

Appendix I: Financial and Management Reports

Management and financial reports are required for providing information to stakeholders. The following describes the reports and associated timing. Ad hoc reporting may be requested as needed.

Management Reports		
Type	Information on Report	Frequency
Participation Report	All metrics provided by Employer: <ul style="list-style-type: none"> • New hires • New participants enrolled • Total number of active participants (no termination date) • Total number of terminated participants • Total number of active participants who have stopped contributing • Average salary deferral \$ • Average salary deferral % 	Quarterly
Financial Activity	<ul style="list-style-type: none"> • Assets held in each investment option • Unallocated plan level account • Total contributions <ul style="list-style-type: none"> ○ Contributions by fund • Total distributions <ul style="list-style-type: none"> ○ Rollovers into the Plan ○ Rollovers out of the Plan ○ Distributions 	Quarterly
Investor Activity Report	<ul style="list-style-type: none"> • Total number of participants per fund • Number of participants in ‘default’ • VRU/call center activity summary including purpose of calls, call wait time, abandoned calls • Internet/web usage summary 	Quarterly
Age Group Statistics Report	Detailed report by the following age categories: Ages 0-34; Ages 35-44; Ages 45-54; Ages 55-64; Ages 65-99: <ul style="list-style-type: none"> • Number of participants with investments in each fund. • Assets held in each fund 	Quarterly

Management Reports		
Type	Information on Report	Frequency
Other	<ul style="list-style-type: none"> • Bad address • Missing beneficiary • Participants who have not logged into online account • Number of one-on-one and group seminars by employer across the state 	Quarterly

Financial Reports		
Type	Information on Report	Frequency
Cash Activity Report	The report includes by employer: <ul style="list-style-type: none"> • Employer contributions • Participant contributions • Distributions • Negative contributions • Aggregated trade activity 	Quarterly
Fee Reporting	<ul style="list-style-type: none"> • Administrative/recordkeeping fees collected and plan level account balances • Reporting of any other fees assessed to participant accounts 	Quarterly
Stale Dated Checks	<ul style="list-style-type: none"> • Total number of stale dated checks • Stale dated checks itemized by employer 	Semi-annually and Annually