

Resources for Qualified Plan Fiduciaries

For Plan Sponsors



RRDM
WEALTH MANAGEMENT PARTNERS

Anthony Ragusa, AIF®, CRPS®, ChFC®, CRPC®

Danny Robinson CPA, PFS

6421 Perkins Rd. Bldg. C. Suite B

Baton Rouge, LA. 70808

225-456-5886

A Focus on Plan Fiduciaries

Plan sponsors, in their role as qualified plan fiduciaries, have the duty to act in the best interest of the plan and its participants. These worksheets and checklists have been designed to assist you in meeting your responsibilities, thereby helping to potentially mitigate your fiduciary risk.

The materials in this brochure have been created to provide a wide range of resources to help you manage your responsibilities and consider any current or future Qualified Plan needs.

As a Retirement Plan Advisor and AIF® we can provide further information and resources about your fiduciary duties, and help you understand how our worksheets and checklists can assist you in your fiduciary due diligence.

In providing information about ERISA standards and responsibilities, you must remember that this is general information only and you should consult your own attorney for specific legal questions on the application of ERISA to your plan.

1. Document Checklist

Maintaining plan-related documents is an important plan fiduciary responsibility. This checklist is an excellent resource for identifying the agreements, communication materials, formal documents and government forms that should be readily available.

Plan: _____ Date: _____

Document Checklist	
<ul style="list-style-type: none"> <input type="checkbox"/> Annual Compliance Tests (e.g., ADP/ACP and Top Heavy) <input type="checkbox"/> Trustee/Custodian Annual Report <input type="checkbox"/> Government Form 5500 Series with Summary Annual Report (SAR) <input type="checkbox"/> Accountant’s Audit Report (for plans with 100 or more eligible participants) * <input type="checkbox"/> Fidelity Bond & Fiduciary Liability Insurance Policies <input type="checkbox"/> Plan Document (with the Adoption Agreement, if applicable) & IRS Approval Letter <input type="checkbox"/> Summary Plan Description (SPD) & Summary of Material Modifications (SMM) 	<ul style="list-style-type: none"> <input type="checkbox"/> Administrative Forms Package (with forms for participant requests such as loans, hardship withdrawals, benefit distributions, etc.) <input type="checkbox"/> Annual Fiduciary Review Meeting Minutes <input type="checkbox"/> Investment Committee Membership, Meeting Schedule & Minutes <input type="checkbox"/> Investment Policy Statement (IPS) <input type="checkbox"/> Employee/Participant Communication & Enrollment Materials
Service Provider Agreements** – This will be covered in the Annual Service Provider Assessment []	
<ul style="list-style-type: none"> <input type="checkbox"/> Investment Advisory Services (e.g., ERISA Section 3(21) Fiduciary or ERISA Section 3(38) Investment Manager) <input type="checkbox"/> Payroll Platform <input type="checkbox"/> Paying Agent (for liquidations from the plan that require form 1099-R) <input type="checkbox"/> Recordkeeper <input type="checkbox"/> Third Party Administrator (TPA) <input type="checkbox"/> Insurance Provider (e.g., fidelity bond and fiduciary liability coverage) <input type="checkbox"/> Accountant (plans with 100 or more participants* require an independent audit report) <input type="checkbox"/> Trustee 	

* For purposes of determining whether a plan audit is required, all eligible employees are considered to be participants.

** Please note that one service provider may be responsible for more than one service listed.

To the extent you are receiving investment advice from a separately registered independent investment advisor, please note that LPL Financial is not an affiliate of and makes no representation with respect to such entity.

For plan sponsor use only – not for use with participants or the general public.



Anthony Ragusa, AIF®, CRPS®, ChFC®, CRPC®

Danny Robinson CPA, PFS

6421 Perkins Rd. Bldg. C. Suite B

Baton Rouge, LA. 70808

225-456-5886