

ERISA SMART Sample Quarterly Retirement Plan Committee Review	Q1	Q2	Q3	Q4
Plan Administration Evaluation				
Delinquent Contribution Analysis <i>(ERISA SMART Delinquent Contribution Worksheet)</i>	X	X	X	X
Eligibility and Enrollment	X	X	X	X
Plan Asset Reconciliation <i>(ERISA SMART Plan Asset Reconciliation Worksheet)</i>	X	X	X	X
Notice and Communication Review	X	X	X	X
Census Data Review	X	X	X	X
Missing Participant Review <i>(ERISA SMART Missing Participant Worksheet)</i>	X		X	
Bonding Requirements				X
Certain Fiduciary Administrative Requirements can be outsourced to ERISA SMART 3(16) Fiduciary Services				
Plan Investments				
Plan Investment Report/Screen	X	X	X	X
Investment Policy Statement Review/Development		X		
404(c) Compliance Review			X	
QDIA Review				X
Certain Investment tasks can be outsourced to a 3(21 or 3(38) Investment Advisor				
Participant Outcomes				
Participation Review (+/-)	X			
Discussion of On-site Education Event	X		X	
Goal Setting & Review				X
Vendor Education Enhancements	X			
Plan Wellness				
Cost Calculation and Fee Benchmark		X		
Plan Design Review		X		
Vendor Reviews			X	
Fiduciary Governance				
Committee Meeting Minutes & Documentation	X	X	X	X
Industry Trends & Updates		X		X
Legislation & Litigation trends/Updates	X		X	
Plan Sponsor Fiduciary Training <i>(www.fiduciaryeducation.com)</i>				X