

EZFEDFORMS

End of Year Plan Assets: A Calculation Worksheet

- for Form 5500-EZ item 11a(b)
- for Schedule I item 1a(b)

See your Year End Auditor's Worksheet: each investment's ending value is recorded in bold in the far right column; use slots a-e, at right, plus another sheet, if necessary, to record each investment's ending value, then total.

Compare your (a) December Monthly Investments Purchase Order (Reports, Monthly 401(k) Activity Reports) against relevant (b) December mutual fund/brokerage account statements to determine contributions made to each investment — i.e., appearing on (a) — yet not posted as of December 31 — i.e., not appearing on (b).

See your December Current Loans report* (Reports, Administrative Reports, Current Loans)

*If you didn't save a copy of the December report, print the current Current Loans report, discard any loans made subsequent to the close of the year, and add in any loan amounts paid off during the new year that were active as of 12/31 of the filing year (consult your files for these records). Finally, subtract any loans not to be paid off, as determined for item 10d of Form 5500-EZ/item 2g of Schedule I.

To Calculate Your Plan's End of Year Assets...

Complete the following to determine your plan's end of year total plan assets. The greyed-out notes at left tell you where to find the necessary figures.

⇒ **Ending Value of Investments (total a-f, below, plus any others)\$**

- a) investment 1..... \$
- b) investment 2..... \$
- c) investment 3..... \$
- d) investment 4..... \$
- e) investment 5..... \$
- f) investment 6 \$

⇒ **plus December Contributions Not Posted to above Ending Values....\$**

- a) not yet posted to investment 1..... \$
- b) not yet posted to investment 2 \$
- c) not yet posted to investment 3..... \$
- d) not yet posted to investment 4 \$
- e) not yet posted to investment 5..... \$
- f) not yet posted to investment 6 \$

⇒ **plus Outstanding Loans (as of 12/31)\$**

End of Year Total Plan Assets: \$

Use the result for Form 5500-EZ item 11a column (b) or Schedule I item 1a column (b), as appropriate to your plan.