday August 28th, 2017 – Regular Meeting@2:00pm

Monday September 25th, 2017 - Quarterly Meeting@2:00pm

Monday October 23rd, 2017 - Regular Meeting@2:00pm

Monday December 18th, 2017 - Quarterly Meeting@2:00pm

Consent Agenda

WARRANT NO. 118-16

For payment from the CITY OF PORT ORANGE GENERAL EMPLOYEES' DEFINED BENEFIT PLAN

TO: **FIRST STATE TRUST COMPANY**
A/C # **70002129**

You are hereby authorized by the Board of Trustees of the City of Port Orange General Employees' Defined Benefit Plan to pay the amounts listed below for services rendered to the said Board of Trustees, and to pay the persons named below, hereby certified by the Board of Trustees:

NAME & ADDRESS	AMOUNT
Benefits USA, Inc. (Admin Fees 10/2016; INV #POG090)	$ 2,580.84
Integrity Fix Income Management (3rd Qtr '16 Mgmt Fees; INV #2055)	$ 4,251.30
Southeastern Advisory (Investment Consulting Services: INV #1603)	$ 4,784.00
Highland Capital Management (4th Qtr'16 Mgmt. Fees; INV #13476)	$ 8,119.22
Lynn Hadley (Reimb. For FPPTA Trustee School Travel Expense)	$ 866.97
FPPTA (2017 Yearly Active Membership)	$ 600.00

Approved by the following members of the Board of Trustees this 24th day of October, 2016

Trustee

Trustee

BENEFITS USA, INC.
3810 Inverrary Blvd., Ste. 303
Lauderhill, FL 33319
(800)452-2454 / (954)730-2068

INVOICE

INVOICE NO.: POG090

Bill To:
CITY OF PORT ORANGE GENERAL EMPLOYEES' DEFINED BENEFIT PLAN

Date	Hours	Description	Unit Pr	Total
Oct. 2016		Monthly Flat Fee		$ 2,500.00
Postage	86xo.47x2	2017 Are You Alive Letter		$ 80.84

Fees	$ 2,500.00
Reimb.	$ 80.84
Bal Due	**$ 2,580.84**

Integrity Fixed Income Management, LLC
651 Bryn Mawr Street
Orlando, FL 32804
(407) 481-2403

Invoice

Benefits USA, Inc.
Attn: Mei Fang c/o Port Orange General Employee Pension
3810 Inverrary Blvd., Suite 103
Lauderhill, FL 33319

Invoice # 2055

10/10/2016

Port Orange General Employee Pension
Statement of Management Fees
For Quarter Ended September 30, 2016

Date	Portfolio Value	Annual Fee	Quarterly Fee	# of Days Prorated	% of Quarter	Prorated Fee
7/31/2016	$6,129,377	$15,323.44	$3,830.86	31	33.7%	1,290.83
9/30/2016	$7,143,942	$17,859.85	$4,464.96	61	66.3%	2,960.47
				92	**100.0%**	**$4,251.30**

Annual Fee Schedule
0.25% on balance

Quarterly Management Fee Due **$4,251.30**

SOUTHEASTERN ADVISORY SERVICES, INC.
Registered Investment Advisor

12 Piedmont Center, Suite 202
Atlanta, GA 30305
Phone 404 237 3156 Fax 404 237 2650

DATE: October 1, 2016
INVOICE # 1603
FOR: 3Q16

Bill To:
Mr. Pete Prior / Ms. Mei Fang
Port Orange General Employees' DB Fund
Benefits USA
3810 Inverrary Blvd, Ste 208
Lauderhill, FL 33319
cc: JRobinson@fs-trust.com

DESCRIPTION	AMOUNT
Performance Measurement and Related Investment Consulting Services Retainer Fee $19,139 Per Year (19,139 / 4 = $4,784) Invoice calculations are rounded to the nearest dollar Retainer fee increases based on CPI each calendar year	$4,784
TOTAL	$4,784

Please send your payment to:

Southeastern Advisory Services, Inc.
3495 Piedmont Road, NE Bldg 12-202
Atlanta, GA 30305

If you have any questions concerning this invoice, contact:
Jeff Swanson, 904 233 7600, jeff@seadvisory.com

Thank you for your business!

Highland Capital
MANAGEMENT, LLC

October 5, 2016

Invoice Number: 13476

MANAGEMENT FEE: PORT ORANGE EMPLOYEES' RETIREMENT SYSTEM VALUE

9/30/2016 Portfolio Value:		$ 6,503,243.37
Exclude Dividend Accrual		- 7,870.78
Billable Value		$ 6,495,372.59
Quarterly Fee Based On:		
$ 6,495,373 @ 0.50% per annum	$ 8,119.22	
Quarterly Fee:		$ 8,119.22
For the Period 10/1/2016 through 12/31/2016		
	Paid by Debit Direct	($ 0.00)
	Please Remit	$ 8,119.22

Wiring Instructions:

First Tennessee Bank

ABA# 084000026

Acct# 31-0251313

For Credit to: Highland Capital Management, LLC.

Mailing Check:

Highland Capital Management, LLC

6075 Poplar Ave, Suite 703

Memphis, TN 38119

PORT ORANGE GENERAL EMPLOYEES PENSION FUND TRAVEL AND EXPENSE REPORT

Name: (Print): Lynn Hadley
Meeting Purpose: FPPTA
Meeting Location: 5001 Coconut Road, Bonita Springs, FL 34134

Date Begin: 9/25/16
End:

A) Per Diem, if applicable: From: ______ To: ______ **No. Days**
$ ______

B) Daily; if applicable:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Hotel	209.79	209.79	209.79					629.37
Breakfast								
Lunch								
Dinner								
Airfare, Taxi, Etc...								
Parking								
Tolls								
Misc.								
Total	209.79	209.79	209.79					629.37

C) Mileage- Private Vehicle- Mileage Start 141576 End: 142016
Miles x's $.54= $ 237.6
New rates effective January 1, 2016 **Miles xs $.54= $** 237.6

TOTAL EXPENSES (A) + (B) + (C)= $866.97

I hereby certify or affirm that this travel expense report is ture and correct in every material matter; that the expenses were actually incurred by me as necessary expenses; and that I have not hitherto received payment for said expenses.

TRUSTEE SIGNATURE

10/11/16
DATE

Hyatt Regency Coconut Point Resort & Spa
5001 Coconut Road
Bonita Springs, FL 34134
Tel: 239-444-1234
Fax: 239-390-4344
www.coconutpoint.hyatt.com

INVOICE

Payee

Room No.	0415
Arrival	09-25-16
Departure	09-28-16
Page No.	1 of 1
Folio Window	1
Folio No.	504273

Confirmation No.	2358516501
Group Name	FPPTA
Booking No.	32G93L5R

Date	Description		Charges	Credits
09-25-16	Package		189.00	
09-25-16	Room State Sales Tax		20.79	
09-26-16	Package		189.00	
09-26-16	Room State Sales Tax		20.79	
09-27-16	Package		189.00	
09-27-16	Room State Sales Tax		20.79	
09-28-16	Visa	417903XXXXXX5773 07/19		629.37
	Total		629.37	629.37
	Balance		0.00	

Guest Signature

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges.

Hyatt Gold Passport Summary

Membership:	
Bonus Codes:	
Qualifying Nights:	3
Eligible Spend:	567.00
Redemption Eligible:	0.00

Summary Invoice, please see front desk for eligibility details.

Thank you for your patronage. Our goal is to exceed your expectations. If we have not done so on this visit, we would appreciate your comments. Please contact Quality Assurance at qualitynaprn@hyatt.com. We would be delighted to assist you.

Brian Kramer
General Manager

For inquiries concerning your bill please call 855-869-0846

Please remit payment to:
Hyatt Regency Coconut Point
840904 Dallas, TX 75284

FPPTA®
FLORIDA PUBLIC PENSION TRUSTEES ASSOCIATION
SINCE 1984

FPPTA Membership Renewal Receipt

Membership Year: 2017

Membership Type:	Pension Boards	Renewal Status:	Confirmed
Renewal Fee:	$600.00		

Organization Name:	Port Orange GE Pension Fund
Address:	c/o Benefits USA
	3810 Inverrary Blvd., Suite 303
	Lauderhill, FL 33319
Phone:	(954) 730-2068
Fax:	(954) 730-0738
E-mail:	mei@benefits-usa.org
Website:	

Confirmed On:	10/19/2016 4:19:52 PM	By:	Mei Fang
Paid On:		By:	
Payment Method:	Check To Follow		

If you have paid for the renewal online at FPPTA.Org, you only need to keep this as your copy.

If you are paying by check, please make your check payable to:

Florida Public Pension Trustees Association (FPPTA)

and then mail a copy of this receipt and your check to the address below:

FPPTA
2946 Wellington Circle East
Tallahassee, FL 32309
Phone: 800-842-4064
Fax: 850-668-8514

Printed on: 10/19/2016 4:19 PM

Mandatory Plan Distributions

LUMP SUM PAYMENT AUTHORIZATION

First State Trust Company, 2 Righter Parkway Suite 250 Wilmington DE 19803

Email completed form to: cashops@fs-trust.com

City of Port Orange General Employees Defined Benefit Plan 70002129

You are hereby authorized to make payment as outlined below:

Benjamin Rivas
Participant or Beneficiary Name (First, M, Last) Social Security Number

SEND CHECK TO:

Address Line 1: **Direct Deposit (Form attached)**

Address Line :______________________________________

__________________ Birth Date: ____/___

City: ________________ State: _____ Zip Code: _________

PARTICIPANT TAX RECORD:

Street:

City: State: Zip Code: Street: Country:

Country: _________________

a. DISTRIBUTION AMOUNT:

Account No.	Investment Option	Amount
70002129	**C/D**	**$ 682.20**

e. Tax Form Type: ____

f. 1099-R Category of Distribution: _____

g. Federal Tax Method: ____ Federal Tax % (if Method P): **20%**

h. State Tax Amount: ____ State: ___

$______________ Employee after Tax Contribution

TOTAL AMOUNT **$ 545.76 (Net Deposit)**

b. DEDUCTIONS: Federal Tax $ **$ 136.44**

State Tax $ **PA**

c. Distribution Type: ___ Benefit Type: ___

d. Is this distribution exempt from mandatory 20% withholding? Yes ___ No ___

☐ The initials in the box to the left authorize you to act on these instructions. Original will not follow.

Mei Fang **954-730 2068 Ext.201** 10/19/2016 X____________________ ___/___/___
Prepared by Phone Number Date Authorized Signature Date

Special Mailing Instructions: ____________________________ X____________________ ___/___/___
2nd Authorized Signature (if applicable) Date

____

Return of Contributions Calculation for City of Port Orange
General Employees Defined Benefit Retirement Plan

Benjamin Rivas

Contribution and Interest History

	Contributions	Interest	Total
09/30/2015	0.00	0.00	0.00
Fiscal 15-16	682.20	0.00	682.20
09/28/2016	$682.20	$0.00	$682.20

Dusty L Buck
9/28/2016

9/28/16

Benjamin Rivas- #FL113

PARTICIPANT'S ELECTION FOR DISTRIBUTION

I have read the "Safe Harbor Act" notice explaining the distribution and tax withholding options available to me as a participant in the City of Port Orange General Employees Defined Benefit Retirement Plan.

I agree to receive the benefits due me in the form of an immediate single cash payment of $682.20.

CHECK ONE BOX ONLY

[X] Take a cash distribution for the total amount and withhold federal income taxes of 20% of the taxable gross amount

[ ] Make a direct rollover of the total distribution to an IRA account already opened in my name. I direct that the check be made payable to:

______________________________, as Trustee of
(Name of Financial Institution)
Individual Retirement Account of ______________________.
(Your Full Name)

[ ] Make a direct rollover of the total distribution to a qualified retirement plan sponsored by another employer. I direct that the check be made payable to:

Trustee of ______________________________
(Full Plan Name)
______________________ FBO ______________________
(Your Full Name)

[ ] Take a partial cash distribution of $________ payable to me and withhold federal income taxes of 20% of the taxable amount of the cash distribution

AND

Make a direct rollover of the remaining distribution to an IRA account already opened in my name. I direct that the check be made payable to:

______________________________, as Trustee of
(Name of Financial Institution)
Individual Retirement Account of ______________________.
(Your Full Name)

Benjamin Rivas- #FL113

[ ] Take a partial cash distribution of $________ payable to me and withhold federal income taxes of 20% of the taxable amount of the cash distribution

AND

Make a direct rollover of the remaining distribution to a qualified retirement plan sponsored by another employer. I direct that the check be made payable to:

Trustee of ____

(Full Plan Name)

____________________ FBO ______________________________

(Your Full Name)

I represent that - if I elected a direct rollover - the above named eligible retirement plan or IRA is an individual retirement account or individual retirement annuity established in my name, or a qualified retirement plan or annuity plan which accepts direct rollovers.

I understand that I have at least 30 days from the date of receipt of this information in which to make this election. I further understand that by signing this form prior to the expiration of the 30 day period, my distribution will be paid as soon as it is administratively feasible, even if it is sooner than the 30 day period I would normally have to complete these forms.

Social Security No. ______

____
Participant Signature

____
Witness Signature

____

10-18-16
Date