

REPORTS THE SUPERVISORY COMMITTEE WILL REVIEW

(These reports will become **your** work papers that NCUA will see in your minutes.)

REPORT	USE	LOCATION (Computer or office)
(1.a) New & Closed Member Accounts	Does everything look right? CIP? Our member? Letter to member confirming action?	Rpts>Mbr Shares>New & Closed
(1.b) New & Closed Loans	Does everything look right? All docs signed & present? Letter to member confirming action?	Same report
(2) Member Share & Loan Trial Balance (only a few pages here, review full report)	Check for negative shares. Review Large Bal Shares. Compare to printed stmts for mbr verification.	Rpts>Sh & Ln Bal>Sh/Ln Trial Bal
(3) Balance Share & Loan Ledgers w/GL (only a few pages here, review full rpt)	Last column 'difference' is all zeros	Rpts>JCR>Bal Sh & Ln with GL
(4) Financial Records	Overview of the CU.	
(a) <u>Statement of Condition</u>	Review. Does it make sense?	Rpts>JCR>Fin Stmt>Reg Fin Stmt
(b) <u>Statement of Income & Expense</u>		
(c) <u>Allowance for Loan Loss</u>	Were all adjustments recorded in the Board's minutes; posted?	
(d) <u>Credit Card Stmt & Paid Invoices</u>	Review card stmt monthly; other paid invoices monthly/as needed	Separate spreadsheet
(e) <u>Surprise Cash Count</u>	Important: surprise & quarterly!	Filed in the CU office
(5) File Maintenance Report (Includes notice of OFAC/FinCEN runs)	Very important report: look for anything 'odd' (backdating, forward dating, release/change of collateral, etc) and ask 'why'. Also see OFAC & FinCEN listed as having been run.	Rpts>Transaction Rpts>File Maint Also review office log for OFAC/FinCen printouts for timely run. (every 10 days for FinCEN; 30 for OFAC)
(6) Bank Reconciliation	Look for 'in balance' and nothing carried over more than 2 months. Should be completed by 15 th of mo.	In office files.
(7) Bank Secrecy Report (CTR) (SAR)	Look for deposits or withdrawals of more than \$3000 in cash—see mbr's signature. More than \$10,000, see CTR. Ask if any SAR's were filed & if so, ask for confirmation of receipt from FinCEN.	Rpts>Transactions>BS Rpts
(8) Delinquency Report	Become familiar with your norm. How is Delinquency moving?	Rpts>Loan Rpts>Delq Loan Report
(9) Dormant Account Report	Compare previous quarter rpt to current quarter; review acct history if mbr is not on current rpt or balance is less on current report.	Rpts>Share Rpts>Dormant
(10) Other Reports as Necessary		