

Benefit administrator responsibilities

The administrator is then responsible for the day-to-day operations of the fund:

- record-keeping (including accounting and membership records)
- collection and allocation of contributions
- investment of assets
- payment of claims
- processing of renewals
- processing and providing of admin reports

It is important to note that, even though the administration of the fund is delegated to an administrator, the employer still has the ultimate responsibility for the administration of the fund.