

A HISTORY OF SHAPING EMPLOYEE BENEFIT PLAN FUTURES

A well-designed retirement plan can help attract and retain talented employees while giving an employer tax deductions for their contributions to employees' accounts. A retirement plan can benefit both rank-and-file employees and owner/managers. Money contributed can grow through investments in stocks, mutual funds, money market funds, savings accounts and other investment vehicles. But, retirement plans can be expensive, difficult to administer and a fiduciary risk is not managed properly.

As an employer, you have decided to take on that risk and provide a benefit to one of your most valuable assets; your employees. So, you offer them a 401(k) or 403(b), or maybe you become a member of a multi-employer or multiple employer plan. What's next?

Does Your Employee Benefit Plan Require An Audit?

Generally, a plan with 100 or more *eligible** employees requires an audit.

**All of the following are considered in determining the number of eligible participants: individuals currently participating; those who are eligible to participate, but have elected not to; inactive participants with account balances; and beneficiaries with account balances.*

Your Plan Needs An Audit, But How Do You Select An Auditor?

Experience! In a complex and highly regulated area such as employee benefit plans, selecting an *experienced* auditor is crucial.

- A recent review by the U.S. Department of Labor of employee benefit plan audits revealed the following:
 1. 75% of deficient audits were performed by audit firms that only audit 1 or 2 employee benefit plans.
 2. Audit firms that were members of the American Institute of Certified Public Accountants' (AICPA) Employee Benefit Plan Audit Quality Center performed higher quality work than non-members.

Why Choose Marvin and Company As Your Employee Benefit Plan's Auditor?

- Marvin and Company, P.C. is the trusted auditor for approximately 50 employee benefit plans including 401(k), 403(b), Defined Benefit, Health and Welfare and multiemployer plans whose combined assets are greater than \$750,000,000.
- Marvin and Company, P.C. is currently an active member of the

AICPA's Employee Benefit Plan Audit Quality Center and has been since the inception of the Center.

- All of Marvin and Company, P.C.'s audit staff are trained in performing employee benefit audits and are well versed in the latest requirements of ERISA, the DOL and generally accepted accounting principles.



Top Ten Plan Errors

1. Failure to amend the plan for tax law changes by required date
2. Failure to follow the plan's definition of compensation for purposes of determining contributions
3. Failure to include eligible employees in the plan or to exclude ineligible employees from the plan
4. Failure to satisfy plan loan provisions
5. Impermissible in-service withdrawals
6. Failure to satisfy required minimum distribution rules
7. Employer eligibility failure
8. Failure to pass annual nondiscrimination testing
9. Failure to properly provide the minimum top-heavy benefit or contribution to non-key employees
10. Failure to observe limits on maximum annual contributions participants receive (in a defined contribution plan) or benefit amount participants accrue (in a defined benefit plan)

What Can You Expect From Us?

- A team of highly qualified individuals that will include a director or senior manager from the firm with a minimum of 10 years' experience auditing employee benefit plans.
- A planned audit approach that provides a high quality final work product with the least amount of disruptions to you and your staff as possible.
- A resource throughout the year regarding changes in regulations as well as generally accepted accounting standards.



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ABOUT MARVIN AND COMPANY P.C.

Now in its 10th decade, Marvin and Company P.C. is a Capital Region-based firm offering services in accounting, auditing, taxation, and management consulting to non-profit organizations, individuals, partnerships, employee benefit plans, corporations, and governments.

In addition to our independent audit services, our **Employee Benefit Plan Administration** services include:

- Plan Installation
- Extensive Recordkeeping
- Trust Reconciliation
- Compliance Testing
- Participant Communication
- Form 5500 Preparation

When we meet with you, we will look at your financial goals to design, install and administer a qualified plan or flexible benefit plan that is custom-designed to fit your needs. For additional information, please visit our website at www.marvincpa.com, or call 518-785-0134.

MISSION & VALUES

Our mission is simple. We strive to make sure you, our client feel that we make a positive and substantial impact to help you obtain your future goals objectives. In doing so, we recognize that without the tremendously talented people who work here, reaching our 100th year would not be possible. Together, we promise you our best effort and look forward to providing the services that you deserve and expect.

PLEASE GIVE US A CALL

We would be delighted to speak with you. Please feel free to contact Alan W. Clink, CPA, Assurance Manager (email: aclink@marvincpa.com / phone: 518-785-0134 ext. 4513) or Linda M. Conrad, CPA, Senior Benefits Specialist (email: lmc@marvincpa.com / phone: 518-785-0134 ext. 4514). Alan has more than 15 years' experience providing accounting and auditing services to various entities including employee benefit plans, fire districts, not-for-profit organizations, manufacturers, health care organizations, local unions and HUD audits. Linda has more than 22 years' experience in all areas of employee benefits including Cafeteria Plans and Retirement Plans. Her expertise includes the design and implementation of qualified retirement plans as well as consulting with clients on a variety of plan qualification and administrative issues.



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LEARN MORE

If you would like to learn more about our accounting services, please contact us at 518-785-0134 or www.marvincpa.com.



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