

**Department of Financial Institutions
Division of Credit Unions**

Summary of Information Needed

This information is the property of the Division of Credit Unions (DCU) and is received from the credit union for our confidential use.

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Reports and information should be prepared as of the exam cutoff date.

PRE-EXAM

Accounting

1. ___ AIRES loan and share download as of the exam cutoff date. If there are offline items such as credit cards, student loans, and 1st mortgages, provide a subsidiary listing or ledger of these items. Do not include charged-off loans and loans serviced for other institutions.

Management and Planning

2. ___ Director and Officer Questionnaire, signed and dated.
3. ___ Documentation of management's correction of prior examination issues and findings.
4. ___ Strategic and business plan(s).
5. ___ Budget and assumptions (balance sheet and income statement).
6. ___ Budget variance reports since the previous exam (balance sheet and income statement).
7. ___ Board of Directors' meeting packets from one month before the previous examination to the most current available.
8. ___ Executive Committee meeting minutes from one month before the previous examination to the most current available, if applicable.
9. ___ Supervisory Committee meeting minutes from one month before the previous examination to the most recent available.
10. ___ Supervisory Committee audit engagement letters, CPA audit reports, documentation for the account verification, and management responses to audits.
11. ___ Annual Membership Meeting minutes.
12. ___ Organizational Chart(s).
13. ___ Key individuals list with phone numbers/extensions and emails.
14. ___ List of any employees, Board members, or Supervisory Committee members that are related by marriage or immediate family relationship.

AVAILABLE BY FIRST DAY OF EXAM

Accounting

15. ___ Most recent month-end balance sheet and year-to-date income statement.
16. ___ Support documentation used to prepare 5300 Call Report.
17. ___ General ledger trial balance.
18. ___ General ledger monthly reconciliation procedures.
19. ___ General ledger activity for repossessed assets and collateral in the process of liquidation from one month before the previous examination to current.
20. ___ Bank statements for all corporate accounts since last examination and associated reconcilements.
21. ___ Corporate charge card statements and payment documentation for all cardholders.

Asset Liability Management (ALM)

22. ___ All ALM policies/procedures (e.g., IRR, liquidity, concentration).
23. ___ Asset Liability Management Committee (ALCO) minutes since the previous exam.
24. ___ Two most recent ALM model reports.
25. ___ Most recent ALM model validation.
26. ___ Cash flow forecasting reports.
27. ___ Documentation to validate compliance with 12 CFR 741.12, *Liquidity and Contingency Funding Plans*.

Cash and Investment Information

28. ___ Investment policies/procedures.
29. ___ List of investment brokers and contracts stipulating their powers, authorities, and limitations.
30. ___ Investment subsidiary report, including purchase dates.
31. ___ Cash control policies/procedures (e.g., vault, teller, or ATM limits; buy/sell procedures).

Loan Information

32. ___ Loan (e.g., consumer, real estate, participation, MBL), collection, modification, TDR, assets-in-liquidation, OREO, ALLL, and charge-off policies/procedures.
33. ___ Loan Type Codes, Collateral Codes, and Purpose Codes.
34. ___ Loan rate sheets (used by loan officers) from previous exam to most recent available, including rate specials.

35. ___ List of all loan and share accounts for official insiders, and any accounts in which they have an interest (e.g., spouses, domestic partners, children).
 - Official insiders includes: Board, Supervisory Committee, and Senior Management members.
36. ___ List of all member business loans. Please sort and subtotal by collateral type, and include origination date and risk rating for each loan.
37. ___ List of real estate owned as a result of foreclosure including date acquired, book value, and appraised value.
38. ___ List of repossessed assets including date acquired, book value, appraised value.
39. ___ List of assets sold since the last examination including name of purchaser, sale process used, appraised value at time of repossession, and the sales price.
40. ___ ALLL calculation (to include consideration for ASC 310, ASC 450, and economic factors). Excel version is preferred.
41. ___ Credit Risk Management policies/procedures, and the most recent CRM analysis.

Management and Planning

42. ___ CEO and key staff succession plans.
43. ___ CEO Evaluation.
44. ___ All management employment contracts.
45. ___ Résumés/biographical information for the President/Chief Executive Officer, Chief Financial Officer, Chief Lending Officer, Chief Operations Officer, Chief Information Officer, and MBL department head (or similar positions).
46. ___ Current bylaws and field of membership appendix.
47. ___ Fidelity bond declaration page(s).
48. ___ Bond insurance company risk management report, if completed since last exam.
49. ___ Internal audit department risk assessment, audit plan, and audit reports, if applicable.
50. ___ Any audits for compliance with consumer protection laws.
51. ___ File maintenance and supervisor override report reviews, and access to reports, as needed.

Member Deposit Information

52. ___ BSA/AML, CIP/MIP, and OFAC programs, policies, procedures, risk assessments, audits, and training records.
53. ___ New member packet with disclosures to include compliance with consumer privacy regulations.
54. ___ Overdraft policies/procedures.
55. ___ Inactive/dormant account policies/procedures.

For Credit Unions >\$250 Million in Assets – Automated Clearing House (ACH)

56. ___ ACH01 Report of business member originators and exposure limits for which the credit union is the Originating Depository Financial Institution (ODFI).
57. ___ ACH02 Due diligence (including risk assessments) performed on business member originators for which the credit union is the ODFI. Provide explanation of how ACH exposure limits are established, and description of monitoring processes.

For Credit Unions >\$250 Million in Assets – Business Remote Deposit Capture (RDC)

58. ___ RDC01 List of business members with RDC services (merchant capture).
59. ___ RDC02 Due diligence performed to qualify business members for RDC products.

For Credit Unions >\$250 Million in Assets – Electronic Payment Systems (EPS)

60. ___ EPS01 All policies related to EPS. This should include at least the following:
- Automated Clearing House (ACH) (origination and receipt),
 - Wires (incoming / outgoing – domestic / international), and
 - Remote Deposit Capture (RDC) for members and business members.
61. ___ EPS02 Organization chart for EPS operations (include name and title).
62. ___ EPS03 Most recent risk assessment of ACH, RDC, and Wire Transfer services.
63. ___ EPS04 Description of any significant changes in policies, personnel, products, or services since the previous safety and soundness examination as it relates to EPS.
64. ___ EPS05 Documentation of EPS-related staff training.
65. ___ EPS06 List of any EPS related projects/conversions in progress or planned.
66. ___ EPS07 Business Impact Analysis (BIA), Business Continuity Plan (BCP), and results of the most recent BCP testing for all EPS activity. Include BCP testing with any third parties utilized for processing.
67. ___ EPS08 Most recent audits performed related EPS services. Include management's response to any exceptions noted.

For Credit Unions >\$250 Million in Assets – Federal Reserve Bank Services – Systems and Applications

68. ___ FRB01 List of individual(s) (name, title, and department) fulfilling the roles of primary and secondary End User Authorization Contact(s) (EUAC) and Technical Support Liaison.
69. ___ FRB02 List of PCs with FedLine Advantage software installed. Include the name of the user and the department.

- 70. ___ FRB03 Copy of the Official Authorization List, Subscribers and Roles Report, Event Tracker Report, and Application Audit Log. Provide the most recent documented review of these reports by management.
- 71. ___ FRB04 From FedLine application, screen print of Fed Payments Manager – Funds Processing Options: Settings and Verification Tabs.

For Credit Unions Completing ACET Workbook

- 72. ___ Completed ACET Workbook.
- 73. ___ All documents requested on DLR tab of ACET Workbook.

Additional information may be requested throughout the examination.