

Knowing Your Fiduciary Responsibilities

Hargrave Fiduciary Advisors through its relationship with Financial Telesis, Inc. acts as a fiduciary for Plan Sponsors by keeping them informed of regulatory and fiduciary requirements. As a fiduciary for your plan, we will help you:

Adhere to the “Prudent Person” standard.

- ✓ Make choices based on independent information
- ✓ Compare the plan’s investments’ performance against peer groups and appropriate unmanaged benchmarks
- ✓ Document the rationale behind ‘why’ investment choices were made
- ✓ Document the decision processes
- ✓ Verify that selected funds meet the requirements of the Investment Policy Statement
- ✓ Produce a set of all meeting notes relevant to your plan fiduciary decision-making

Understand all plan costs and control the expenses of administration.

- ✓ Analyze hard dollar and soft dollar plan costs
- ✓ Analyze participants’ costs
- ✓ Benchmark your costs against other plans similar in size and design to your plan
- ✓ Determine if fees generated by your plan can be used to offset its costs

Follow specified, documented processes and provide proof of ‘procedural due diligence.’

- ✓ Help you define a consistent, due diligence process for the plan
- ✓ Defend your decisions and present appropriate documentation if needed
- ✓ Help you operate the plan according to the Investment Policy Statement
- ✓ Guide you in documenting the communication processes to participants regarding fund and plan design changes
- ✓ Show proof of distribution of required materials to employees

Retain current copies of key documents.

- ✓ Adoption Agreement
- ✓ Summary Plan Description
- ✓ Plan Document
- ✓ Form 5500
- ✓ Non-Discrimination Test & Data Worksheet
- ✓ Investment Policy Statement
- ✓ Notes and Minutes from Plan Trustee Meetings

Act in the exclusive interest of participants and beneficiaries.

- ✓ Work in conjunction with your administrative vendors to provide targeted print materials, webinars and on-site educational seminars to participants
- ✓ Review and evaluate whether participants receive adequate plan and investment documents

Identify who has fiduciary responsibilities.

- ✓ Determine who is considered a fiduciary according to current ERISA definitions
- ✓ Educate plan fiduciaries on their responsibilities
- ✓ Review general requirements for compliance with section 404(c)

To learn more about how Hargrave Fiduciary Advisors can help your company, contact us at (415) 729-9353 or email to info@hargravefa.com

