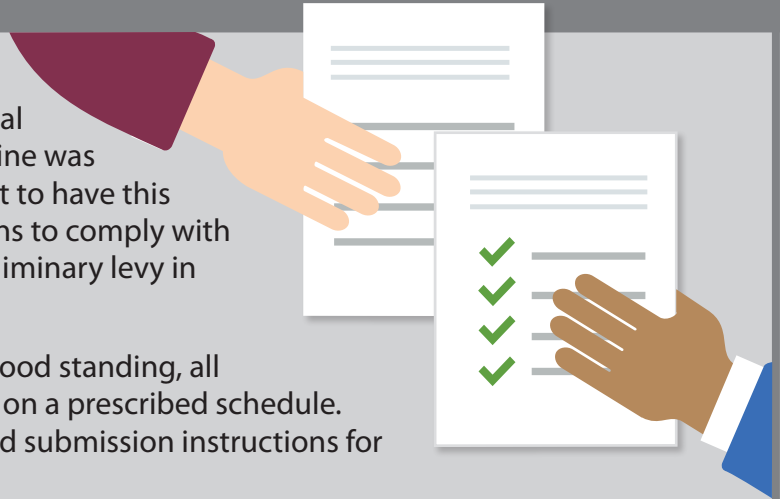


# MCIT'S DATA REPORTING CYCLE

## KNOW YOUR RESPONSIBILITIES

The MCIT Bylaws (Section 5.3) require that MCIT provide members with the annual renewal notice between Aug. 1 and Aug. 21. This deadline was established based on county members' request to have this information in time for their budget calculations to comply with the Truth in Taxation deadline for setting a preliminary levy in September.

To meet the deadline and to be a member in good standing, all members are required to provide specific data on a prescribed schedule. Members receive a formal request with detailed submission instructions for each request for data.



### JANUARY

#### ANNUAL CONTRIBUTION

- Contribution payment is due by Jan. 31. Late payments may be subject to an additional fee.

#### ACTUAL PAYROLL INFORMATION

- Provide the organization's actual payroll data from the previous year by classification code by Feb. 1.
- Members that overestimate payroll will receive a refund, and those that underestimate payroll will receive an invoice for additional contribution.



Ensure the payroll report identifies each employee and his or her gross wages by classification code.

### MARCH

#### LIABILITY RISK ASSESSMENT FOR NEXT COVERAGE YEAR

- By March 31, submit information online regarding ratable exposures, such as number of employees, the organization's budget, road miles maintained and total jail cells. The data is used to calculate a member's liability (casualty) coverage contribution for the following year.



MCIT aggregates the data from all members to help establish coverage rates that are uniformly applied across the membership.

### APRIL

#### PAYROLL ESTIMATE FOR NEXT COVERAGE YEAR

- By April 30, submit the best estimate of the organization's gross payroll for each applicable MCIT job classification for the coming year. Members complete and submit this estimate online, using specific job classification codes that consider the risks associated with job duties. This information and the organization's unique experience modification factor are used to calculate the member's workers' compensation contribution.

#### EDP INVENTORY

- Submit the organization's electronic data processing equipment inventory by April 30 via e-mail or U.S. mail. The inventory establishes the blanket amount of coverage provided to the member for this specialized equipment, such as computers, monitors, servers, smart phones, printers, etc.



- Refer to MCIT's Workers' Compensation Classification Code Handbook ([MCIT.org/reporting-MCIT](http://MCIT.org/reporting-MCIT)) to:
  - ◆ Determine the appropriate job classification codes for positions in the organization.
  - ◆ Calculate an employee's gross pay.
- An EDP equipment inventory template is available at [MCIT.org](http://MCIT.org). An alternative format is acceptable as long as it includes item description (make, model, manufacturer), department/location, model/serial number, acquisition date and replacement cost value.

## JUNE

### AUTOMOBILE AUDIT

- MCIT reviews all changes (additions/deletions) to a member's automobile schedule made during the prior coverage year. Rather than invoicing and refunding members each time a change is made, MCIT combines all changes into one adjustment.
  - ◆ MCIT issues refunds to members by June 30.
  - ◆ Members that owe MCIT additional contribution have until Aug. 15 to make the payment.



- Immediately submit changes to MCIT when vehicles are acquired or removed from service.

### PAYROLL AUDIT

- MCIT completes the annual payroll audit by comparing the member's estimated payroll for the previous coverage year to the actual payroll for the year that was submitted in January.
  - ◆ MCIT sends a refund to members that over-estimated their payroll or sends notice of amount owed to those that underestimated payroll for the previous year.

### DIVIDEND DECISION

- Upon completion of the independent audit and actuary's analysis of reserves, the MCIT Board of Directors makes a decision regarding the merit of a dividend. The decision to announce a dividend is influenced by:
  - ◆ Members are notified of their dividend by mid-August.

## JULY AND AUGUST

### RATES DECISION, RENEWAL ESTIMATE

- Based on the actuary's analysis of estimated future costs of claims and operations, rates for property, liability and workers' compensation coverages for the following year are determined.
- Members receive an estimate of their next year's coverage contribution no later than Aug. 21.

## OCTOBER, NOVEMBER

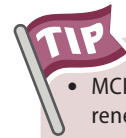
### COVERAGE CHANGES, DIVIDENDS DISTRIBUTED

- Material changes to the MCIT Coverage Document for the following year are shared with members via e-mail, newsletter, phone or webinar (January).
- MCIT electronically distributes dividend payments to members in November if announced in June.

## DECEMBER

### COVERAGE DOCUMENT, RENEWAL INVOICE MAILED

- In mid-December, MCIT mails to members for the following year:
  - ◆ MCIT Coverage Document
  - ◆ Location, inland marine, vehicle and canine schedules
  - ◆ Coverage declarations pages
  - ◆ Vehicle identification cards
  - ◆ County members receive a breakdown of their contribution by department
  - ◆ MCIT renewal/contribution invoice.



- MCIT coverage renews for all members Jan. 1.

## ONGOING

### SCHEDULES

- Members are required to submit changes to their property, inland marine, vehicle and canine schedules through the online member portal. If an item is not on the schedule, it likely is not covered.










**Schedules include the property that a member owns, as well as the property's covered value. Available coverage is based on what a member has listed on the schedules.**



- To submit a schedule change (e.g., add or delete a vehicle or building), simply log in to the member portal (*MCIT.org*) and complete the appropriate change request form. Specific instructions on how to request schedule changes are available at *MCIT.org*. Members can also review their current schedules through the member portal.
- To make sure that an item's value is scheduled appropriately, learn whether the item is covered on a replacement cost or actual cash value basis. Then check the schedule to see if the amount is correct. Replacement cost is the amount for a similar new item, whereas actual cash value is the physically depreciated value of an item.

# MCIT'S DATA REPORTING CALENDAR

JANUARY	FEBRUARY	MARCH	APRIL
 <b>DUE JAN. 31</b> <ul style="list-style-type: none"> <li>Annual contribution payment</li> <li>Previous year's actual payroll data</li> </ul>		 <b>DUE MARCH 31</b> <ul style="list-style-type: none"> <li>Liability risk assessment</li> </ul>	 <b>DUE APRIL 30</b> <ul style="list-style-type: none"> <li>Estimated payroll for next year</li> <li>EDP inventory</li> </ul>
MAY	JUNE	JULY	AUGUST
	 <b>RECEIVE:</b> <ul style="list-style-type: none"> <li>Auto refund or invoice</li> <li>Payroll audit refund or notice of payment</li> </ul> <b>MCIT DECISION:</b> <ul style="list-style-type: none"> <li>MCIT announces a dividend when appropriate</li> </ul>	<b>MCIT DECISION:</b> <ul style="list-style-type: none"> <li>MCIT board sets aggregate rates for next year's coverage</li> </ul>	 <b>RECEIVE:</b> <ul style="list-style-type: none"> <li>Estimated contribution for next year</li> <li>Notification of dividend</li> </ul>
SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
		 <b>RECEIVE:</b> <ul style="list-style-type: none"> <li>Dividend payment</li> </ul> <b>MCIT DECISION:</b> <ul style="list-style-type: none"> <li>MCIT determines any coverage changes for the next year</li> </ul>	 <b>RECEIVE:</b> <ul style="list-style-type: none"> <li>Updated coverage document</li> <li>Next year's contribution invoice</li> </ul>

THROUGHOUT THE YEAR, SUBMIT CHANGES TO LOCATION, INLAND MARINE EQUIPMENT, VEHICLE AND CANINE SCHEDULES VIA THE ONLINE MEMBER PORTAL AT MCIT.ORG AS NEEDED.



## WE'RE HAPPY TO HELP!

MCIT's underwriting department is available Monday through Friday 8 a.m. to 4:30 p.m. to answer members' questions or to provide other assistance related to the processes explained in this handout.



CONTACT MCIT UNDERWRITING: 1.866.547.6516 (toll-free) or 651.209.6400 (local) | [underwriting@mcit.org](mailto:underwriting@mcit.org)