

# What's on Your Plate?

## RI Hospitality Association Group 401(k) Plan...

**Rounding out your employee benefits while keeping the focus on your business**

**Find out how we handle the heavy lifting so you can...**

**1 Reduce**  
your administration  
workload

**2 Lower**  
your administration  
expenses

**3 Attract and Retain**  
better talent

### Your responsibilities as an independent plan sponsor:

#### Maintain a plan document and any required amendments:

- Determine participant eligibility
- Plan features (loans, distributions, hardship withdrawals, etc.)
- Maintain a Fidelity Bond
- Determine and monitor plan participant eligibility
- Approve participant requested loans and certify hardship withdrawal requests if allowed by your plan

#### Maintain operational standards of:

- Frequency of enrollment and educational meetings
- Enrollment kits with the Summary Plan Description (SPD) and required participant notifications, such as 404(c)
- Procedures to address participant inquiries
- Validation of compliance testing
- Annual audit of the plan if more than 100 eligible employees
- Distribution of all required 401(k) notices to employees

#### Nominating a plan fiduciary(ies) who will:

- Maintain an investment line up
- Select and monitor investments according to ERISA regulations
- Establish quarterly investment meetings to review investments available in the plan, expenses and performance using benchmarking

### Your responsibilities after joining the RIHA Group 401(k) Plan:

#### Select

- Customized plan design options to meet the needs of the business and employees

#### Submit

- 401(k) file each pay period

#### Deposit

- Contributions on a timely basis

#### Provide

- Annual census and payroll data for testing and auditing

#### Serve

- As a co-adopter of the RIHA Retirement Plan

### Additional Benefits

- Outsourcing of plan trustee and named fiduciary duties
- Access to investment fiduciary services and access to low cost or hybrid fund menu inclusive of model portfolios for plan participants
- No hard dollar costs for RIHA members

### Benefits of joining

The RI Hospitality Association Group 401(k) Plan affords you the luxury of focusing on your business while we take care of administrative duties that come with sponsoring a retirement plan for your employees. Take advantage of this opportunity to become a member and let us lift the weight off your shoulders.

### For more information

Please reach out to:

Adam Dani: [adani@napierfinancial.com](mailto:adani@napierfinancial.com)