

EMPLOYEE BENEFIT PLAN AUDIT CHECKLIST

When your employee benefit plan is up for an audit, there are key items a plan sponsor must be prepared to share. The following checklist highlights steps to take pre-audit to make the process seamless for you, your employees, and your audit partner.

- Compile and review copies of your plan documents. Be familiar with all provisions of the Plan.
- Gather and review any communications with governing bodies and regulators including EBSA/DOL, IRS, and the Company's Retirement Plan/Investment Committee.
- Collect and review all agreements with service providers including institutional trustees, custodians, and record-keepers.
- Gather and review all SOC 1 reports for the plan's service providers.
(SOC 1 reports are audit reports on the internal controls present and operating at a service provider.)
- Document information about related employers/entities for control group, affiliated service group issues, and qualified separate line of business purposes.
- Maintain a log of your internal control processes related to the plan operations including but not limited to how:
 - a. An employee is enrolled in the plan
 - b. Contributions are withheld and remitted to the plan
 - c. Employer contributions are calculated and remitted to the plan
 - d. Loans are processed
 - e. Distributions are processed
 - f. The plan is managed from a fiduciary perspective and whether there is a retirement plan or investment committee
- Reach out to the auditor early to discuss timing, information requests, and fees.

Additional Considerations

Compiling the items above will prove to be beneficial to you and your auditor as you prepare to undergo an employee benefit plan audit. A few other items to consider prior to your audit include noting whether or not your plan is properly insured, and note if you have an investment/retirement committee and how often they meet. This list may seem like an overwhelming task, however will significantly reduce potential risk and liabilities. As you prepare for your audit partnering with a high quality auditor is as important as the preparation. Contact [Jen Amato](#) if you have any questions as you prepare for your audit.