

With less than six months to Tailored Shareholder Report (TSR) implementation, are you on track?

Checklist

Key Considerations

Determine TSR production schedule based on fiscal-year ends

- Reports mailed on or after July 24, 2024 will generally include fiscal period data ending May 31, whether annual reports or semi-annual
- Preparation work for distribution of the first TSR will generally be initiated up to 60 days prior to mailing

Identify full number of documents that need to be created with fund and share-class specific TSRs

- Consider both TSR and Form N-CSR
- Determine not only the number of documents but the number of shareholders that will receive each document to better plan for print and distribution
- Create a calendar of releases for the year that specifies when each fund report will transition to TSR, accounting for the continuation of 30e-3 for closed-end funds and other unaffected products

Evaluate workload and process impact to all steps of fund reporting for new TSR:

- TSR and Form N-CSR composition
- Print & physical distribution
- Digital distribution and webhosting
- SEC filing

- Content and data sourcing for the TSR
- Data reconciliation
- iXBRL tagging and ADA compliance
- Print and distribution across all distribution partners
- Resource needs for combined iXBRL TSR and N-CSR filing

Complete TSR and Form N-CSR design

- Finalize key decisions on color, format, page count, etc.
- Format decisions can impact costs and production process

Define composition process

- Collaboration is key with the process changes required
- Create updated workflow documents and process guides
- Document role of internal teams, fund admins and other vendors
- Remember to include independent auditor role

Define process for webhosting and digital delivery

- Focus on portfolio-level emails to avoid volume increases due to fund and share-class specific TSRs
- Ensure compliance with streamlined online access to TSR and other required documents by day 60

Finalize all vendor contracts

- Document all terms and requirements to solidify plan
- Comments and edits between firms can often take longer than anticipated

Plan for shareholder education of upcoming change

- Train staff to address any questions
- Utilize communication opportunities to inform investors both prior to and after change