



Plan Fees Checklist

Understanding and evaluating plan fees are an important part of a fiduciary's responsibility and this responsibility is an ongoing one. To help meet your fiduciary responsibility and better prepare participants for retirement we've developed this checklist.

FUNDS

- Identify the share class of each fund in the menu to ensure the lowest costing share class is being offered.
- Know if any of the funds are paying revenue sharing and if so, how much and what is being done with that revenue sharing.

ON-GOING EXPENSES

- Calculate the total on-going cost of the plan. This should include the following:
 - Recordkeeping fees
 - Custodial fees
 - Investment advisory fees
 - Mutual fund expense ratios
 - Participant education expenses
- Know how each of the on-going costs are being paid, by the participants or organization.
- Know how fees are being assessed (per head or basis point) and document why this is appropriate for your participant base.
- Benchmark fees to similar sized plans based on participant count and total assets. Compare to services received and document the appropriateness of the fees.





DOCUMENTATION

- Have the most recent fee disclosure report for your files.
- Document, perhaps in your Investment Policy Statement, how fees are assessed and the rationale for that decision along with how any revenue sharing is being handled.
- Review the fee information with all Committee members and document in meeting minutes. Below is an example of how you might want to document your fees.



All investment advisory services and fiduciary services are provided through Conrad Siegel Investment Advisors, Inc. ("CSIA"), a fee-for-service investment adviser registered with the U.S. Securities and Exchange Commission which operates in a fiduciary capacity for its clients. Investing in securities involves the potential for gains and the risk of loss and past performance may not be indicative of future results. Any testimonials do not refer, directly or indirectly, to CSIA or its investment advice, analysis or other advisory services.

Plan Expenses

	Fee	Paid by
Custodian/Trustee Direct cost for custodial/trustee services	0.05% \$11,219	 Plan Sponsor
Record Keeping Direct cost for Plan administration	0.15% \$35,448	 Plan Sponsor
Investment Advisory Direct cost for investment advisory services	0.10% \$24,092	 Participant
Mutual Fund Expenses Individual mutual fund fees	0.15% \$36,447	 Participant

TOTAL ANNUAL FEES **0.45%**
\$107,206

 Paid by the Plan Sponsor 0.20% \$46,667	 Paid by the Participant 0.25% \$60,539
--	---