

Effective Plan Governance (EPG) Assessment & Scoring Worksheet

Plan governance is immensely important. Properly done, it improves the lives of employees and their families in retirement. Good governance also helps control the plan sponsor's (and other plan officials') risk. The following questionnaire provides an effective plan governance (EPG) score. This is an important tool in assessing whether the plan's governance process is effective and dynamic.

Key Governance Questions	Answer	Score
1. Does the plan committee operate under a written governance language?	A. Never / No or rarely (0) B. Occasionally (3) C. Consistently (5)	
2. Does the committee maintain an ongoing list of committee members, fiduciaries and service providers?	A. Never / No or rarely (0) B. Occasionally (3) C. Consistently (5)	
3. Are meeting notes kept, attendance logged and the rationale for key decisions recorded?	A. Never / No or rarely (0) B. Occasionally (3) C. Consistently (5)	
4. Are Committee agendas and minutes sent out prior to the next meeting?	A. Never / No or rarely (0) B. Occasionally (3) C. Consistently (5)	
5. Is annual plan governance and investment training conducted with the committee?	A. Never / No or rarely (0) B. Occasionally (3) C. Consistently (5)	
6. Are new committee members apprised of the plan, service providers and key decisions?	A. Never / No or rarely (0) B. Occasionally (3) C. Consistently (5)	
7. Are the governing documents reviewed annually (e.g., plan document, Investment Policy Statement, fiduciary agreements, trustee agreements, etc.)?	A. Never / No or rarely (0) B. Occasionally (3) C. Consistently (5)	
8. Have service providers met their contractual obligations and, if not, what is the mitigation strategy?	A. Never / No or rarely (0) B. Occasionally (3) C. Consistently (5)	
9. Has the rationale for key decisions been consistently documented?	A. Never / No or rarely (0) B. Occasionally (3) C. Consistently (5)	

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10. Is an ongoing record of payroll withholding and remission dates maintained?	A. Never / No or rarely (0) B. Occasionally (3) C. Consistently (5)	
11. Are potential conflicts of interest identified and discussed annually, and a mitigation strategy developed, if necessary?	A. Never / No or rarely (0) B. Occasionally (3) C. Consistently (5)	
12. Is a documented review process executed to ensure oversight of retained fiduciaries?	A. Never / No or rarely (0) B. Occasionally (3) C. Consistently (5)	
	Total:	

Effective Plan Governance (EPG) Score

0 - 30	EPG Score Low: Recommend an evaluation of all current governance processes.
31 - 45	EPG Score Mid-Range: There are some good processes currently in place. Suggest assessment of processes that can be improved.
46 - 60	EPG Score High: Good governance processes in place. Continue to evaluate periodically.

This material is for informational and educational purposes only and is not intended to provide, and should not be construed as, or relied upon for, tax, legal, investment or accounting advice. You should consult your own tax, legal and accounting advisors before engaging in any transaction, including, for example, establishing a retirement plan for your company or retaining a service provider for your company's retirement plan.