

Overview

One easy way to make sure that you are complying with fiduciary best practices is to obtain an independent evaluation of your plan. At Portico, our thorough diagnostic helps you answer pertinent questions in the following areas:

- Plan Structure:** *Is my plan up to date and structured in the most advantageous fashion?*
- Investment Policies:** *Does my plan have an Investment Policy Statement and are we following it?*
- Investment Quality:** *Are the investments that we are providing top quality?*
- Fees:** *Do I understand all of the costs associated with my plan and am I sure they are fair and reasonable?*
- Education:** *Are my employees receiving world-class education, including one-on-one consultations?*
- Service:** *Does my plan offer a robust website and a designated call team for both my employees and me?*

Components

Checklist

Provisions Cont.

- Is Vesting Graded or Modified Graded? ✓
- Re-employment Mentioned? ✓
- Distribution Details Outlined? ✓
 - Upon Termination? ✓
 - Upon Death? ✓
 - Late Retirement Provisions? ✓
 - Small Account Distributions? ✓
- Mandatory Spousal Beneficiary Clause? ✓
- Hardship Provisions Outlined? ✓
- In-Service Distributions Outlined? ✓
- QDRO Provisions? ✓
- Loan Provisions Referenced? -
- Social Security Integration? -

Investments

- Intent to Evoke 404(c)? ✓
- Exclusion of Employer Stock? ✓
- Top-Heavy Provisions Outlined? ✓

Other

- ERISA Rights Detailed? ✓
- Claims and Arbitration Outlined? ✓
- Fees Outlined? ✓
- Lack of PBGC Coverage Stated? ✓
- Shelter from Creditors Language? ✓

PORTICO

The Plan Document Checklist looks at the features of your plan versus industry standards. If something is missing, we will let you know.

IPR: General

Rank	Commentary
General	<ul style="list-style-type: none"> - States IPS Must be in Writing - Lists the Following Members: <ul style="list-style-type: none"> - Plan Name - Plan Sponsor - EIN - Trustees - Investment Committee Members - Administrator - Trading Agent/Custodian - Record Keeper - Investment Advisor - IPS is Up to Date and Consistent with the Current Fund Menu - Signature Page is Executed by Trustee(s)
Purpose	<ul style="list-style-type: none"> - Statement of Purpose Provided for the Following: <ul style="list-style-type: none"> - The Plan - The IPS
Roles & Responsibilities	<ul style="list-style-type: none"> - The Following Parties are Defined: <ul style="list-style-type: none"> - Fiduciaries - Trustees - Investment Committee - States that Any Investment Advisor is Acting as a Co-Fiduciary

The Investment Policy Statement Review highlights the areas addressed in your IPS, and offers commentary on how to make improvements.

401k Investment Scorecard: Sample Co.

Expenses

Performance

3 Most Expensive Funds

3 Least Expensive Funds

Summary

Overall Score: **D**

The Investment Scorecard provides an in-depth review of key investment metrics, including diversification, performance, risk and fees.

The Score

The score featured on the right is an amalgamation of the grades tabulated in each of the 3 core areas of this report. Each of the categories was given an equal weight. The scale for each grade is as follows:

Score	Grade
80-100	A
60-80	B
70-75	C
60-65	D
<60	F

Plan Document Checklist: A-

Investment Policy Statement Review: C-

Investment Scorecard: D

Service Experience Survey: C+

Overall: C

These results, along with our Service Experience Survey, are aggregated into an overall score. This information is essential for every plan sponsor.