FIDUCIARY FILE CHECKLIST

Plan Sponsor Consultants

844-401k-PSC

www.PlanSponsorConsultants.com

CHECKLIST

The following checklist will help you to compile and keep your Fiduciary Audit File up-to-date and assist with periodic reviews of your plan.

INSTRUCTIONS:

1/ **Identify** all of the documents below that are applicable to your plan by indicating a check mark next to that item.

2/ **Include** these documents in your Fiduciary Audit File or other centralized file and record the last date that the document was updated on this checklist.

3/ **Review** this checklist at least once a year to ensure that you have updated your file with the most current documents available.

DOCUMENTS

	DATE
☑ PLAN DOCUMENTS (AND ANY AMENDMENTS)	
☑ ADOPTION AGREEMENT (IF PROTOTYPE PLAN)	
☑ TRUST AGREEMENT (IF SEPARATE FROM PLAN DOCUMENT)	
☑ BARGAINING AGREEMENTS	
☑ IRS DETERMINATION LETTER	

	DATE
☑ SUMMARY PLAN DESCRIPTION (“SPD”)	
☑ SUMMARY ANNUAL REPORTS	
☑ SUMMARY OF MATERIAL MODIFICATIONS	
☑ NOTICES TO INTERESTED PARTIES	

GOVERNMENT REPORTING

	DATE
☑ INTERNAL REVENUE SERVICE FORM 5500	

	DATE
☑ AUDITED FINANCIAL STATEMENTS	

SERVICE PROVIDER CONTRACTS

	DATE
☑ INVESTMENT CONSULTING AGREEMENTS	
☑ PLAN RECORDKEEPING/ADMINISTRATION AGREEMENTS	
☑ SERVICE CONTRACTS	

	DATE
☑ PLAN ACTUARIAL/ADMINISTRATION AGREEMENTS	
☑ CUSTODIAL AGREEMENTS	

BONDING AND FIDUCIARY LIABILITY INSURANCE

	DATE
☑ FIDELITY BOND	
☑ FIDUCIARY LIABILITY INSURANCE POLICY	

PROCEDURES & MINUTES

	DATE
☑ FIDUCIARY COMMITTEE CHARTER	
☑ PLAN PROCEDURE MANUAL	
☑ INVESTMENT COMMITTEE OR OTHER MEETING MINUTES	
☑ ADMINISTRATIVE COMMITTEE MEETING MINUTES	
☑ EMPLOYEE/PARTICIPANT COMMUNICATIONS	
☑ INTERNAL MEMORANDA REGARDING PLAN ADMINISTRATION	

SECTION 404(c)

	DATE
☑ SAMPLES OF REQUIRED 404(C) PARTICIPANT DISCLOSURES	
☑ DESCRIPTION OF INVESTMENT ALTERNATIVES, INCLUDING RISK/RETURN AND FEE/EXPENSE INFORMATION	
☑ PARTICIPANT COMMUNICATIONS REGARDING INVESTMENTS	

INVESTMENT POLICY

	DATE
☑ INVESTMENT POLICY STATEMENT	

INVESTMENT MANAGEMENT

	DATE
☑ PROSPECTUSES AND OTHER INVESTMENT INFORMATION	
☑ INVESTMENT CONTRACTS (IF ANY)	

MONITORING INVESTMENTS

	DATE
☑ PERFORMANCE REPORTS	
☑ INVESTMENT EXPENSES	
☑ DOCUMENTATION OF RATIONALE PERTAINING TO FUND CHANGES	
☑ COPIES OF INVESTMENT PRESENTATIONS	
☑ DOCUMENTATION OF ANY “MAPPED” INVESTMENT CHANGES INCLUDING PROCEDURES AND NOTICES	

MISCELLANEOUS

	DATE		DATE
ALL PLAN-RELATED FORMS NOT PREVIOUSLY LISTED		NON-DISCRIMINATION TESTING RECORDS	
INFORMATION ON PLAN OPERATION AND INVESTMENT		RECORDS USED TO DETERMINE ELIGIBILITY AND CONTRIBUTIONS (OR DIRECTIONS ON HOW TO ACCESS CURRENT AND HISTORIC EMPLOYEE RECORDS)	

NOTES

Plan Sponsor Consultants

844-401k-PSC

www.PlanSponsorConsultants.com

Securities and advisory services offered through LPL Financial, a Registered Investment Advisor, member FINRA/SIPC.

This information was developed as a general guide to educate plan sponsors and is not intended as authoritative guidance or tax/legal advice. Each plan has unique requirements, and you should consult your attorney or tax advisor for guidance on your specific situation.