

**MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM  
OF LOUISIANA**

**MEMORANDUM**

TO: ALL MUNICIPALITIES

FROM: WARREN D. PONDER, EXECUTIVE DIRECTOR



RE: FISCAL YEAR END REPORTING

DATE: JUNE 21, 2016

Annual member statements are mailed in August which include contributions paid through the end of our fiscal year ending June 30<sup>th</sup>. Contribution reports and payments for the month of June are due no later than July 10<sup>th</sup> and must be posted to all members' accounts before annual statements can be generated and mailed.

The last day for refund of contributions during the month of July is the 20<sup>th</sup>. Our system will not allow refunds after this date until we close the year. MERS cannot guarantee the date refunds due to go out on August 5<sup>th</sup> will be processed.

If you anticipate any issues that will delay your contribution reports, please contact our office as soon as possible.