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## Circular Letter

April 6, 2015

**TO: PUBLIC AGENCY EMPLOYERS**

**SUBJECT: GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB)  
STATEMENT 68 VALUATION AND CENSUS DATA ORDERING  
PAYMENT AND RETRIEVAL INSTRUCTIONS**

The purpose of this Circular Letter is to provide employers an update regarding how to order, pay for and retrieve reports related to the requirements outlined in Governmental Accounting Standards Board (GASB) Statement No. 68.

Employers will be able to request their GASB 68 accounting valuation reports and/or census data (for agent plans only) for the 2014 measurement date starting on March 30, 2015. Employers can use my|CalPERS to order, pay for, and retrieve their reports. The requested reports will be available by the end of June 2015. Note that the agent plan census data may be available before the GASB 68 accounting valuation report.

It is very important to only order an accounting valuation report for the rate plans that received a June 30, 2013 funding valuation report in the fall of 2014. Refunds for an accounting valuation report ordered and paid for in error will require 90 days to process.

Order, payment, and retrieval instructions are available at CalPERS On-Line on the Actuarial and GASB 68 Information webpages listed below.

To assist employers in preparing for GASB 68, CalPERS has provided the following resources:

- Circular Letter No. 200-062-14 distributed on October 22, 2014 for background information.
- Circular Letter No. 200-004-15 distributed on February 13, 2015 for fee information.
- A webpage with detailed information and Frequently Asked Questions:  
[www.calpers.ca.gov/index.jsp?bc=/employer/actuarial-gasb/home.xml](http://www.calpers.ca.gov/index.jsp?bc=/employer/actuarial-gasb/home.xml)

- Specific questions not addressed on the website can be e-mailed to:  
[CalPERS\\_GASB\\_68@calpers.ca.gov](mailto:CalPERS_GASB_68@calpers.ca.gov)
- Mark your calendars for May 14, 2015 at 10:00 a.m. for a webinar that will provide public agencies a walk-through of GASB 68 accounting valuation reports. Registration details will be published in April.

We also encourage each employer to begin having a discussion with their auditors regarding the audit and reporting requirements of GASB 68. Even though CalPERS will provide you the requested GASB 68 information needed regarding your CalPERS pension plan, it is your responsibility to work with your auditors to determine how to present this information in your financial statements.

If you have any questions, please call our CalPERS Customer Contact Center at **888 CalPERS** (or **888-225-7377**).

CHERYL EASON  
Chief Financial Officer

***Enclosure:***

Ordering GASB 68 Accounting Valuation Reports – Public Agencies