



ERISA Plan Asset Reconciliation Worksheet

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Instructions

As a plan Sponsor it is important to ensure that all money sent to the plan was credited to the plan. Unfortunately errors occur and often numbers are transposed making the asset reconciliation off. During a DOL investigation or IRS Audit the regulators will analyze the contributions with the trust statements to ensure all the money is in the plan. Any money found not to be in the plan plus lost opportunity cost becomes the responsibility of the Plan Fiduciaries.

Shouldn't my Plan Audit or Service Provider Catch This?

Only approximately 13% of all retirement plans require an audit. This leaves 87% of plans unaudited. In addition in a recent DOL study many audits performed by CPA Auditors were found to be deficient. Furthermore, not all service providers are created equal. Although this issue may be identified when the Annual Report Form 5500 is prepared there are no guarantees. Ultimately, it is the Plan Fiduciary who will be help responsible for any missing contributions.

Definitions:

- **Employee Contribution**– Where employees elect to have a portion of each paycheck deposited into a retirement account owned by the employee and held in his or her name
- **Loan Repayment**– Money that is withheld from an employee's paycheck to satisfy the repayment of a loan taken out against the employees retirement account balance.
- **Employer Match**– A matching dollar amount contributed by an employer to the retirement savings account of an employee who makes a similar contribution.
- **Total Payments Made**– The total of Employee Contributions, Loan Repayments and Employer Match.
- **Total Payment Credits** – The total amount credited to the plan on the plan's trust statement.
- **Other** – Any other payments made to the plan such as lost opportunity costs, missing contributions and adjustments.

How to Use this Spreadsheet

STEP 1 – Use the employer records to fill out the employee contributions, loan repayments, and employer match columns.

STEP 2 - Add the columns listed in STEP 1 to calculate the Total Payments made to the plan. Add that number to the Total Payments Made column.

STEP 3 – Use the total contributions number from the trust report to populate the Total Payment Credits column

STEP 4 – Subtract the totals to determine if the amounts sent to the plan reconcile with the amount that was credited to the plan. If there is a discrepancy in the numbers the Fiduciary should seek a remedy and correct the problem.

BEST PRACTICE: Although a fiduciary might delegate this task to an employee such as a HR or benefits manager, the Fiduciary/Committee should review this worksheet at least quarterly.

The following document is to be used as a tool in analyzing and documenting the reasonable standard for forwarding employee contributions and loan repayments. ERISA SMART does not take any fiduciary liability by providing such a tool. It is a Plan Sponsor/Administrator's reasonability to seek legal counsel for additional questions and clarification. For additional information on how ERISA SMART can assist you in better plan management contact us at (805) 202-6670 or ddonaldson@erisasmart.com



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Plan Name:

Year:

Pay Period	Employee Contributions	Loan Repayments	Employer Match	Total Payments Made	Total Payment Credits	Difference
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
Other						
Other						
TOTAL						

See important disclosure on instruction page