

Mutual Fund Prospectus Review Worksheet

It is critical that you carefully review the prospectus of a mutual fund before you invest. The prospectus provides you with the information you need to make an intelligent investment decision. However, despite efforts in recent years to make the prospectus more user friendly, they can still be difficult and tedious to read. This worksheet helps you get through the prospectus, gathering up the information you need to contemplate before you invest.

1. What is the date of the prospectus? Date _____
2. Is this the most recent copy?
() Yes () No
3. What is the minimum investment?
Initial \$ _____ Subsequent Investments \$ _____
4. Summarize the investment objective of the fund.
5. The prospectus should include some performance data such as:
Ratio of expenses to average net assets _____ %
Ratio of net investment income to average net assets _____ %
Portfolio turnover rate _____ %
Annual returns for:
Last 10 years **5 years** **Last 12 months**
_____ % _____ % _____ %
How do the above numbers compare to other funds that you are looking at?
6. What does the prospectus say about risks?
Is the fund highly diversified? () Yes () No
Invest in foreign securities that carry potential political risks? () Yes () No
For bond funds, is there high credit risk? () Yes () No
For bond funds, what is the average maturity of the bonds in the fund? _____ years
7. Is there any particular service that you want but can't find in the prospectus?
_____ Check writing _____ Telephone exchange _____ Automatic investing
_____ Other _____
8. What fees are charged by the fund and how do these compare with other funds that you are looking at?
Maximum sales load as a percentage of offering price _____ %

Maximum sales load imposed on reinvested dividends	_____%
Contingent deferred sales charge	_____%
Redemption fee	\$ _____
Exchange fee	\$ _____
Wire transfer fee	\$ _____

9. What are the annual operating expenses and how do they compare with other funds that you are looking at?

Management fees (as a percentage of average net assets)	_____%
12b-1 Fees	_____%
Other expenses	_____%
Total annual operating expenses	_____%

Material provided by Michael P. Griffin.