



Fiduciary Audit File

Fiduciary Information

- Executed copy of a Plan Oversight Committee Charter that lists the plan fiduciaries, their individual roles as they relate to the plan, the role of the committee in general, and the process for decision making.
- Executed copies of fiduciary acknowledgements letters by each plan fiduciary accepting their fiduciary status
- Documentation of any annual fiduciary training provided for plan fiduciaries

Fees and Expenses

- Invoices
- Fee audits or analysis conducted on the plan
- Fee disclosures for all service providers to the plan; each provider should disclose annual compensation (direct and indirect) in both percentage and dollar terms
- Share class information

Plan Reviews

- Plan performance reviews
- Benchmarking studies on plan design, employee participation, fiduciary issues, asset allocation, employee education, and total plan costs.

Service Provider Documents

- Any contracts, agreements, or engagement letters signed with the RIA, custodian, recordkeeper, TPA, auditor, and attorney
- Background information and due diligence reports for each service provider
- Annual Form ADV
- Fidelity Bond coverage

Fund Information

- Mutual Fund prospectus
- Fund Fact Sheets

Investment Policy Statements

- Current version of the Investment Policy Statement (IPS)
- Historical copies of IPS
- Updates/reports that analyze and monitor plan investments according to the IPS

Meeting Minutes

- Minutes for every meeting held about the plan; minutes should include details on decisions made and the reasoning behind those decisions

Employee Education and Enrollment

- Copies of information used to educate plan participants include handouts, presentations, risk tolerance questionnaires, and other relevant information.
- Enrollment forms

Plan Documents

- Plan document
- Adoption agreement
- Summary Plan Description
- Designation of beneficiary forms
- 404(c) notice
- Safe Harbor notice (if applicable)
- QDIA notice
- 5500 (past and present)

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