



# Retirement Plan Update

2009 END OF YEAR UPDATE

DON'T MISS  
OUR OPEN  
HOUSE!

COME AND  
VISIT US  
WEDNESDAY  
DECEMBER  
30, 2009  
BETWEEN  
1:00 PM AND  
4:00 PM FOR  
FRESHLY  
BAKED-  
CHOCOLATE  
CHIP  
COOKIES!!!



DID YOU  
KNOW?

WE WERE  
RECENTLY  
RECOGNIZED  
AS A  
WEATHER-  
HEAD 100  
COMPANY!

## Saving on Administration Costs

We recently held client seminars on exciting topics like *Contribution Timing, Why We Need What We Need and Web Enhancements*. But the most popular topic of all was *Reducing Plan Fees*. We went over many items in the seminar on ways to reduce the costs that are charged to your plan. We'd like to share these thoughts with those of you who were unable to attend.

The most obvious way to lower the fees that the company pays for the plan would be to pay the fees out of the plan assets. This takes the cost of the plan and assigns it to the participants who are benefitting from the plan. Most charges can be passed through to the participants.

Another clear choice would be to lower the services for your plan. Some plans could move to



a different platform that we offer (for example, move from our web-enabled daily product with all of the bells and whistles to a less fancy balance forward model). However, on the flip side, a switch from balance forward to a daily product might net more revenue sharing to help offset plan costs.

Some other thoughts are to reduce the number of plan participants, either through aggressive distributions or more restrictive eligibility. Likewise, providing us with data in a spreadsheet will lower data entry costs. In some cases, having us process payrolls less frequently will result in cost savings. Having the records you send over match the official documentation (i.e. W-2 forms) makes our processing much quicker at year end and will avoid extra charges. Of course, avoiding rush fees and overnight fees by sending information by our deadlines is a win-win for everyone.

Whatever your needs are, we may be able to find a way to save you money! Please call your administrator to discuss your options if you are interested!

## Correction from prior newsletter

In our last newsletter, we mentioned that we were going to start holding back 10% of all revenue sharing we received to help to offset the large amount of time we spend every month to track and apply the credits to the individual plan accounts. Well, we heard from many of you that you weren't happy with this decision.

**We listened!** We will hold back

10% of the revenue sharing but we are going to cap the fee at \$50 per invoice period (quarterly or annual) for plans that receive revenue sharing. (Note: not all plans receive revenue sharing.)

This small charge will help us to offset a portion of the hours of accounting necessary to track the revenue sharing from multiple

sources to apply it to each individual client. This charge should have a minimal impact on your plan fees and is a more equitable method to spread the costs among our clients that receive revenue sharing. If you have questions, please feel free to contact your administrator.



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**Providing peace of mind  
for 20 years**

## You're Invited!

Since we're becoming known for our afternoon cookie breaks, we decided to share the fun with everyone!

Come and meet our staff, grab a cookie and relax!

This is our chance to thank you for being our customer and sticking with us through these tough economic times.



**Join us for Cookies and  
Milk on Wednesday,  
December 30th from  
1 PM to 4 PM.**