



## Summary of Reporting Requirements for Texas Public Retirement Systems

Public retirement systems shall adhere to the various reporting requirement provisions of the Texas Government Code as summarized below.

### Actuarial/Financial Reporting Requirements

#### Annual Reports

**Annual Financial Report:** Defined benefit plans must file an annual financial report, including the financial statements and schedules examined in the most recent audit performed in accordance with generally accepted auditing standards, a statement of opinion by the CPA stating whether or not the statements are presented fairly and in accordance with GAAP, the names of all investment managers engaged by the retirement system, and a listing of all direct and indirect commissions and fees paid during the previous fiscal year for sale, purchase, or management of assets. See Gov't Code §802.102 & §802.103 and 40 TAC, Chapter 609.

**Membership Report:** Defined benefit plans must file an annual report of total membership of active employees and persons receiving a benefit. See Gov't Code §802.104 and 40 TAC, Chapter 605, Form PRB-200.

**Investment Returns and Assumptions Report:** Defined benefit plans must file a report containing investment returns and actuarial assumptions. See Gov't Code §802.108 and 40 TAC, Chapter 605, Form PRB-1000 Instructions & Form PRB-1000.

#### **Due within 210 days after end of previous fiscal year**

- Financial Report
- Membership Report
- Investment Returns and Assumptions Report

#### **FISCAL YEAR 2023 DUE DATE CALENDAR FOR ANNUAL FINANCIAL REPORT, MEMBERSHIP REPORT, AND INVESTMENT RETURNS & ASSUMPTIONS REPORT**

Plans receive reminders and enforcement notices on the 1st and 15th of applicable months. If the 1st and 15th fall on a state holiday or weekend, then they are sent on the following business day. The non-compliance date is the day on which the PRB is required to include the system's name on the list of non-compliant public retirement systems posted on the PRB website.

FY End Date	Due Date	60-Day Reminder	15-Day Reminder	15-Day Enforcement	45-Day Enforcement	Non-Compliance
February 28, 2025	September 26, 2025	August 1, 2025	September 15, 2025	October 15, 2025	November 15, 2025	December 1, 2025
June 30, 2025	January 26, 2026	December 1, 2025	January 15, 2026	February 15, 2026	March 15, 2026	April 1, 2026
July 31, 2025	February 26, 2026	January 1, 2026	February 15, 2026	March 15, 2026	April 15, 2026	May 1, 2026
August 31, 2025	March 29, 2026	February 1, 2026	March 15, 2026	April 15, 2026	May 15, 2026	June 1, 2026
September 30, 2025	April 28, 2026	March 1, 2026	April 15, 2026	May 15, 2026	June 15, 2026	July 1, 2026
October 31, 2025	May 29, 2026	April 1, 2026	May 15, 2026	June 15, 2026	July 15, 2026	August 1, 2026
December 31, 2025	July 29, 2026	June 1, 2026	July 15, 2026	August 15, 2026	September 15, 2026	October 1, 2026

## Other Reports

**Actuarial Valuation:** Defined benefit plans must have an actuarial valuation prepared by a certified actuary, at least once every three years, which includes a recommended contribution rate needed for the system to achieve and maintain an amortization period that does not exceed 30 years. See Gov't Code [§802.101](#).

**Due upon adoption  
by the system**

**Actuarial Experience Study:** Defined benefit plans with an asset value of **at least \$100 million** must conduct an actuarial experience study once every five years. See Gov't Code [§802.1014](#).

**Due within 30 days of  
adoption by the system**

**Audits by Governmental Entity:** Defined benefit plans with an asset value of **at least \$100 million** must allow the governmental entity to conduct an audit by an independent actuary every five years of the actuarial valuations, studies, and reports of a public retirement system most recently prepared for the retirement system as required by Section §802.101 or other law under Title 8 of the Gov't Code or under Title 109, Revised Statutes. See Gov't Code [§802.1012](#).<sup>1</sup>

**Due within 30 days of  
receipt by the  
governmental entity**

**Funding Soundness Restoration Plan (FSRP):** If a defined benefit plan's **amortization period exceeds 30 years** over a few valuations, the public retirement system and its associated governmental entity shall formulate a Funding Soundness Restoration Plan that would be due by the latter of two years following the triggering valuation date or September 1, 2025. The system shall report any updates of progress made by the entities toward improved actuarial soundness to the PRB within one year of the triggering valuation date and every six months following. See Gov't Code [§802.2015](#), [§802.2016](#) and [TAC 40 Chapter 610](#).<sup>2</sup>

**Due within 31 days of  
adoption by the system**

- FSRP (sponsor also must adopt)
- Funding Policy (with sponsor)
- Investment Practices and Performance Report

**Funding Policy:** Defined benefit plans and their associated governmental entity are required to jointly develop and adopt a written funding policy detailing the governing body's plan for achieving a funded ratio that is equal to or greater than 100% and provide the PRB with subsequently adopted changes, including those from FSRPs, within 31 days. See Gov't Code [§802.2011](#) and [PRB guidance](#).

**Investment Practices and Performance Report:** Defined benefit plans are required to select an independent firm to evaluate their investment practices and performance and make recommendations for improvement. The evaluation must be completed once every 3 years if the retirement system holds assets totaling **at least \$100 million** or more; or once every 6 years if the retirement system holds assets totaling **at least \$30 million but less than \$100 million**. Retirement systems holding assets **less than \$30 million** are not required to perform the evaluation. See Gov't Code [§802.109](#) and [PRB guidance](#).

<sup>1</sup> The Employees Retirement System of Texas, Judicial Retirement System of Texas Plan Two, Teacher Retirement System of Texas, Texas County and District Retirement System, and the Texas Municipal Retirement System are exempt from this report.

<sup>2</sup> FSRPs formulated before September 1, 2021 are governed by the prior statute. The Employees Retirement System of Texas, Judicial Retirement System of Texas Plan Two, Teacher Retirement System of Texas, Texas County and District Retirement System, and the Texas Municipal Retirement System are exempt from this report.

**Investment Policy:** Defined benefit plans are required to develop and adopt a written investment policy and maintain a copy of the policy for review at its main office. See Gov't Code [§802.202\(d\)](#).

**Due within 90 days of adoption/amendment**

**Summary Plan Description:** All public retirement systems are required to file and maintain a copy of the system's summary plan description. See Gov't Code [§802.106](#) and [40 TAC, Chapter 605](#), Form [PRB-500](#).

**Report any changes within 30 days**

**Registration:** All public retirement systems are required to register with the PRB within **90 days** after the plan's creation date. See Gov't Code [§802.105](#) and [40 TAC, Chapter 605](#), Form [PRB-100](#).

### Minimum Educational Training (MET) Program Reporting Requirements

#### Required Reports

**Trustee and System Administrator Information:** Defined benefit plans must provide the PRB with basic information regarding their trustees and system administrator at the plan's creation; and report any changes thereafter. See [40 TAC, Chapter 607](#), Form [PRB-150](#).

**Report any changes within 30 days**

**Minimum Education Training Program Form:** Defined benefit plans must provide the PRB with a report of training completed by trustees and system administrator. See [40 TAC, Chapter 607](#), Form [PRB-2000](#).

#### **Due April 1**

- PRB-150: Current trustees and system administrator
- PRB-2000: Training completed during the previous calendar year

#### Optional Forms for Certain Systems

**Exemption for Certain System Administrators:** Systems may apply for an exemption from the system administrator training requirement if the system has designated an outside entity (bank or financial institution) as the system administrator, or if the system does not have an administrator that meets the statutory definition and affirms that a trustee performs this role and will be subject to the training. In both cases, submit a certification letter for exemption of certain system administrators. See Gov't Code [§801.001\(3\)](#) and [§802.001\(4\)](#) and [40 TAC, Chapter 607](#), Form [Certification Letter for Exemption of Certain System Administrators](#).

**Sponsor Accreditation:** Systems may apply to become an accredited sponsor, using the sponsor approval application, to be able to offer credit for in-house training, often provided by staff or outside consultants. The in-house training must meet the same standards as training offered by all sponsors. See [40 TAC, Chapter 607](#), Form [Sponsor Accreditation Application](#).

**Individual Course Approval:** The individual course approval application may be used by a system trustee or administrator who wishes to attend an MET activity from an unaccredited sponsor. The application must be submitted at least 30 days in advance of the activity. The application may also be used by a system that is not an accredited sponsor but seeks MET credit for in-house training provided to its trustees and/or administrator. See [40 TAC, Chapter 607](#), Form [Individual Course Approval Application](#).

**First Year of Service Training Extension Request:** In exceptional circumstances, a trustee or system administrators may apply for a one-time, three-month extension to complete the core training requirement. See [40 TAC, Chapter 607](#), [First Year of Service Training Extension Request Form](#).

## Other Reporting Requirements

### Internet Posting of Reports and Information

If a retirement system maintains its own website, the system shall prominently post on its website its system administrator's contact information and reports and registration information submitted to the PRB. If a system does not have its own website, it has the option to post the information on its sponsoring entity's website or on a state agency website, such as the PRB. See Gov't Code [§802.107](#).

### Exemptions

**Plans exempt from reporting to the Pension Review Board:** Volunteer firefighter retirement systems organized under the Texas Local Fire Fighter's Retirement Act (TLFFRA) and defined contribution plans are only subject to the registration, summary plan description, and internet posting requirements of the Government Code. These systems are exempt from all the other reporting requirements. See Gov't Code [§802.002 \(c\) & \(d\)](#).

**Plans exempt from registering and reporting to the Pension Review Board:** Plans offering only worker's compensation; plans administered by the federal government; Individual Retirement Account (IRA); plans claiming 401(d), 403(b), or 457(b) tax status under the Internal Revenue Code; and plans administered by life insurance companies. See Gov't Code [§802.001](#).

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To obtain more information on reporting requirements for retirement systems please visit the [plan reporting and compliance](#) page on our website.

With questions or for additional information, please feel free to contact the PRB at 512-463-1736 or [prb@prb.texas.gov](mailto:prb@prb.texas.gov).

*DISCLAIMER: Every care is taken to make sure the content and information in this document is accurate and up to date. However, this document should not be treated as a legal reference or a complete statement of the laws or administrative rules of the Pension Review Board. In any conflict between the information contained in this document and Texas laws or administrative rules, the laws and administrative rules shall prevail.*