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# Circular Letter

TO: PUBLIC AGENCIES

SUBJECT: GASB NO. 27 ACCOUNTING AND DISCLOSURE INFORMATION FOR 2004

This Circular Letter is designed to assist you in preparation of the accounting information, footnote disclosure, and supplementary information which may be required under Governmental Accounting Standards Board Statement Number 27 (GASB 27) for the fiscal year ending on June 30, 2004. During September 1998, the California Public Employees' Retirement System's (CalPERS) Actuarial and Employer Services Division issued a detailed package for compliance under GASB 27, which started with fiscal years beginning after June 15, 1997. It is expected that the reader has read and understands the information presented in the 1998 GASB 27 package. The 1998 GASB 27 package may be downloaded from the CalPERS Internet site. Go to [www.CalPERS.ca.gov](http://www.CalPERS.ca.gov); click on For Employers; then click on Actuarial & GASB 27 Information. The material in this Circular Letter **supplements** the 1998 GASB 27 package information. It will be needed for preparing the accounting and disclosure information for fiscal years ending on June 30, 2004.

**Please note that the employer is already in receipt of all plan-specific information needed to produce the required GASB 27 information for June 30, 2004 financial statements.** The Annual Required Contribution (ARC) for fiscal 2003-2004 was, in general, the CalPERS employer contribution rate for fiscal 2003-2004 as provided in the June 30, 2001, valuation report. If the employer contribution rate changed during the fiscal year for any reason (for example, due to a plan amendment), the ARC, in dollars, must reflect the impact of the change in the rate for the period of time it was applicable. GASB 27 states that the employer must disclose the required supplementary information for the most recent valuation and the two preceding valuations. As of the date of this mailing, the most recent actuarial valuation is the June 30, 2002, valuation (which set the 2004-2005 employer rates). The June 30, 2003, valuation is expected to be completed by October 31, 2004. The employer may choose to wait for the 2003 report and disclose the June 30, 2001, June 30, 2002, and June 30, 2003, actuarial information.

It is also acceptable if the employer wishes to proceed immediately with their financial report and disclose the June 30, 2000, June 30, 2001, and June 30, 2002, actuarial information which is provided in Appendix C of the 2002 report, titled "Information for Compliance with GASB Statement No. 27." The footnote disclosure information for the 2003-2004 financial statements should reflect information set forth in the June 30, 2001, valuation report. Appendix A of the 2001 report contains information on assumptions and methods. In addition, Appendix B of the 2001 report contains a description of benefits included in the valuation. However, the information should be adjusted to reflect any plan changes that affected the employer rate for any portion of the 2003-2004 year.

As part of this Circular Letter, CalPERS has enclosed and updated Attachment 4 that was originally found in the 1998 GASB 27 package, *Table of Interest Rates and Amortization Factors*, which may be used in determining the Annual Pension Cost (APC) for fiscal 2003-2004. Again, detailed information concerning the APC and its derivation is set forth in the package for compliance under GASB 27 that was issued by CalPERS in September 1998. The enclosed Attachment 4 provides updated interest rate and amortization factors needed for fiscal year 2003-2004. [Note: When more than one amortization period was used in determining the ARC for fiscal year 2003-2004, **do not** use the amortization factors in Attachment 4. (In order to determine if the employer rate was calculated using multiple amortization bases with different amortization periods see page 7 of the June 30, 2001, valuation report.) Instead, you should use an amortization factor equal to 10.000, which is the factor used to amortize net actuarial gains and losses.] It is recommended that employers provide a copy of this Circular Letter along with the updated Attachment 4 to their auditors.

If you have any questions or require additional clarification, please contact CalPERS Employer Contact Center at **888 CalPERS** (or **888-225-7377**).

Ron Seeling, Chief Actuary

Enclosure

Note: The information needed for GASB disclosure is located in the Appendix C of your annual valuation. **It is no longer necessary to send letters to our office each July requesting the information.** Please notify your auditors that the request letters are no longer necessary. Thank you.