



Your department has elected to adopt its own retirement planning mechanism in lieu of enrolling in the Association's paid and volunteer plans. The adoption and administration of a retirement plan should not be taken lightly. By accepting and directing the investment of One Percent Funds administered by the Association, your department has assumed a non-transferrable fiduciary responsibility to act prudently with respect to those funds. At an absolute minimum, this means ensuring (1) the fees charged to the plan and participants are not excessive; (2) the plan offers an appropriate array of investment options; and (3) the plans are supported by and administered consistent with plan documents.

To help us better understand your retirement plan, and in an effort to identify some of the most important issues you should consider as a plan fiduciary, please respond to the following questions:

1. What is the form of your plan (457, 401(k), Individual IRAs, other?)
2. Have you taken the position you are exempt from ERISA as a governmental plan? If not, are you filing annual Form 5500s? Is your plan undergoing annual nondiscrimination and top-heavy testing?
3. Is the plan self-directed? In other words, do participants direct their own investments?
4. Are you auditing plan accounts on a regular basis to ensure participants are allocated correct contributions and earnings?



10. How do you track participants' beneficiary designations?

We are mindful of these important fiduciary responsibilities at the Association because we take on the same duty with respect to the administration of our paid and volunteer retirement plans. The Association has a nine-member Plan Committee that regularly meets with investment advisors, plan administration personnel, and legal counsel. We welcome the opportunity to discuss these matters with you in greater depth in the future.

Department:

Plan Administrator:

Chief:

Chief signature: