



**CITY OF MANCHESTER
EMPLOYEES' CONTRIBUTORY RETIREMENT SYSTEM
COMPLIANCE REPORTING FORM
REPORT OF SUSPECTED VIOLATION(S)**

OPTIONAL: *This report can be made anonymously.*

Name: _____ **Work Phone Number:** _____

Home Address: _____ **Position:** _____

_____ **Department:** _____

Home Phone Number: _____ **Supervisor:** _____

Use this form and a separate sheet of paper if necessary to report suspected impropriety or infractions of laws, administrative rules, or the MECRS code of ethics by trustees or administrative staff. Please provide the following information:

1. Description of problem:

2. When did this occur?

3. Person(s) and Entities involved, (i.e.: departments, consultants, corporations, etc.)

4. How did you come to learn of the problem?

5. Do you have any evidence to prove the above allegations? If so, please describe:

Please turn over and complete other side.

6. Have you discussed the problem with anyone else? If so, who? When?

7. Do you have any further information to provide or any suggestions for verifying the allegations described about?

8. Are you aware of any other individuals who may be able to provide information about the problem?

9. Do you think that the problem involves or may involve questions related to the System's accounting or financial reporting activities?

Yes _____ No _____

10. Would you be willing to discuss the problem with a member of the Administrative and Accounting Committee of the Board of Directors?

Yes _____ No _____

NOTE: *We will take every measure to ensure the confidentiality of the above information. However, there may be circumstances where disclosure of this information may become necessary due to legal considerations and/or for purposes of conducting an effective investigation.*

Forward this report in a confidential envelope to:

(Main Contact Person)

c/o Gerard Fleury, Executive Director
City of Manchester Employees'
Contributory Retirement System
1045 Elm Street
Manchester, NH 03101

OR

(For Complaints re: members of the Board of Trustees or Compliance Officer, Contact)

City of Manchester Employees'
Contributory Retirement System
c/o John E. Rich, Jr.
McLane, Graf, Raulerson & Middleton
900 Elm Street
Manchester, NH 03105

Attach any other information that you think would be useful to investigate the problem identified in this report.