

# ANNUAL CHECKLIST

## For Churches and Qualified Church-Controlled Organization (QCCO) Plan

The IRS recommends that plan sponsors annually review all retirement plans for compliance purposes. Review the following key items to ensure proper plan administration:

### GOVERNANCE FOR ORGANIZATIONS OTHER THAN CONGREGATIONAL CHURCHES



TASK	KEY COMPONENTS
Review eligibility for a church plan.	<input type="checkbox"/> Has your organization <b>changed</b> ties with a church, association or denomination? If so, you may no longer be eligible for a church plan. Contact GuideStone® if you think this applies to you.
Review status as a church or QCCO.	<input type="checkbox"/> If your organization offers goods or services for a fee or you receive funding from governmental sources, have you recently completed the worksheet on the <i>Status Certification Form</i> ? <input type="checkbox"/> After completing the form, did your status change? If so, contact GuideStone as soon as possible.

### OPERATIONAL COMPLIANCE



TASK	KEY COMPONENTS
Confirm you have written procedures to help your plan administrative personnel administer the plan correctly.	<input type="checkbox"/> Have you identified all provisions in the Adoption Agreement that reference rules, policies or procedures of the employer? <input type="checkbox"/> For each provision identified above, do you have written rules or procedures that reflect how the plan should operate? <input type="checkbox"/> Do you follow your written procedures?
Confirm you use the plan's definition of "compensation" when calculating contributions.	<input type="checkbox"/> Have you recently reviewed the definition of "compensation" in your Adoption Agreement or written policies? <input type="checkbox"/> Are you including or excluding any part of an employee's wages that is not in line with the definition of "compensation"? <input type="checkbox"/> Do you recalculate contribution amounts when an employee's compensation changes?
Confirm eligibility for contributions.	<input type="checkbox"/> Are all employees in the plan eligible according to internal policies? Are any employees active in the plan who are not eligible? <input type="checkbox"/> Are participants enrolled for employer contributions as of the Plan Entry Date?
Confirm employee contributions are remitted timely and in correct amounts.	<input type="checkbox"/> Are you remitting employee contributions within 15 business days after the end of the month in which they received their wages? <input type="checkbox"/> Do you recalculate contribution amounts when an employee's compensation changes? <input type="checkbox"/> Do you run the "Contribution History by Payroll End Date" report in the GuideStone Employer Access® Program (EAP) to reconcile contributions actually credited to member accounts with your payroll records?
Provide automatic enrollment notices, if applicable.	<input type="checkbox"/> Have you reviewed the <a href="#">Annual Checklist for Automatic Enrollment</a> to monitor compliance?



**DID YOU KNOW**  
that administering compensation incorrectly is the #1 problem found in IRS audits?



**DID YOU KNOW**  
eligibility and plan entry are the #2 and #3 problems found in IRS audits?

# PARTICIPANT EDUCATION AND COMMUNICATION



TASK	KEY COMPONENTS
Review new employee orientation process for retirement plan education.	<ul style="list-style-type: none"><li><input type="checkbox"/> Do you emphasize plan participation during onboarding to encourage greater savings for your employees?</li><li><input type="checkbox"/> Do you provide new employees with a <i>Plan Summary</i>, <i>Plan Highlight</i> (if available) and appropriate forms in their hire packet? These are available in EAP.</li><li><input type="checkbox"/> Do you follow up with new employees who do not enroll to encourage retirement savings?</li></ul>
Develop an annual education strategy for your employees to increase savings and participation.	<ul style="list-style-type: none"><li><input type="checkbox"/> Do you emphasize retirement savings to increase overall participation?</li><li><input type="checkbox"/> Have you asked GuideStone to help you develop educational strategies?</li><li><input type="checkbox"/> Have you reviewed <a href="#">member educational material</a> and informed members of appropriate resources?</li><li><input type="checkbox"/> Have you assessed the effectiveness of prior educational campaigns?</li><li><input type="checkbox"/> Have you documented your educational efforts in case of audit?</li></ul>

## OTHER

TASK	KEY COMPONENTS
Maintain records of key forms and documents.	<ul style="list-style-type: none"><li><input type="checkbox"/> Do you retain original signed plan documents and service agreements, including any board resolutions authorizing the provisions?</li><li><input type="checkbox"/> Have you kept all policies and provisions that govern the plan (e.g., employee handbook or employer policies records)?</li><li><input type="checkbox"/> Do you keep enrollment forms and <i>Retirement Contribution Agreements</i> for members?</li><li><input type="checkbox"/> Have you maintained hardship and loan documentation, especially if you have other providers or plans?</li></ul>
Correct any errors found in your review.	<ul style="list-style-type: none"><li><input type="checkbox"/> Use the <a href="#">IRS Employee Plans Compliance Resolution System (EPCRS)</a>.</li></ul>
Review plan provisions to see if they meet your organization's goals for the retirement plan.	<ul style="list-style-type: none"><li><input type="checkbox"/> Have you documented your goals and objectives for your retirement benefits program?</li><li><input type="checkbox"/> Would you allow GuideStone's experts to walk you through your retirement plan to determine if changes are needed?</li></ul>
Review information sharing requirements if you have investments through provider(s) in addition to GuideStone.	<ul style="list-style-type: none"><li><input type="checkbox"/> Have you reviewed the <a href="#">IRS requirements</a> for plans with multiple vendors?</li><li><input type="checkbox"/> Do you have an information sharing agreement with your other providers?</li><li><input type="checkbox"/> Have you reviewed the <i>Vendor Appendix</i> in EAP to confirm all 403(b) providers?</li></ul>



### DID YOU KNOW

GuideStone may be able to provide statistical data to help?



If you have any questions, please contact one of our customer solutions specialists at 1-888-98-GUIDE (1-888-984-8433) Monday through Friday between the hours of 7 a.m. and 6 p.m. CT.

This checklist is not intended to be an all-encompassing list of items you must monitor as part of your fiduciary responsibility. For more information, GuideStone has prepared an electronic *Plan Administration Manual* that is available through EAP.

This information should not be considered tax or legal advice. GuideStone stands ready to assist your organization as you work with your legal and tax advisors by providing resource information that you and your advisor may find beneficial.

