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**For use only in connection with DEFINED BENEFIT  
Volunteer firefighter service award programs**

The (Fire District/ Town/ Village/ City) financial statements are for the year ended \_\_\_\_\_. However, the information contained in this note is based on information for the Length of Service Awards Program for the plan year ending on [insert date], which is the most recent plan year for which complete information is available.

**Length of Service Awards Program - LOSAP**

The (Fire District/ Town/ Village/ City) established a defined benefit LOSAP for the active volunteer firefighters of the (insert name of fire department, fire company or fire companies). The program took effect on (insert effective date). The program was established pursuant to Article 11-A of the General Municipal Law. The program provides municipally-funded pension-like benefits to facilitate the recruitment and retention of active volunteer firefighters. The (Fire District/ Town/ Village/ City) is the sponsor of the program.

**Program Description**

**Participation, vesting and service credit**

Active volunteer firefighters who have reached the age of \_\_\_ and who have completed \_\_\_ years of firefighting service are eligible to participate in the program. Participants acquire a nonforfeitable right to a service award after being credited with \_\_\_ years of firefighting service or upon attaining the program's entitlement age. The program's entitlement age is age \_\_\_\_\_. In general, an active volunteer firefighter is credited with a year of firefighting service for each calendar year after the establishment of the program in which he or she accumulates fifty points. Points are granted for the performance of certain activities in accordance with a system established by the sponsor on the basis of a statutory list of activities and point values. A participant may also receive credit for \_\_\_ years of firefighting service rendered prior to the establishment of the program.

**Benefits**

A participant's benefit under the program is the actuarial equivalent of a monthly payment for life equal to \$\_\_\_ multiplied by the person's total number of years of firefighting service. The number of years of firefighting service used to compute the benefit cannot exceed forty. [Benefits are not payable until \_\_\_\_\_. On and after that date,] [E]xcept in the case of disability or death, benefits are payable when a participant reaches entitlement age. The program provides statutorily mandated death and disability benefits. [The program also provides optional line-of-duty disability benefits in the amount of \$\_\_\_\_\_, and optional line-of-duty death benefits in the amount of \$\_\_\_\_\_].

**Fiduciary Investment and Control**

Service credit is determined by the governing board of the sponsor, based on information certified to the governing board by each fire company having members who participate in the program. Each fire company must maintain all required records on forms prescribed by the governing board.

The governing board of the sponsor has retained and designated [insert name of 3<sup>rd</sup> party program administrator] to assist in the administration of the program. The designated program administrator's functions include [list functions performed by designated program administrator]. Disbursements of program assets for the payment of benefits or administrative expenses must be approved [explain process for approving disbursements].

Program assets are required to be held in trust by LOSAP legislation, for the exclusive purpose of providing benefits to participants and their beneficiaries or for the purpose of defraying the reasonable expenses of the operation and administration of the program. [The trust agreement is dated \_\_\_\_\_, and the trustee is \_\_\_\_\_.] [Program assets are not held in trust.]

Authority to invest program assets is vested in \_\_\_\_\_. Subject to restrictions in the program document, program assets are invested in accordance with a statutory "prudent person" rule. [The program document . . . (explain investment restrictions).]

The sponsor is required to retain an actuary to determine the amount of the sponsor's contributions to the plan. The actuary retained by the sponsor for this purpose is [insert name of actuary]. Portions of the following information are derived from a report prepared by the actuary dated [insert date].

**Program Financial Condition**

**Assets and Liabilities**

Actuarial Present Value of Benefits at [insert date] \$ \_\_\_\_\_

Less: Assets Available for Benefits

	<u>% of total</u>	
Common Stock	_____ %	\$ _____
Government Securities	_____	_____
Corporate Bonds	_____	_____
Insurance Contracts	_____	_____
Certificates of Deposit	_____	_____
_____	_____	_____

Less: Liabilities (\_\_\_\_\_)

Total Net Assets Available for Benefits \_\_\_\_\_

Total Unfunded Benefits \_\_\_\_\_

Less: Unfunded Liability for Prior Service (\_\_\_\_\_)

Unfunded Normal benefits \$ \_\_\_\_\_

**Prior Service Costs**

Prior service costs [have been] [are being] amortized over \_\_\_ years at a discount rate of \_\_\_%.

**Receipts and Disbursements**

Plan Net Assets, beginning of year \$ \_\_\_\_\_

Changes during the year:

- + Plan contributions \_\_\_\_\_
- + Investment income earned \_\_\_\_\_
- +/- Changes in fair market value of investments \_\_\_\_\_
- Plan Benefit Withdrawals \_\_\_\_\_
- Administrative and Other Fees/Charges \_\_\_\_\_

Plan Net Assets, end of year \$ \_\_\_\_\_

**Contributions**

Amount of sponsor's contribution recommended by actuary: \$ \_\_\_\_\_

Amount of sponsor's actual contribution: \$ \_\_\_\_\_

**Administration Fees**

Fees paid to designated program administrator: \$ \_\_\_\_\_

Fees paid to trustee: \$ \_\_\_\_\_

Fees paid for investment management (if separate from fee paid to trustee): \$ \_\_\_\_\_

Fee paid to actuary: \$ \_\_\_\_\_

Other administration fees [list] \$ \_\_\_\_\_

**Funding Methodology and Actuarial Assumptions**

**Normal Costs**

The actuarial valuation methodology used by the actuary to determine the sponsor's contribution is [insert name of valuation methodology]. The assumptions used by the actuary to determine the sponsor's contribution and the actuarial present value of benefits are:

Assumed rate of return on investment \_\_\_\_\_

Mortality Tables used for

Withdrawal \_\_\_\_\_

Disability \_\_\_\_\_

Retirement \_\_\_\_\_

Death (Actives) \_\_\_\_\_

Death (Inactives) \_\_\_\_\_

Other \_\_\_\_\_