

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

Summary of Information

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

Under no circumstances may any recipient of this examination information use, disclose, or make it public except as authorized by regulation. The law provides penalties for unauthorized use or disclosure of any such information, which is not otherwise publicly available. If any subpoena or other legal process is received calling for the production of such information, notify DCU immediately.

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

For each response, please indicate the contact person. Existing printouts, work papers, or reports generated by the institution are acceptable if they contain all requested information. Additional information may be requested during the examination.

Management may wish to discuss individual credit union report options with the Examiner in Charge (EIC) prior to the exam start.

Those items coded “PE” (**Pre-Exam**) are to be made available to the examiner 15 business days prior to commencement of the on-site work. **This information should be presented in an electronic form whenever possible.** All AIREs loan and share data will be uploaded at the credit union. **Do not mail or e-mail any AIREs loan and share data.** Hard copies can be used for data that cannot be transferred in an electronic form. Those items coded “A” (**Available**) should be ready for the examiners for review at the time of arrival.

If the credit union’s policies listed in the “Summary of Information” are in electronic form, please send them to the EIC.

**Please prepare the Summary of Information items. Electronic format is preferred.**

**(PE) – to be provided Pre-Exam**

**(A) - to be available upon Arrival**

### **ACCOUNTING**

1. (PE) \_\_\_ AIREs loan and share download. If there are offline items such as credit cards, student loans, and 1<sup>st</sup> mortgages, provide a subsidiary listing or ledger of these items. Do not include charged-off loans and loans serviced for other institutions.
2. (A) \_\_\_ Balance sheet.
3. (A) \_\_\_ Income statement.
4. (A) \_\_\_ General ledger trial balance.
5. (A) \_\_\_ Delinquent loan totals broken into 1 to 2 months, 2 to < 6 months, 6 to < 12 months, and 12 months and over. Include off line items such as credit cards, student loans, and 1<sup>st</sup> mortgages.

**GENERAL LEDGER HISTORY** (detail from last examination cutoff date to current examination cutoff date):

6. (A) \_\_\_ Regular reserve.
7. (A) \_\_\_ Undivided earnings.
8. (A) \_\_\_ Allowance for loan and lease losses.

### **MANAGEMENT AND PLANNING**

9. (A) \_\_\_ Provide a copy of the current bylaws and field of membership appendix.
10. (PE) \_\_\_ Director and Officer Questionnaire signed and dated.
11. (PE) \_\_\_ Board of Directors minutes from one month before the previous examination to the most current available.
12. (PE) \_\_\_ Full Board packet (for the month of the exam cutoff date).
13. (PE) \_\_\_ Strategic and business plan(s).
14. (PE) \_\_\_ Budget.
15. (PE) \_\_\_ Supervisory Committee minutes from one month before the previous examination to the most recent available.
16. (PE) \_\_\_ Supervisory Committee audit engagement letter/CPA audit report and management responses, any audits for compliance with consumer protection laws, and the documentation for the account verification.
17. (PE) \_\_\_ Documentation of management's correction of prior examination issues and findings.

- 18. (A) \_\_\_\_\_ Bond insurance company risk management report, if completed since last exam.
- 19. (A) \_\_\_\_\_ All management employment contracts.
- 20. (A) \_\_\_\_\_ Disaster recovery/business continuity plan(s).

### **GENERAL LOAN INFORMATION**

- 21. (PE) \_\_\_\_\_ Loan, collection, TDR, OREO, ALLL, and charge-off policies.
- 22. (PE) \_\_\_\_\_ ALLL calculation (to include consideration for FAS 5, FAS 114 and Economic factors).
- 23. (A) \_\_\_\_\_ Listing of loans recommended for charge off.
- 24. (A) \_\_\_\_\_ Loan rate sheets from previous exam to most recent available.
- 25. (A) \_\_\_\_\_ Loan Type Codes, Collateral Codes, and Purpose Codes
- 26. (A) \_\_\_\_\_ Listing of all member business loans. Please sort and subtotal by collateral type and include risk rating for each loan.
- 27. (A) \_\_\_\_\_ Listing of real estate owned as a result of foreclosure including date acquired, book value and appraised value.
- 28. (A) \_\_\_\_\_ Repossessed assets including date acquired, book value and appraised value.
- 29. (A) \_\_\_\_\_ Repossessed assets sold since last examination including name of purchaser, sale process used, appraised value at time of repossession, and the sales price.
- 30. (A) \_\_\_\_\_ Payday lending policy and program description
- 31. (A) \_\_\_\_\_ Copy of any policies, procedures, and the most recent credit risk migration analysis work papers.

### **GENERAL MEMBER DEPOSIT INFORMATION**

- 32. (A) \_\_\_\_\_ Inactive/dormant account policies and/or procedures.
- 33. (A) \_\_\_\_\_ Most recent escheatment of unclaimed property to the Dept. of Revenue.
- 34. (A) \_\_\_\_\_ BSA-CIP-OFAC policies, risk assessments, audits and training records.

### **GENERAL CASH AND INVESTMENT INFORMATION**

- 35. (A) \_\_\_\_\_ Investment policy.
- 36. (A) \_\_\_\_\_ CUSO(s) financial statements.
- 37. (A) \_\_\_\_\_ Listing of investment brokers and contracts stipulating their powers, authorities, and limitations.
- 38. (A) \_\_\_\_\_ Investment subsidiary ledger.

## **LIQUIDITY AND ASSET LIABILITY MANAGEMENT (ALM)**

- 39. (A) \_\_\_\_\_ ALM and liquidity policies.
- 40. (PE) \_\_\_\_\_ Asset liability management committee (ALCO) minutes since the previous exam.
- 41. (A) \_\_\_\_\_ Most recent full ALCO packet.

## **OTHER INFORMATION**

- 42. (A) \_\_\_\_\_ Resumes or biographical information for the President/Chief Executive Officer, Chief Financial Officer, Chief Lending Officer, Chief Operations Officer and MBL department head or similar positions at your credit union.
- 43. (A) \_\_\_\_\_ Most recent month-end balance sheet and year-to-date income statement (after cut off date).
- 44. (A) \_\_\_\_\_ Bank statements since last examination and associated reconcilements.
- 45. (A) \_\_\_\_\_ Call Report (5300) for the examination cutoff date with the President/CEO original signature.
- 46. (A) \_\_\_\_\_ Investment files for each individual investment.
- 47. (A) \_\_\_\_\_ If applicable, internal audit department audit reports, audit plan, etc.
- 48. (A) \_\_\_\_\_ Internal control reports, which could include paid-ahead loans, overrides, file maintenance, computer exceptions, accrued interest, etc.
- 49. (A) \_\_\_\_\_ Corporate charge card statements and payment documentation for all cardholders.

*Additional information may be requested throughout the examination*