

Bloomington Fire Department Relief Association



2009 Annual Report



**BLOOMINGTON FIRE DEPARTMENT
RELIEF ASSOCIATION**

BLOOMINGTON, MINNESOTA

For the Year Ended December 31, 2009

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President's Letter

March 2010

Dear BFDRA Members,

As the U.S. and the rest of the world dig out from economic turmoil, the BFDRA pension fund is progressing toward a fully-funded status. Improving markets in 2009 resulted in our funding ratio increasing from 91.2% to 99.0%. However, an annual contribution will still be required from the city until we reach 110% funding.

Our annual audit went smoothly and is included in this report. Also, we hope to have a response soon from the IRS regarding our submission in early 2009 for re-qualification of the pension plan.

For 2010, continued economic uncertainties could mean a challenging year for investment returns. As always, we will attempt to maintain the proper balance between risk and return.

Sincerely,



John Bayard
President, BFDRA

SUMMARY OF CURRENT PLAN PROVISIONS

1. Basic Benefit	One-third of the final average salary of a City of Bloomington police officer of the highest grade, not including officer rank. The final average earning is the average of the monthly pay for such a police officer over the past three years. All benefits under the plan are adjusted annually to reflect changes in police officer salaries.
2. Normal Retirement Benefit	Basic benefit is payable at retirement after attainment of the age of 50 and completion of 20 years of service.
3. Deferred Vested Benefit	After completion of 20 years of service, the basic benefit is payable after attainment of age 50.
4. Disability Benefits	The basic benefit is payable while the member remains disabled. Non-Duty related disability payments are pro-rated based on credited full year(s) of service. Disability is defined as inability to perform the duties of a firefighter.
5. Surviving Spouse Benefit:	On the death of any active or inactive member, 75% of the basic benefit is payable to the surviving spouse for the spouse's remaining lifetime, or until remarriage. For non-duty related deaths, this benefit is pro-rated based on full years of credited service.
6. Children's Benefits	On the death of an active member, 25% of the basic benefit is payable to all surviving children, divided equally, until attainment of age 18. Maximum family benefit is 100% of the basic benefit.
7. Lump Sum Death Benefit	On the death of any active or inactive member, \$500 is payable from the Special Fund, and \$2000 is payable from the General Fund.
8. Membership Dues	Each active member contributes \$144.00 per year.

CITY OF BLOOMINGTON FIRE RELIEF ASSOCIATION

CITY OF BLOOMINGTON FIRE RELIEF ASSOCIATION
("FIRE RELIEF")
Investment Policies

I. Objectives

It is the objective of the Board of Trustees to attain a favorable absolute and relative rate of return for the assets of the Fire Relief, consistent with the preservation of capital.

- A.** Safety - Safety of principal is of critical importance to the investment program. Investments of the Fire Relief shall be undertaken in a manner that seeks to ensure the preservation of principal in the overall portfolio. To attain this objective, diversification is required in order that potential losses on the individual securities do not exceed the income generated from the remainder of the portfolio.
- B.** Liquidity - The Fire Relief's investment portfolio will remain sufficiently liquid to enable the Fire Relief to meet all operating requirements which might reasonable be anticipated.
- C.** Return on Investment - The Fire Relief's investment portfolio shall be designed with the objective of attaining a market rate of return.

II. Prudence

Investments shall be made with judgment and are, under circumstances existing at the time the investment is made, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, considering probable safety of their capital as well as interest yield to be derived.

The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse situations.

III. Authority

Authority to manage the Fire Relief's investment program is derived from the following:

- ◆ Minnesota Statutes 356A, Public Pension Plan Fiduciary Responsibility:
 - ◆ Section 356A.06, Subdivision 7 (permissible securities)
- ◆ Minnesota Statutes Section 69.77, Subdivision 9; (mutual fund authority)

Under Minnesota law, the Board of Trustees is required to manage the affairs of the Fire Relief. It may engage the services of an investment manager or managers and performance evaluators to assist it in attainment of its goals and objectives.

If the Board of Trustees employs persons or firms to perform such services, it shall conduct studies to ascertain that such employees possess the necessary specialized research facilities and skilled personnel to meet these investment objectives and guidelines. The Board of Trustees shall require a fund manager, if employed, to adhere to the "prudent person" rule under such federal and state laws which now apply, or may in the future apply to investments of the Fire Relief.

IV. Ethics and Conflicts of Interests

Officers and employees involved in the investment process shall refrain from conducting personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the Board of Trustees any material financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the Fire Relief's portfolio. Employees and officers shall subordinate their personal investment transactions to those of the Fire Relief's, particularly with regard to the time of purchases and sales.

V. Investment Committee

The Board will serve as the Investment Committee and shall meet at regular intervals to review the following:

- ◆ Investment Policy
- ◆ Investment strategy in current and prospective economic climate
- ◆ Examine the current risk levels of the securities represented in the Portfolio

VI. Authorized & Suitable Investments

The Fire Relief is empowered by statute to invest in the following types of securities:

- ◆ Securities generally. The Fire Relief is authorized to purchase, sell, lend or exchange the securities specified below, including puts and call options and future contracts traded on a contract market regulated by a governmental agency or by a financial institution regulated by a governmental agency.
- ◆ Governmental bonds, notes, bills, mortgages or other securities which have direct obligations (or guaranteed or insured issues) of the United States, its agencies, its instrumentalities, or organizations created by of Congress, and its provinces, the principal and interest is payable in United States dollars; the states and their municipalities, political subdivisions, agencies, or instrumentalities; the International Bank for Reconstruction and Development, the Inter-American Development Bank, the Asian Development Bank, the African Development Bank; or any other United States government-sponsored organization of which the United States is a member, provided the principal and interest is payable in United States dollars.
- ◆ Investment-grade corporate companies organized under the laws of United States and Canada, including bond notes and debentures, providing the securities are investment-grade and are payable in United State dollars, and the obligations must be rated among the top four quality categories by a nationally recognized rating agency.
- ◆ Bankers Acceptances and deposit notes of United States banks are limited to those issued by banks rated in the highest four quality categories by a nationally recognized rating agency.
- ◆ Certificates of deposit are limited to those issued by United States banks and savings institutions that are rated in the highest four quality categories by a nationally recognized rating agency or whose certificates of deposit are fully insured by federal agencies; or credit unions in amounts up to the limit of insurance coverage provided by the National Credit Union Administration.
- ◆ Commercial Paper is limited to those issued by United States corporations or their Canadian subsidiaries and rated in the highest two quality categories by a nationally recognized rating agency.
- ◆ Mortgage participation certificates and pools or pass through certificates evidencing interest in pools of first mortgages or trust deed on improved real estate; located in the United States where the loan-to-value ratio for each loan as calculated in accordance with Section 61A.28, Subdivision 3, does not exceed 80% for fully amortizable residential properties and in all other respects meet the requirement of Section 61A.28, Subdivision 3.

- ◆ Asset-backed securities must be rated in the top four categories by a national recognized rating agency.
- ◆ Repurchase agreements and reverse repurchase agreements. The collateral for repurchase agreements and reverse repurchase agreements is limited to letters of credit and securities authorized.
- ◆ Savings accounts are limited to those fully insured by federal agencies.
- ◆ Guaranty fund certificates investment contracts are limited to those issued by insurance companies or banks rated in the top four quality categories by a nationally recognized rating agency or to alternative guaranteed investment contracts where the underlying assets comply.
- ◆ Surplus notes and debentures of domestic mutual insurance companies.
- ◆ Corporate stocks. Any stocks or convertible issues of any corporation organized under the laws of the United States or the states thereof, the Dominion of Canada or its provinces, or any corporation listed on the New York Stock Exchange or the American Stock Exchange, if they conform to the following provisions: the aggregate value of corporate stock investments, as adjusted for realized profits and losses, must not exceed 85% of the market or book value, whichever is less, of a fund, less the aggregate value of investment according to Section 356A.06 Subdivision 6. The investment must not exceed 5% of the total outstanding shares of any one corporation.
- ◆ Venture capital investment businesses through participation in limited partnerships and corporation.
- ◆ Regional and mutual funds through bank-sponsored collective funds and up to 75% of the market value of the fund may be invested in open-end investment companies registered under the Federal Investment Company Act of 1940, if the portfolio investment of the investment companies comply with the type of securities authorized for investment under Section 356A.06 Subdivision 7.
- ◆ Real Estate ownership interests or loans secured by mortgages or deeds trust through investment in limited partnerships, bank sponsored collective funds, trusts and insurance company commingled accounts, including separate accounts. Real Estate investments may not exceed 35% of the market value of the fund and there must be at least four unrelated owners of the investment other than the state board for investments.
- ◆ Preferred shares will be classified as bonds when determining asset allocation.

VII. Prohibited Investments

The following investments are prohibited by the Board of Trustees:

Short sales
Letter Stock
Commodities
Foreign Securities (other than those listed on the New York Stock Exchange)

VIII. Safekeeping and Custody

All security transactions including collateral for repurchase agreements, entered into by the Fire Relief, shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by a third party custodian designated by the Board and evidenced by safekeeping receipts.

IX. Asset Allocation and Diversification

The Fire Relief's asset allocation guidelines are:

Equities	75% Maximum
Fixed Income	45% Maximum
Cash / Cash Equivalents / Other approved investments	30% Maximum

The Fire Relief will diversify its investments by security type and institution and, with the exception of U.S. Treasury securities and authorized pools, no more than 50% of the entity's total investment portfolio will be invested in a single security type or with a single financial institution with the exception of authorized mutual funds.

X. Performance Standards\Market Yield (Benchmark)

The total portfolio will be measured against the following benchmarks:

Domestic Equities

- ⇒ *Wilshire 5000 Stock Index*
- ⇒ *S&P 500*
- ⇒ *Russell 2000*

International Securities

- ⇒ *Morgan Stanley Capital International Index*

Bonds

- ⇒ *Lehman Bros. Government/Corporate Bond Index*

Short Term and Cash

- ⇒ *90-day Treasury bill*

XI. Reporting

Annually the Fire Relief's investment policy will be sent to each investment manager, brokers and consultants who will be providing services to the fund. These investment professionals must acknowledge receipt of the statement and agree to abide by all applicable investment laws and restrictions.

Annually the Fire Relief's investment policy will be kept on file at the State Auditor's Office.

Annually an update of the financial condition of the Fire Relief should be made to the City of Bloomington's City Council.

XII. Investment Policy Adoption

The Fire Relief's Investment Policy shall be adopted by resolution by the Fire Relief Trustees.

Adopted by Fire Relief Board of Trustees on July 29th, 2008.

Appendix A

STATE OF MINNESOTA

Office of the State Auditor



Rebecca Otto
State Auditor

**BLOOMINGTON FIRE DEPARTMENT
RELIEF ASSOCIATION
BLOOMINGTON, MINNESOTA**

FOR THE YEAR ENDED DECEMBER 31, 2009

Description of the Office of the State Auditor

The mission of the Office of the State Auditor is to oversee local government finances for Minnesota taxpayers by helping to ensure financial integrity and accountability in local governmental financial activities.

Through financial, compliance, and special audits, the State Auditor oversees and ensures that local government funds are used for the purposes intended by law and that local governments hold themselves to the highest standards of financial accountability.

The State Auditor performs approximately 160 financial and compliance audits per year and has oversight responsibilities for over 3,300 local units of government throughout the state. The office currently maintains five divisions:

Audit Practice - conducts financial and legal compliance audits of local governments;

Government Information - collects and analyzes financial information for cities, towns, counties, and special districts;

Legal/Special Investigations - provides legal analysis and counsel to the Office and responds to outside inquiries about Minnesota local government law; as well as investigates allegations of misfeasance, malfeasance, and nonfeasance in local government;

Pension - monitors investment, financial, and actuarial reporting for approximately 730 public pension funds; and

Tax Increment Financing - promotes compliance and accountability in local governments' use of tax increment financing through financial and compliance audits.

The State Auditor serves on the State Executive Council, State Board of Investment, Land Exchange Board, Public Employees Retirement Association Board, Minnesota Housing Finance Agency, and the Rural Finance Authority Board.

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Saint Paul, Minnesota 55103
(651) 296-2551
state.auditor@state.mn.us
www.auditor.state.mn.us

This document can be made available in alternative formats upon request. Call 651-296-2551 [voice] or 1-800-627-3529 [relay service] for assistance; or visit the Office of the State Auditor's web site: www.auditor.state.mn.us.

**BLOOMINGTON FIRE DEPARTMENT
RELIEF ASSOCIATION
BLOOMINGTON, MINNESOTA**

For the Year Ended December 31, 2009



**Audit Practice Division
Office of the State Auditor
State of Minnesota**

**BLOOMINGTON FIRE DEPARTMENT RELIEF ASSOCIATION
BLOOMINGTON, MINNESOTA**

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**BLOOMINGTON FIRE DEPARTMENT RELIEF ASSOCIATION
BLOOMINGTON, MINNESOTA**

ORGANIZATION
DECEMBER 31, 2009

	Term	
	From	To
Board of Trustees		
Elected members		
Dave Matlon	March 2007	March 2010
Paul Goodwin	March 2007	March 2010
Chris Morrison	March 2008	March 2011
Dave Ellings	March 2008	March 2011
Steve Oberaigner	March 2009	March 2012
John Bayard	March 2009	March 2012
Ex officio members		
Mayor		
Gene Winstead		
City Chief Financial Officer		
Lori Economy-Scholler		
Chief of Fire Department		
Ulysses Seal		
Officers		
President		
John Bayard		
Vice President		
Dave Ellings		
Secretary		
Chris Morrison		
Treasurer		
Dave Matlon		



REBECCA OTTO
STATE AUDITOR

STATE OF MINNESOTA OFFICE OF THE STATE AUDITOR

SUITE 500
525 PARK STREET
SAINT PAUL, MN 55103-2139

(651) 296-2551 (Voice)
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INDEPENDENT AUDITOR'S REPORT

Board of Trustees
Bloomington Fire Department Relief Association

We have audited the basic financial statements of the Bloomington Fire Department Relief Association as of and for the year ended December 31, 2009, as listed in the table of contents. These basic financial statements are the responsibility of the Association's management. Our responsibility is to express an opinion on these basic financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the basic financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall basic financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the plan net assets of the Bloomington Fire Department Relief Association as of December 31, 2009, and the changes in plan net assets for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The Management's Discussion and Analysis and other required supplementary information referred to in the table of contents are not required parts of the basic financial statements but are supplementary information required by the Governmental Accounting Standards Board. We have applied certain limited procedures to this information, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Handwritten signature of Rebecca Otto in black ink.

REBECCA OTTO
STATE AUDITOR

Handwritten signature of Greg Hierlinger in black ink.

GREG HIERLINGER, CPA
DEPUTY STATE AUDITOR

March 9, 2010

MANAGEMENT'S DISCUSSION AND ANALYSIS

**BLOOMINGTON FIRE DEPARTMENT RELIEF ASSOCIATION
BLOOMINGTON, MINNESOTA**

**MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2009
(Unaudited)**

This discussion and analysis of the Bloomington Fire Department Relief Association's (Association) financial performance provides an overview of the Association's financial activities for the fiscal year ended December 31, 2009. Please read it in conjunction with the basic financial statements, which follow this discussion. Prior year data have not been included in the basic financial statements or in the notes to the basic financial statements.

FINANCIAL HIGHLIGHTS

The Association's funding objective is to meet benefit obligations through contributions and investment income. As of December 31, 2009, the funded ratio was 99.01 percent. Minnesota statutes previously required full funding by the year 2010. The amortization period was changed in 2005 from a level dollar amortization amount of the unfunded actuarial accrued liability to 2010 to a 20-year rolling end date.

The plan net assets of the pension fund administered by the Association increased by \$10.1 million during the 2009 fiscal year.

Additions to the fund for the year were \$13.8 million, comprised of contributions of \$0.4 million and net investment income of \$13.4 million. Fund additions increased \$43.7 million from the prior fiscal year.

Deductions to the fund increased over the prior year from \$3.6 million to \$3.8 million, or 5.4 percent.

The Statement of Plan Net Assets and the Statement of Changes in Plan Net Assets

This annual financial report consists of two financial statements: the Statement of Plan Net Assets (page 6) and the Statement of Changes in Plan Net Assets (page 7). These financial statements report information about the Association as a whole and about its financial condition that should help answer the question: Is the Association, as a whole, better off or worse off as a result of this year's activities? These statements include all assets and liabilities using the accrual basis of accounting. Under the accrual basis of accounting, all additions and deductions are taken into account regardless of when cash is received or paid.

The Statement of Plan Net Assets presents all of the Association's assets and liabilities, with the difference between the two reported as net assets. Over time, increases and decreases in net assets measure whether the Association's financial position is improving or deteriorating. The Statement of Changes in Plan Net Assets presents how the Association's net assets changed during the most recent fiscal year. These two statements should be reviewed along with the Schedule of Funding Progress and Schedule of Contributions from the Plan Sponsor and Other Contributing Entities to determine whether the Association is becoming financially stronger or weaker and to understand changes over time in the funded status of the Association.

FINANCIAL ANALYSIS

Association total assets as of December 31, 2009, were \$99.2 million and mostly comprised investments and accrued investment income. Total assets increased \$10.1 million, or 11.3 percent, from fiscal year 2008 primarily due to net investment gains.

Total liabilities as of December 31, 2009, represent December benefits and investment fees paid in January 2010.

Association assets exceeded liabilities at the close of fiscal year 2009 by \$98.9 million. Total net assets held in trust for pension benefits increased \$10.1 million, or 11.3 percent, between fiscal years 2008 and 2009, primarily due to favorable market conditions.

Plan Net Assets (in Thousands)

	December 31	
	2009	2008
Assets		
Cash	\$ 5	\$ 4
Receivables	4	26
Investments	99,186	89,074
Total Assets	\$ 99,195	\$ 89,104
Total Liabilities	308	291
Plan Net Assets	\$ 98,887	\$ 88,813

Additions to Plan Net Assets

The reserves needed to finance pension benefits are accumulated through the collection of employer contributions and through earnings on investments. Contributions and net investment income for fiscal year 2009 totaled \$13.8 million.

Total contributions and net investment income increased \$43.7 million from those of fiscal year 2008, due primarily to market conditions. Contributions from the State of Minnesota decreased between fiscal years 2008 and 2009 by \$68,000. This decrease is primarily due to a decrease in the contribution rate. No contributions were made by the City of Bloomington during either fiscal year 2008 or 2009. Investment income increased from fiscal year 2008 by \$43.8 million.

Deductions from Plan Net Assets

The primary deductions of the Association include the payment of pension benefits and the cost of administering the fund. Total deductions for fiscal year 2009 were \$3.8 million, an increase of 5.4 percent over fiscal year 2008 deductions. The increase in pension benefit expenses resulted from an increase in participants and an increased benefit rate. Administrative and other expenses decreased by \$20,000 between fiscal years 2008 and 2009.

	Changes in Plan Net Assets	
	(in Thousands)	
	Year Ended December 31	
	<u>2009</u>	<u>2008</u>
Additions		
Contributions	\$ 394	\$ 460
Net investment income (loss)	13,444	(30,389)
	<u>\$ 13,838</u>	<u>\$ (29,929)</u>
Deductions		
Benefits and refunds paid to participants	\$ 3,670	\$ 3,458
Administrative expenses	94	114
	<u>\$ 3,764</u>	<u>\$ 3,572</u>
Net Increase	<u>\$ 10,074</u>	<u>\$ (33,501)</u>

THE ASSOCIATION AS A WHOLE

The Association's plan net assets have experienced a \$10.1 million increase. This increase is a direct result of an economic upturn. Considering the January 1, 2009, funded ratio of 91.28 percent, the Board believes that, with a gradual but steady market upturn, the Association is in a financial position to meet its current obligations. Although a municipal contribution will be required, the Board will continue to maintain a prudent investment and strategic plan to obtain a full funded level.

BASIC FINANCIAL STATEMENTS

**BLOOMINGTON FIRE DEPARTMENT RELIEF ASSOCIATION
BLOOMINGTON, MINNESOTA**

EXHIBIT A

**STATEMENT OF PLAN NET ASSETS
DECEMBER 31, 2009**

Assets	
Cash and deposits	
Cash - special account	\$ <u>5,316</u>
Receivables	
Accrued interest and dividends receivable	\$ 3,459
Other receivables - general account	<u>6</u>
Total receivables	\$ <u>3,465</u>
Investments, at fair value	
Corporate stock	\$ 3,154,654
Commingled investment pools	
State Board of Investment (SBI) accounts	89,935,297
Mutual funds - special account	4,774,898
Negotiable certificates of deposit	1,141,348
Short-term cash equivalents - general account	<u>180,132</u>
Total investments, at fair value	\$ <u>99,186,329</u>
Total Assets	\$ <u>99,195,110</u>
Liabilities	
Accounts payable	\$ 4,572
Benefits payable	<u>303,038</u>
Total Liabilities	\$ <u>307,610</u>
Net Assets	
Net assets held in trust for pension benefits	\$ 98,707,362
Net assets restricted for general account	<u>180,138</u>
Total Net Assets	\$ <u>98,887,500</u>

**BLOOMINGTON FIRE DEPARTMENT RELIEF ASSOCIATION
BLOOMINGTON, MINNESOTA**

EXHIBIT B

**STATEMENT OF CHANGES IN PLAN NET ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2009**

Additions	
Contributions	
State of Minnesota	\$ 372,096
Other - general account	22,074
Total contributions	\$ 394,170
Investment income (loss)	
Net appreciation (depreciation) in fair value of investments	\$ 13,155,307
Interest and dividends	349,060
Total investment income (loss)	\$ 13,504,367
Less: direct investment expense	(60,234)
Net investment income (loss)	\$ 13,444,133
Total Additions	\$ 13,838,303
Deductions	
Benefits and refunds paid to participants	\$ 3,669,948
Administrative expenses	77,779
Other - general account	16,486
Total Deductions	\$ 3,764,213
Net Increase (Decrease)	\$ 10,074,090
Net Assets - January 1	88,813,410
Net Assets - December 31	\$ 98,887,500

**BLOOMINGTON FIRE DEPARTMENT RELIEF ASSOCIATION
BLOOMINGTON, MINNESOTA**

**NOTES TO THE BASIC FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2009**

1. Reporting Entity

Firefighters, retired and active, of the City of Bloomington are members of the Bloomington Fire Department Relief Association. The Association is the administrator of a single-employer defined benefit pension plan available to firefighters. The Association was established April 1, 1947, and operates under the provisions of Minn. Laws 1965, ch. 446, as amended, and the applicable provisions of Minn. Stat. chs. 69, 424, and 424A. It is governed by a Board of Trustees made up of six members elected by the members of the Association for three-year terms, and the Mayor, City Treasurer, and Fire Chief, who serve as ex officio voting members of the Board.

2. Plan Description

A. Membership Information

At December 31, 2009, the membership of the Association consisted of:

Retirees and beneficiaries currently receiving benefits	163
Terminated employees entitled to benefits but not yet receiving them	11
Active plan participants - vested	9
Active plan participants - non-vested	<u>123</u>
Total	<u>306</u>

B. Pension Benefits

Authority for payment of pension benefits is established in Minn. Stat. § 69.77 and may be amended only by the Minnesota State Legislature.

Twenty-Year Service Pension - Each member who is at least 50 years of age, has retained membership in the Association for ten years, and has 20 years of service with the Bloomington Fire Department, is eligible to receive a full service monthly pension for the remainder of his or her life. Benefits are based on the most recent three-year average salary rates of the highest paid non-officer police officer in the City of Bloomington.

**BLOOMINGTON FIRE DEPARTMENT RELIEF ASSOCIATION
BLOOMINGTON, MINNESOTA**

2. Plan Description

B. Pension Benefits (Continued)

Disability Benefits - Whenever a member becomes disabled, the member shall receive a monthly pension based on the most recent three-year average salary rates of the highest paid non-officer police officer in the City of Bloomington. If the period of disability continues to the time when the member would qualify for a service pension, the member will be placed on the service pension rolls, and disability benefits shall terminate. No benefits shall be paid for any disability of less than seven days duration.

Death Benefits - Upon the death of an Association member, the sum of \$500 shall be appropriated from the special account to the designated beneficiary or estate to defray funeral costs. The general account will pay the beneficiary \$2,000.

3. Summary of Significant Accounting Policies

A. Basis of Presentation

The accompanying financial statements were prepared and are presented to conform to the principles of governmental accounting and reporting set forth by the Governmental Accounting Standards Board (GASB).

B. Basis of Accounting

The basis of accounting is the method by which additions and deductions to plan net assets are recognized in the accounts and reported in the financial statements. The Association uses the accrual basis of accounting. Under the accrual basis of accounting, additions are recognized when they are earned, and deductions are recognized when the liability is incurred.

**BLOOMINGTON FIRE DEPARTMENT RELIEF ASSOCIATION
BLOOMINGTON, MINNESOTA**

3. Summary of Significant Accounting Policies (Continued)

C. Net Assets

Net assets consist of:

- Net Assets Held in Trust for Pension Benefits which represent the portion of net assets to be used to provide benefits for retirement, death, and disability payments of appropriate amounts and at appropriate times in the future.
- Net Assets Restricted for General Account which represent the portion of net assets, derived from membership contributions and certain investment income, to be used for the good and benefit of the Association as determined by Association bylaws.

D. Investments

Investments are reported at fair value. Short-term investments are reported at cost, which approximates fair value. Securities traded on an exchange are valued at last reported sales price at the current exchange rates. Investments that do not have an established market are reported at estimated fair value.

Net appreciation (depreciation) in fair value of investments includes net unrealized and realized gains and losses. Purchases and sales of securities are recorded on a trade-date basis.

No investment in any one organization represents five percent or more of the net assets available for pension benefits. There are no investments in, loans to, or leases with parties related to the pension plan.

E. Capital Assets

The Association follows a policy of expensing purchases of capital assets. Capital asset purchases are considered insignificant to the operation of the Association as a whole and are not shown on the Statement of Plan Net Assets (Exhibit A).

At December 31, 2009, the Association had equipment on hand costing \$8,414.

**BLOOMINGTON FIRE DEPARTMENT RELIEF ASSOCIATION
BLOOMINGTON, MINNESOTA**

4. Deposits and Investments

A. Deposits

Authority

The Association is authorized by Minn. Stat. § 356A.06 to deposit its cash in financial institutions designated by the Board of Trustees.

Custodial Credit Risk

The custodial credit risk for deposits is the risk that in the event of a bank failure, the Association's deposits may not be recovered. The Association's policy for custodial credit risk is to maintain compliance with Minnesota statutes that require all the Association's deposits be protected by insurance, surety bond, or pledged collateral. The Association's deposits at December 31, 2009, are completely protected and, therefore, there is no custodial credit risk for deposits.

B. Investments

Authority

The types of securities available to the Association for investment are authorized and defined by Minn. Stat. §§ 69.775 and 356A.06. Permissible investments include, but are not limited to: government and corporate bonds, foreign and domestic common stock, real property, venture capital investments, and notes. The Association invests primarily in commingled investment pools through the State Board of Investment (SBI) and mutual funds.

Custodial Credit Risk

Custodial credit risk for investments is the risk that, in the event of a failure of the counterparty, the Association will not be able to recover the value of the investment or the collateral securities in the possession of an outside party.

According to Association policy, all securities purchased by the Association are held by a third-party safekeeping agent appointed as custodian.

The Association has no custodial credit risk for investments at December 31, 2009.

**BLOOMINGTON FIRE DEPARTMENT RELIEF ASSOCIATION
BLOOMINGTON, MINNESOTA**

4. Deposits and Investments

B. Investments (Continued)

Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates of debt investments will adversely affect the fair value of an investment.

The Association manages its exposure to fair value of loss arising from changing interest rates by having fixed income investments with varying maturity dates.

At December 31, 2009, the Association had the following investments:

<u>Investment Type</u>	<u>Fair Value</u>	<u>Less Than 1 Year</u>
Negotiable certificates of deposit	\$ 1,141,348	\$ 1,141,348

At December 31, 2009, the Association had \$33,049,978 in the SBI's Supplemental Investment Fund Bond Market Account. This account invests the large majority of its assets in high quality government and corporate bonds and mortgage securities that have intermediate to long-term maturities, usually 3 to 20 years. The managers of this account also may attempt to earn returns by anticipating changes in interest rates and adjusting holdings accordingly. This account is invested entirely in fixed income securities.

Credit Risk

Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. Minnesota statutes provide for the types of fixed income investments that a pension plan can make. In addition, the Association establishes other restrictions that are set forth in the investment guidelines for the management of the Association's fixed income assets.

This risk is measured by the assignment of a rating by a nationally recognized statistical rating organization.

**BLOOMINGTON FIRE DEPARTMENT RELIEF ASSOCIATION
BLOOMINGTON, MINNESOTA**

4. Deposits and Investments

B. Investments

Credit Risk (Continued)

The strategy of the Association’s Board of Directors is to purchase intermediate- to long-term investment grade bonds with a “buy and hold” emphasis. The Board’s emphasis is consistent regardless of the current interest rate. Bonds are typically redeemed only at maturity.

The following table shows the Association’s investments by type and credit quality rating at December 31, 2009.

<u>Debt Investment Type</u>	<u>Fair Value</u>	<u>Unrated</u>
Mutual funds	\$ 421,258	\$ 421,258
SBI Bond Market Account	<u>33,049,978</u>	<u>33,049,978</u>
Totals	<u>\$ 33,471,236</u>	<u>\$ 33,471,236</u>

While the majority of the holdings in the SBI’s Supplemental Investment Fund Bond Market Account will be top-rated “investment grade” issues, some managers are authorized to hold a small proportion of higher yielding or “below investment grade” debt issues as well. The aggregate holdings in below investment grade debt are expected to be no more than ten percent of the account at any point in time.

Foreign Currency Risk

Foreign currency risk is the risk that changes in exchange rates of foreign currencies relative to the U.S. dollar will adversely affect the fair value of an investment or a deposit. The Association limits this risk in several ways. Minnesota statutes limit certain investments to a total portfolio limit of no more than 35 percent of the market value of the portfolio. Both international equities and international bonds are in this category. Other items include venture capital, real estate, and partnerships.

**BLOOMINGTON FIRE DEPARTMENT RELIEF ASSOCIATION
BLOOMINGTON, MINNESOTA**

4. Deposits and Investments

B. Investments

Foreign Currency Risk (Continued)

Risk of loss arises from changes in currency exchange rates. The Association's exposure to foreign currency risk at December 31, 2009, is presented in the following table.

<u>Country - Currency</u>	<u>Total</u>	<u>Stocks in ADR</u>	<u>Stocks</u>
Australia - Australian Dollar	\$ 35,227	\$ 35,227	\$ -
Bermuda - Bermudan Dollar	44,244	-	44,244
Brazil - Brazilian Real	21,110	1,370	19,740
Canada - Canadian Dollar	357,105	-	357,105
China - Chinese Ruan Renminbi	57,238	-	57,238
France - Euro	4,736	4,736	-
Germany - Euro	83,127	83,127	-
Hong Kong - Hong Kong Dollar	2,369	2,369	-
Ireland - Euro	48,428	-	48,428
Japan - Japanese Yen	25,085	-	25,085
Luxembourg - Euro	22,178	22,178	-
Mexico - Mexican Peso	27,162	-	27,162
Netherlands - Euro	20,884	-	20,884
Norway - Norwegian Krone	911	911	-
Russia - Russian Ruble	3,181	3,181	-
Switzerland - Swiss Franc	140,466	57,049	83,417
United Kingdom - British Pound	86,751	73,216	13,535
Totals	<u>\$ 980,202</u>	<u>\$ 283,364</u>	<u>\$ 696,838</u>

In addition, of the Association's holdings in mutual funds and SBI Supplemental Investment Fund Accounts totaling \$94,710,195, the following are international equity funds:

<u>Fund</u>	<u>Fair Value</u>
SBI International Share Account	\$ 12,253,151
Parr Financial Group (various funds within account)	851,979
Total	<u>\$ 13,105,130</u>

**BLOOMINGTON FIRE DEPARTMENT RELIEF ASSOCIATION
BLOOMINGTON, MINNESOTA**

4. Deposits and Investments

B. Investments

Foreign Currency Risk (Continued)

While the managers of the SBI's Supplemental Investment Fund Bond Market Account invest primarily in the U.S. bond market, some are authorized to invest a small portion of their portfolios in non-U.S. bonds. The aggregate holdings in non-U.S. debt are expected to be no more than ten percent of the account at any point in time.

Concentration of Credit Risk

The Association's investment policy limits investments in any one issuer to not more than five percent unless the manager has received prior approval, or the increase is a result of market price increase. U.S. Treasuries and agencies along with commingled investment pools are exempted. The Association's investments as of December 31, 2009, were below these limits.

5. Contributions

Authority for contributions to the pension plan is established by Minn. Stat. § 69.77 and may be amended only by the Minnesota State Legislature. There are no employer and employee contributions. The State of Minnesota provided statutory contributions in 2009. The actuary compares the actual statutory contribution rate to a "required" contribution rate. The required contribution rate consists of: (a) normal costs based on entry age normal cost methods, (b) a supplemental contribution for amortizing any unfunded actuarial accrued liability, and (c) an allowance for administrative expenses. The current year has a contribution deficiency of 33.05 percent of payroll.

6. Risk Management

The Association is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors; and omissions. The Association manages its risk of loss through the purchase of commercial insurance. There were no significant reductions in insurance from the previous year, nor have there been settlements in excess of insurance coverage for any of the past three fiscal years.

**BLOOMINGTON FIRE DEPARTMENT RELIEF ASSOCIATION
BLOOMINGTON, MINNESOTA**

7. Funded Status and Funding Progress

The funded status as of January 1, 2010, the most recent actuarial date, is as follows:

Actuarial Value of Plan Assets (a)	Actuarial Accrued Liability (AAL) Entry Age (b)	Unfunded AAL (UAAL) (b-a)	Funded Ratio (%) (a/b)	Annual Covered Payroll* (Previous Fiscal Year) (c)	UAAL as a Percentage of Covered Payroll (%) (b-a)/c)
\$ 98,707,362	\$ 99,697,775	\$ 990,413	99.01%	\$ 9,790,704	10.12%

* Annual covered payroll is based on the assumption that each active plan member earns the most recent three-year average salary rates of the highest paid non-officer police officer in the City of Bloomington. Because all active plan members are volunteers, there is no actual payroll.

The net funded ratio increased 7.73 percent. The Schedule of Funding Progress, presented as required supplementary information (RSI) following the notes to the financial statements, presents similar information but uses a multi-year format to show trend information. These trends indicate whether the actuarial values of plan assets are increasing or decreasing over time relative to the Actuarial Accrued Liability for benefits. The trend information was obtained from the Association's independent actuary's annual valuation report.

Additional information as of the latest valuation follows:

- the most recent actuarial valuation date is January 1, 2010;
- actuarial cost is determined using the Entry Age Normal Cost Method expressed as a level percentage of earnings;
- the actuarial value of assets is market value; and
- the unfunded accrued liability is amortized using a 20-year rolling end date.

**BLOOMINGTON FIRE DEPARTMENT RELIEF ASSOCIATION
BLOOMINGTON, MINNESOTA**

7. Funded Status and Funding Progress (Continued)

Significant actuarial assumptions are as follows:

- investment rate of return is six percent per annum;
- payroll increase is four percent per annum;
- COLA increase is four percent per annum;
- the inflation rate assumption is built in to other rate assumptions; and
- mortality assumptions for pre-retirement, post-retirement, and post-disability are:

Male: 1971 Group Annuity Mortality Table, without margins, projected to 1976
by Scale E.

Female: 1971 Group Annuity Mortality Table, without margins, projected to 1976
by Scale E set back seven years.

REQUIRED SUPPLEMENTARY INFORMATION

**BLOOMINGTON FIRE DEPARTMENT RELIEF ASSOCIATION
BLOOMINGTON, MINNESOTA**

Schedule 1

SCHEDULE OF FUNDING PROGRESS

Actuarial Valuation Date December 31	Actuarial Value of Plan Assets (a)	Actuarial Accrued Liability (AAL) Entry Age (b)	Unfunded AAL (UAAL) (b-a)	Funded Ratio (a/b)	Annual Covered Payroll* (Previous Fiscal Year) (c)	UAAL as a Percentage of Covered Payroll ((b-a)/c)
2004	\$ 101,341,890	\$ 88,034,799	\$ (13,307,091)	115.12%	\$ 8,517,612	(156.23%)
2005	105,139,140	84,681,811	(20,457,329)	124.16%	8,721,504	(234.56%)
2006	116,978,895	87,345,954	(29,632,941)	133.93%	8,672,256	(341.70%)
2007	122,158,440	93,293,969	(28,864,471)	130.94%	9,970,800	(289.49%)
2008	88,639,493	97,105,335	8,465,842	91.28%	10,235,736	82.71%
2009	98,707,362	99,697,775	990,413	99.01%	9,790,704	10.12%

*Annual covered payroll is based on the assumption that each active plan member earns the most recent three-year average salary rates of the highest paid non-officer police officer in the City of Bloomington. Because all active plan members are volunteers, there is no actual payroll.

(Unaudited)

**BLOOMINGTON FIRE DEPARTMENT RELIEF ASSOCIATION
BLOOMINGTON, MINNESOTA**

Schedule 2

**SCHEDULE OF CONTRIBUTIONS FROM THE PLAN SPONSOR
AND OTHER CONTRIBUTING ENTITIES**

Fiscal Year	Annual Required Contributions	City Contributions	City Percentage Contributed	State Contribution	State Percentage Contributed
2004	\$ 2,046,927	\$ 2,986,280	145.89%	\$ 625,566	30.56%
2005	1,376,446	1,576,139	114.51%	585,966	42.57%
2006	361,942	841,138	232.40%	606,454	167.56%
2007	(520,335)	NA	NA	517,023	(99.36%)
2008	(150,559)	NA	NA	439,902	(292.18%)
2009	3,451,507	NA	NA	372,096	10.78%

Note:

The annual required contributions are actuarially determined. The City, if necessary, and state are required by statute to make contributions, all of which have been made.

(Unaudited)

**BLOOMINGTON FIRE DEPARTMENT RELIEF ASSOCIATION
BLOOMINGTON, MINNESOTA**

**NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION
FOR THE YEAR ENDED DECEMBER 31, 2009**

Actuarial Methods and Assumptions

The actuarial accrued liability is determined as part of an annual actuarial valuation on January 1, 2010. Significant methods are as follows:

- The most recent actuarial valuation date is January 1, 2010.
- Actuarial cost is determined using the Entry Age Normal Cost Method expressed as a level percentage of earnings.
- The actuarial value of assets is market value.
- The unfunded accrued liability is amortized using a 20-year rolling end date.

Significant actuarial assumptions are as follows:

- Investment rate of return is six percent per annum.
- Payroll increase is four percent per annum.
- COLA increase is four percent per annum.
- The inflation rate assumption is built in to other rate assumptions.
- Mortality assumptions for pre-retirement, post-retirement, and post-disability are:

Male: 1971 Group Annuity Mortality Table, without margins, projected to 1976 by Scale E.

Female: 1971 Group Annuity Mortality Table, without margins, projected to 1976 by Scale E set back seven years.

**BLOOMINGTON FIRE DEPARTMENT RELIEF ASSOCIATION
BLOOMINGTON, MINNESOTA**

Actuarial Methods and Assumptions (Continued)

There have been no significant changes to plan provisions and actuarial methods and assumptions in the last six years, except the following:

- In 2004, the City of Bloomington made further contributions to the Fund due to a funded ratio of less than 100 percent in 2002. This is the second City contribution needed since 1997.
- In 2005, the interest rate of return assumption was changed from 5 to 6 percent per annum. In addition, the payroll increase and the COLA increase assumptions were changed from 3.5 to 4 percent per annum.
- In 2005, the unfunded accrued liability amortization method and period changed from a level dollar amount to December 31, 2010, and a closed amortization approach to a 20-year rolling end date. Under the 20-year rolling end date approach, whenever the actuarial accrued liability initially exceeds current assets, the initial unfunded actuarial accrued liability is amortized as a level dollar amount over 20 years. Subsequent changes in the unfunded actuarial accrued liability that results from actuarial gains and losses, assumption changes, and plan amendments will generate a base that shall be amortized as a level amount over 20 years from the date of the establishment of the base. Otherwise, 10 percent of the excess of current assets over the actuarial accrued liability is treated as a supplemental credit and any amortization bases that existed prior to the plan's current assets exceeding the actuarial accrued liabilities are considered fully amortized.

**BLOOMINGTON FIRE DEPARTMENT RELIEF ASSOCIATION
BLOOMINGTON, MINNESOTA**

Schedule 3

SCHEDULE OF FINDINGS AND RECOMMENDATIONS
FOR THE YEAR ENDED DECEMBER 31, 2009

INTERNAL CONTROL OVER FINANCIAL REPORTING

PREVIOUSLY REPORTED ITEM NOT RESOLVED

07-1 Internal Control/Segregation of Duties

Management is responsible for establishing and maintaining internal control. This responsibility includes the internal control over the various accounting cycles, the fair presentation of the financial statements and related notes, and the accuracy and completeness of all financial records and related information. Adequate segregation of duties is a key internal control in an organization's accounting system. The size of the Bloomington Fire Department Relief Association and its staffing limits the internal control that management can design and implement into the organization. This situation is not unusual in operations the size of the Bloomington Fire Department Relief Association, but the Board of Trustees should constantly be aware of this condition and realize that the concentration of duties and responsibilities in a limited number of individuals is not desirable from an internal control and accounting point of view.

Generally, segregation of duties can be attained with the hiring of additional personnel; however, this becomes a significant cost consideration to entities such as the Bloomington Fire Department Relief Association. Under the above conditions, the most effective system of control lies in the knowledge of the Board of Trustees regarding the Association's operations and the periodic review of those operations. We recommend the Board of Trustees be mindful that limited staffing causes inherent risks in safeguarding the Association's assets and the proper reporting of its financial activity.

Client's Response:

The Bloomington Fire Department Relief Association Board of Trustees acknowledges the concentration of our duties and responsibilities as an undesirable consequence of our operation. We understand the importance of our duties and have enlisted the assistance of our long-term business partners of our accountant and our financial custodians to continually monitor our daily operations.



REBECCA OTTO
STATE AUDITOR

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REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND MINNESOTA LEGAL COMPLIANCE

Board of Trustees
Bloomington Fire Department Relief Association

Internal Control over Financial Reporting

In planning and performing our audit of the basic financial statements of the Bloomington Fire Department Relief Association as of and for the year ended December 31, 2009, in accordance with auditing standards generally accepted in the United States of America, we considered the Bloomington Fire Department Relief Association's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Association's internal control over financial reporting.

A deficiency in internal control over financial reporting exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control over financial reporting, such that there is a reasonable possibility that a material misstatement of the Association's financial statements will not be prevented or detected and corrected on a timely basis.

Our consideration of the internal control over financial reporting was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in the internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above. However, we identified a deficiency in internal control over financial reporting that we consider to be a significant deficiency described in the accompanying Schedule of Findings and Recommendations as item 07-1. A significant

deficiency is a deficiency, or a combination of deficiencies, in internal control over financial reporting that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Minnesota Legal Compliance

We have audited the basic financial statements of the Bloomington Fire Department Relief Association as of and for the year ended December 31, 2009. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the provisions of the *Minnesota Legal Compliance Audit Guide for Local Government*, promulgated by the State Auditor pursuant to Minn. Stat. § 6.65. Accordingly, the audit included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

The *Minnesota Legal Compliance Audit Guide for Local Government* covers three categories of compliance to be tested in audits of relief associations: deposits and investments, conflicts of interest, and relief associations. Our study included all of the listed categories.

The results of our tests indicate that, for the items tested, the Bloomington Fire Department Relief Association complied with the material terms and conditions of applicable legal provisions.

The Bloomington Fire Department Relief Association's written response to the internal control finding identified in our audit has been included in the Schedule of Findings and Recommendations. We did not audit the Association's response and, accordingly, we express no opinion on it.

This communication is intended solely for the information and use of the Board of Trustees and others within the Bloomington Fire Department Relief Association and is not intended to be, and should not be, used by anyone other than those specified parties.



REBECCA OTTO
STATE AUDITOR



GREG HIERLINGER, CPA
DEPUTY STATE AUDITOR

March 9, 2010