

## Pre-Examination Inquiry

***Please complete this questionnaire and have it available for the examiner on the first day of the examination.***

Credit Union Name

Charter Number

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Address

City, Village or Township and State, Zip

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Asset Size

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### Personnel Management

1. Have any key personnel changed since the last examination? If yes, list the positions affected:

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2. Have any lawsuits been filed against the credit union or management since the last examination? If yes, provide the nature and alleged cause of the lawsuits:

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### Bond Claims

1. Have there been any bond claims since the previous examination? If yes, did it involve an official, employee, or a member? Briefly explain:

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2. Are any claims outstanding at this time? If yes, please describe:

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## Financial and Operational Management

1. What, if any, changes have been made to the short and long-term financial and operational goals since the last examination?

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2. What, if any, programs have been discontinued and/or introduced since the last examination?

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3. Have there been any adverse changes in the primary sponsor, other groups served or the local economy since the last examination? If so, describe the changes:

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4. What, if any, changes have occurred in the operation and/or management of the credit union's CUSO since the last examination?

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5. Have any branches been opened/closed since the last examination? If yes, please list the locations along with a brief description of the level of service (such as full, partial, limited). Indicate which branches have been closed, if applicable:

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## Lending

1. Were there any new loan programs started since the last examination? If yes, describe the programs:

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2. Does management monitor the competitors' rates? \_\_\_\_\_

3. Is the credit union an approved FNMA or FHLMC seller/servicer? \_\_\_\_\_

4. Does the credit union grant business loans? If yes, what types of business loans are granted (real estate loans, other secured loans)?

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5. Credit Union Lending contact person: \_\_\_\_\_

**Shares/Deposits**

1. Were there any new programs started since the last examination? If yes, what programs?

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2. Does management monitor the competitions' rate? \_\_\_\_\_

3. Does the institution offer an Overdraft Privilege / Courtesy Pay program to members?

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4. Courtesy Pay / Overdraft Privilege contact person: \_\_\_\_\_

**Investments**

1. Does the credit union use brokers? If yes, have there been any changes since the last examination?

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2. Has the credit union changed its investment strategy since the last examination? If yes, what was changed?

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3. When was the most recent broker analysis/review performed?

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4. Have any investments been downgraded below investment grade since the previous examination? If yes, list the investments:

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5. Credit Union Investment contact person: \_\_\_\_\_

**Supervisory Committee**

1. What is the date of the most recent audit?

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2. Who performed the most recent audit?

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3. If performed by an outside auditor, how many years has this firm performed the audit?

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4. Was an opinion rendered?

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5. When was the last verification of accounts performed, and by whom?

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6. Does the credit union have an internal audit department? If yes, what audit steps were performed during the examination period and what is the scope for the next twelve months?

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7. Credit Union Internal Audit/ General Ledger contact person: \_\_\_\_\_

**Bank Secrecy Act (BSA)**

1. Has a risk assessment been performed? If yes, indicate who performed the assessment and when it was conducted:

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2. Credit Union BSA contact person: \_\_\_\_\_

**Contracts**

1. Has the credit union entered into any new contracts since the last examination? If yes, what is the type and nature of the contract(s)?

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**Technology/Services**

1. What is the date of the most recent Information Technology examination performed by OFIR?

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2. What is the date of the most recent Information Technology audit performed by an outside service provider / auditing firm? Who performed the audit?

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3. Has the credit union established a website? If yes, what is the internet address and how long has it been in operation?

4. Does the credit union offer a home-banking service to the membership? If yes, how long has it been in operation?

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5. Has a risk management audit been conducted since the last examination?

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6. Credit Union Information Technology contact person: \_\_\_\_\_

**Information Systems Database**

1. Name of Information Services Vendor and Address:

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2. Is the database maintained In-house or Serviced?

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3. Please mark the box for products which are maintained In-house:

- |   |   |                                      |                                      |
|---|---|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Shares/Savings | <input type="checkbox"/> Draft/Checking | <input type="checkbox"/> Revolving   | <input type="checkbox"/> Mortgages   |
| <input type="checkbox"/> General Ledger | <input type="checkbox"/> Time Deposits  | <input type="checkbox"/> Credit Card | <input type="checkbox"/> Investments |

Other - Please List:

Product:

4. Please mark the box for products which are serviced by an outside provider:

- |   |   |                                      |                                      |
|---|---|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Shares/Savings | <input type="checkbox"/> Draft/Checking | <input type="checkbox"/> Revolving   | <input type="checkbox"/> Mortgages   |
| <input type="checkbox"/> General Ledger | <input type="checkbox"/> Time Deposits  | <input type="checkbox"/> Credit Card | <input type="checkbox"/> Investments |

Other - Please List:

Product:	Vendor Name:	Vendor Address:

5. Credit Union Information Systems contact person: \_\_\_\_\_

### Internet Services

1. Name and address of Internet Service Provider:

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2. Detail the internet services offered (informational website only, internet transaction processing, portal to the internet from the computer system, hot links to other web sites outside the computer system, etc.):

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3. Name and Physical Location of Firewall Product, including address:

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### Comments/Questions for Examiners

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### Certification

I certify, to the best of my knowledge and belief, that all information contained herein is accurate, and based on information extracted from credit union records.

\_\_\_\_\_  
CEO

\_\_\_\_\_  
Date

*Authorized by PA 215 of 2003, as amended. Failure to complete and submit this form within the time frame could result in a fine of up to \$1,000.00 for each day of delinquency.*



#### Michigan Department of Energy, Labor & Economic Growth

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