



Section 103 (a)(3)(C) Audit Checklist

Prepare for your employee benefit plan audit with confidence. This checklist outlines each phase of the audit process and the documentation typically required. It is designed to help plan sponsors, HR teams, and administrators across all industries and company sizes ensure compliance, reduce risk, and streamline the audit experience.

PHASE 1

Pre-Audit Planning

Key Objectives: Understand plan structure, establish timeline, and identify risk areas.

- Plan Document (including all amendments)
- Adoption Agreement and Summary Plan Description (SPD)
- Trust Agreement and/or Custodial Agreement
- Most recent IRS Determination or Opinion Letter
- Prior year audit report and financial statements
- Signed engagement letter with Duffy Kruspodin
- List of service providers (TPA, recordkeeper, custodian, payroll, etc.)
- Organizational chart and key contacts for the plan
- Trustee or Custodian Certification of Investment Information (required for Section 103(a)(3)(C) audit reliance)

PHASE 2

Internal Control Review

Key Objectives: Evaluate controls over plan operations and financial reporting.

- Review controls over payroll, contributions, loans, and withdrawals
- Evaluate processes that ensure participant data accuracy
- Assess the timeliness of contribution remittances
- Review forfeiture account activity, including detail and usage during the year

PHASE 3

Transactional Testing (Fieldwork)

Key Objectives: Verify compliance with ERISA, DOL, and plan documents.

- Detailed payroll reports (by pay period and YTD)
- Participant census (with birthdates, hire/termination dates, comp, etc.)
- Employee deferral election forms
- Employer match/allocation schedules
- Loan listings with amortization schedules and repayments
- Hardship withdrawal documentation (if applicable)
- Distribution reports and supporting documentation
- Investment statements from custodian or trustee
- Documentation of plan expenses and fee disclosures

PHASE 4

Year-End Review and Reporting

Key Objectives: Finalize audit opinion and ensure all compliance items are addressed.

- Management representation letter
- Legal or regulatory correspondence related to the plan
- Evidence of fidelity bond coverage
- Confirmation of 5500 filing status and service provider coordination
- Plan corrections or amendments made during the year (if any)
- Finalized financial statements

Tips for a Smooth Audit



Start gathering documents at least 60 days before your plan year-end.



Assign a single point of contact to coordinate with auditors.



Review the plan document annually to ensure operations match terms.



Ensure your service providers can provide data in a timely and secure manner.

Why Duffy Kruspodin

As a member of the AICPA Employee Benefit Plan Audit Quality Center, Duffy Kruspodin delivers efficient, compliance-ready EBP audits tailored to your plan. Our experienced audit team supports plan sponsors through every step, reducing risk and ensuring your filing meets all regulatory requirements.

Need help preparing for your plan audit?

Contact us to schedule an audit readiness evaluation.

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