



Join Forces with The Industry's Leading Experts

CONFIDENTIAL

Dallas Hope Charities

Admin316
4639 Corona #26
Corpus Christi, TX
78411 361-271-1211
www.admin316.com

©1997. All rights reserved. This valuation report reflects the professional opinion of Admin316. It is based upon the financial projection provided by the client. Admin316 does not express an opinion as to the validity of these projections. Our valuation methodology was applied in correlation with the profile of the financial. Use of the information in this report is solely at the discretion of the user. Admin316 assumes no responsibility for the actions or consequences of the user's reliance on the valuation results expressed herein.

Why Partner with Admin316

When you partner with Admin316, you gain a trusted retirement plan expert. The biggest problem today is that most plan sponsors do not know what they are responsible for and the employees that are managing the day-to-day activities of the plan are not qualified to manage the plan.

Since our beginning in 1997, through our affiliates, we have been focused on helping our business partners, plan sponsors, and participants meet their unique retirement goals through proactive account management and exceptional customer service. We will protect the integrity of your retirement plan.

OUR MISSION – It is the mission of Admin316 to assist in implementing and administering customized retirement plan solutions that meet and exceed the employer retirement plan goals. Our friendly, knowledgeable, and professional staff, partners with best-in-class plan providers and plan advisors to ensure our plan sponsors receive the maximum benefit from our combined expertise, advanced resources, and exceptional attention to detail.

OUR VISION

As an industry-leading retirement plan solutions provider, Admin316 will assist our plan advisors and plan sponsors in meeting their unique plan design goals, while building on our reputation for proactive plan consultation and exceptional customer service. Our goal is to take away 98% of the fiduciary responsibility from the plan sponsor, 99% of the day-to-day operations of the plan, reduce the cost of the plan by 32% - 65%, and to increase participation to 95% minimal.

SIX SIMPLE TRUTHS EVERY PLAN SPONSOR SHOULD KNOW

1. Yes, it is true. You are a fiduciary.
2. You must understand all Plan's fees.
3. You need to ask the right questions of your current provider and benchmark your plan.
4. You should maintain your Investment Policy Statement.
5. You are required to monitor your Plan.
6. You are the listed fiduciary and individually responsible.

UNLESS YOU HIRE US. We will keep you informed and protect the integrity of your plan

Our Depth of clients, plan advisors, and plan provider partners enables us to work with a wide variety of industry leaders.

Through our extensive industry experience, quality processes and depth of resources, we have developed stringent criteria for evaluation which best-in-class retirement providers are committed to excellent customer service and superior retirement outcomes. We hold them accountable and to the same high standards to which we hold ourselves to.

MAKE THE DIFFERENCE

All clients are not created equal or want the same “one size fits all” approach. As part of the value that Admin316 delivers, you receive a solution and process designed to meet your needs, your resources, and your goals.

MAXIMIZE FIDUCIARY PROTECTIONS

As an administrative service provider to your plan, Admin316 is in a unique position to assist you in embracing maximum fiduciary protection. We will appoint and monitor all aspects of your plan except the accuracy of census data. We will appoint the listed Fiduciary, the 3(38)-investment fiduciary, and monitor all service providers. A delegated 3(16) plan administrator is an outsourced HR function that saves you time by relieving many of the day-to-day administrative burdens associated with sponsoring a retirement plan.



402(a) Listed Fiduciary Services

PLAN DOCUMENT

- Administer loan policy.
- Interpret plan document provisions.
- Maintain plan document for IRS/DOL laws
- Notify plan administrator of any observed plan irregularities.
- Review fidelity bond complies with ERISA requirements.

PLAN DISTRIBUTIONS & WITHDRAWALS

- Calculate and administer corrective distributions for failed non-discrimination testing.
- Approve applications for hardship withdrawals.
- Validate in-service withdrawal requests.
- Calculate loan maximums.
- Approve and administer Qualified Domestic Relations Orders (QDROs)
- Calculate required minimum distributions and notify employees of requirements.
- Process separation-of-service and force-out distributions

EMPLOYEE MANAGEMENT

- Determine employee eligibility and plan entry.
- Monitor loan defaults.
- Review and upload vesting to plan providers.
- Review suspension of deferrals for hardship withdrawals
- Receive and reciprocate employee deferral elections to payroll provider.
- Complete all compliance and Non-Discrimination testing.
- We will work with your advisor on participant education.

EMPLOYEE NOTICES, DISCLOSURES, & FEES

- Prepare and distribute annual notices:
 - 404(a)(5) fee disclosure
 - Qualified Default Investment Alternative (QDIA) notice
 - Safe harbor notice (if applicable)
 - Employee Direction Notice under 404(c)
 - Automatic Contribution Notice (if applicable)
- Prepare and distribute summaries of material modifications as needed.
- Assist in determining reasonableness of fees.
- Review Annual 408(b)(2) fee disclosures from service providers.

GOVERNMENT REPORTING

- Execute the prepared 5500.
- E-file Form 8955-SSA
- Prepare and distribute summary annual report.
- Review and reconcile large plan Form 5500 and audit report.
- Verify required annual employer contributions.

DEFERRAL MANAGEMENT

- Gain Access to Payroll Provider – Download contribution files.
- Review/ Reconcile Deferral – Safe harbor, Profit Share, Elective Deferrals.
- Upload participant Deferrals into Record-Keeping System.

APPOINTMENTS/ OVERSIGHT

- Appoint and monitor 3(16) Administrator.
- Appoint and monitor 3(38) Fiduciary.
- Appoint and monitor the educator or advisor.
- Appoint and monitor the custodian.
- Appoint and Monitor Third Party Administrators
- Appoint and Monitor Record-Keeper
- Appoint and Monitor Plan Auditor on large plans.

Full Scope 3(16)

As a 3(16), Admin316 will conduct the following services:

Notification Services

We will coordinate the delivery of the following employee notifications and disclosures, if applicable.

- Fee Disclosures
- Summary Annual Reports
- Safe Harbor Notices
- Automatic Enrollment Notices
- Summary Plan Descriptions
- Summary of Material modifications
- Ad Hoc Communications

Distributions Services Provided

We will facilitate the authorization and processing of the following employee requests, if applicable.

- Authorize Loans
- Authorize Termination Distributions
- Authorize In-service Withdrawals
- Authorize Hardship Withdrawals
- Authorize Required Minimum Distributions
- Authorize Corrective Refunds
- Authorize Qualified Domestic Relations Orders.

5500 Execution Services

- Sign & File 5500
- Sign & File Form 8955- SSA, as applicable

If services are requested, Admin316 will serve as the **3(16) Plan Administrator** for **0 bps year** paid monthly. This is normally paid through plan assets and calculated by the record keeper.

We will be responsible for every aspect of the administration of your plan except timelessness of deposits. We will reconcile contribution files and upload them into the record keeper system.

