

# INVESTMENT COMMITTEE GOVERNANCE CHECKLIST: 2015

	Annual Review	Assigned to	Date	COMPLETED
1	<b>Investment Committee Oversight</b>			
	• Investment Review Meetings			
	○ First Quarter			
	○ Second Quarter			
	○ Third Quarter			
	○ Fourth Quarter			
	• Minutes Kept			
	○ First Quarter			
	○ Second Quarter			
	○ Third Quarter			
	○ Fourth Quarter			
	• “Other” Committee Meetings			
	• “Other” Committee Meeting Minutes kept			
2	<b>Investment Oversight Process</b>			
	• Annual Review of IPS			
	• File investment reports			
	• Fund changes/mapping			
	○			
	○			
	• Watch List			
	○			
	○			
	○			
	• Review investment management fees for reasonableness			
	• Review Revenue Sharing			
	• Review most recent asset allocation study			
3	<b>Fiduciary Insurance &amp; Bonds</b>			
	• Review ERISA fidelity bond coverage levels			
	• Document fidelity bond and insurance coverage for each plan			

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	<ul style="list-style-type: none"> <li>Consult with liability insurance provider for updates on coverage</li> </ul>			
4	<b>408b-2 Service Agreements</b>			
	<ul style="list-style-type: none"> <li>Collect and Review provider fees and services for reasonableness</li> </ul>			
5	<b>Compliance</b>			
	<ul style="list-style-type: none"> <li>Review annual compliance due dates (e.g., Form 5500, plan testing, etc.)</li> </ul>			
	<ul style="list-style-type: none"> <li>SSAE 16 report received from service provider</li> </ul>			
	<ul style="list-style-type: none"> <li>Prepare, file and retain records related to Form 5500 Annual Report (including plan audit if required)</li> </ul>			
	<ul style="list-style-type: none"> <li>Establish a process of records management</li> </ul>			
7	<b>ERISA Notices</b>			
	<ul style="list-style-type: none"> <li>Summary Annual Report to participants</li> </ul>			
	<ul style="list-style-type: none"> <li>Summary Plan Description with 404c description</li> </ul>			
	<ul style="list-style-type: none"> <li>404c</li> </ul>			
	<ul style="list-style-type: none"> <li>QDIA</li> </ul>			
	<ul style="list-style-type: none"> <li>404a-5                             <ul style="list-style-type: none"> <li>404a-5 DIA "Change" Notice</li> <li>404a-5 DIA "Change" Notice</li> </ul> </li> </ul>			
7	<b>Employee Education</b>			
	<ul style="list-style-type: none"> <li>Education Plan Review</li> </ul>			

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Periodic Review	Assigned to	Last Reviewed
<b>Periodic Review</b>		
• Review ERISA 404a Fiduciary Duties		
• Payroll Set-Up matches Plan provisions		
○ Compensation definition		
○ Participation Requirements		
○ IRS annual limits		
• Confirm Employer Contributions made according to Plan documents to appropriate employees		
• Timeliness of Payroll Contributions		
• Beneficiary Designation Forms		
• Beneficiary Designation Forms		
• Force-Outs		
• Forfeitures		
• QDRO		
• Hardships		