

U.S. Defined Contribution Plans Overview Program

Administrative Classroom Session

Detailed Outline

This 2-day interactive classroom session provides an overview of the administrative, investment and compliance requirements for retirement plans. It completes the requirements for the U.S. Defined Contribution Plans Overview Program. This class reviews recordkeeping system structure, the essential characteristics of investment vehicles and provides a general review of the testing and reporting requirements for a defined contribution plan.

Upon successful completion of this classroom session, the learner will earn 1.2 IACET CEUs or 12 contact hours and you will be awarded the Accredited Retirement Plan Specialist (ARPS) designation from SPARK.

Please contact inquiries@profdevsolutions.com to register for one of the scheduled classroom sessions.

Key Audiences

This classroom session was designed for both sponsor and provider staff with administrative responsibilities including.

- ▶ Customer Service
- ▶ Plan Administration and Recordkeeping
- ▶ Investment Management
- ▶ Enrollment and Communications
- ▶ Back Office Operations
- ▶ Systems Support
- ▶ Plan Sponsor Staff

Key Benefits

Successful completion of the course will ensure that employees:

- ▶ Gain an understanding of the retirement savings plans currently available in the market.
- ▶ Learn about the retirement plan market, its history and the issues currently facing industry stakeholders.
- ▶ Acquire a solid understanding of industry concepts and vocabulary.
- ▶ Gain an understanding of the issues and challenges facing plan sponsors.
- ▶ Become familiar with regulatory requirements and the legislative environment.
- ▶ Develop a practical understanding of participant communications and education requirements.

For more information, contact Professional Development Solutions at inquiries@profdevsolutions.com

Outline

Plan Activity and Accounting

- Setting Up a New Plan
 - Legal and Servicing Documents
 - Plan Records
 - Participant Records
 - Plan Assets
 - Employee Communications
- Ongoing Plan Activity
 - Information Maintenance
 - Plan Information
 - Employee Data
 - Regulatory Information
 - Plan Calculations
 - Employee Eligibility
 - Suspension/Reinstatement
 - Contribution Limits
 - Contribution Amounts
 - Vested Percent/Amount
 - Transfers/Exchanges
 - Withdrawals
 - Loan Amount
 - Payment Taxability
 - Forfeiture Amount
 - Investment Earnings
 - Plan Expenses
 - Period End Balances
 - Plan Financial Transactions
 - Increases in Plan Assets
 - Movement of Assets
 - Decreases in Plan Assets
- Plan Account Workflow
 - Balance Forward Plans
 - Deposits
 - Withdrawals
 - Daily Valuation
 - Deposits
 - Withdrawals

Plan Investment and Accounting

- Asset Overview
 - Basic Definitions/Characteristics
 - Ownership Investments
 - Loan Investments
 - Types of Investments
 - Stock
 - Mutual Funds
 - Real Estate
 - Limited Partnerships
 - Bonds and Notes
 - Mortgages
 - Insurance Company Products
 - FDIC Insured Products
 - Stable Value
 - Other
- Plan Level Accounting
 - Cash
 - Accrual
- Participant Level Accounting
 - Pro Rata
 - Unit
 - Share
- Investment Activity
 - Trading
 - Income
 - Ownership Investments
 - Loan Investments
 - Capital Changes
- Investment Conversion
 - Changing Investment Options
 - Changing Accounting Methodologies
 - Changing Valuation Frequencies
- Employer Stock Accounting
 - Plan Design
 - Fiduciary Responsibilities
 - Plan Administration
 - Plan Reporting
 - Participant Communications

Plan Reporting and Compliance

Internal Controls/Service Standards

Plan Sponsor Reporting

Employee Participation

Plan Investments

Participant Activity

Plan Financial Status

Plan Participant Reporting

Confirmations

Statements

Inquiries

Investment Information

Withdrawal and Loan Activity

Personal/Indicative Data

Plan Trustee Reporting

Asset Statements

Cash Statements

Plan Audits

Regulatory Reporting

Initial Filings

Annual Financial Reporting

5500 Series

1099R/Tax Withholding

Special Filing Requirements

Plan Changes

Prohibited Transactions/Excess Contributions

Amendments

Plan Termination

Participant Reporting

SPD

SAR

SMM

Plan Compliance Testing

Minimum Coverage

Top Heavy Determination

Regulatory Limits

ADP/ACP Testing

Information Required

Testing Mechanics

Refund Calculations

Options

Safe Harbor Plan

Prior Year Data

Current Regulatory Issues

10/06

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