

FIDUCIARY AUDIT FILE 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.

Date

DOCUMENTS

- Plan Documents (and any amendments) _____
- Adoption Agreement (if prototype plan) _____
- Trust Agreement (if separate from plan document) _____
- Bargaining Agreements _____
- IRS Determination Letter _____
- Summary Plan Description (“SPD”) _____
- Summary Annual Reports _____
- Summary of Material Modifications _____
- Notices to Interested Parties _____

GOVERNMENT REPORTING

- Internal Revenue Service Form 5500 _____
- Audited Financial Statements _____

SERVICE PROVIDER CONTRACTS

- Investment Consulting Agreements _____
- Plan Recordkeeping/Administration Agreements _____
- Service Contracts _____
- Plan Actuarial/Administration Agreements _____
- Custodial Agreements _____

BONDING AND FIDUCIARY LIABILITY INSURANCE

- Fidelity Bond _____
- Fiduciary Liability Insurance Policy _____

PROCEDURES & MINUTES

- 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)

- Samples of required 404(c) participant disclosures _____
- Description of investment alternatives, including risk/return and fee/expense information _____
- Participant communications regarding investments _____

INVESTMENT POLICY

- Investment Policy Statement _____

INVESTMENT MANAGEMENT

- Prospectuses and other investment information _____
- Investment Contracts (if any) _____

MONITORING INVESTMENTS

- 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

- All plan-related forms not previously listed _____
- Information on plan operation and investment _____
- Non-discrimination testing records _____
- Records used to determine eligibility and contributions (or directions on how to access current and historic employee records) _____



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