

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

Address

City, Village or Township and State, Zip

Asset Size

Personnel Management

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

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:

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:

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

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?

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

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:

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

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:

Lending

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

2. Does management monitor the competitions' 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)?

5. Credit Union Lending contact person: _____

Shares/Deposits

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

2. Does management monitor the competitions' rate? _____

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

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?

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

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

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

5. Credit Union Investment contact person: _____

Supervisory Committee

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

2. Who performed the most recent audit?

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

4. Was an opinion rendered?

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

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?

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:

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)?

Technology/Services

1. What is the date of the most recent Information Technology examination performed by the Office of Credit Unions?

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

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?

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

6. Credit Union Information Technology contact person: _____

Information Systems Database

1. Name of Information Services Vendor and Address:

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

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

- Shares/Savings
 Draft/Checking
 Revolving
 Mortgages
 General Ledger
 Time Deposits
 Credit Card
 Investments

Other - Please List:

Product:

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

- Shares/Savings
 Draft/Checking
 Revolving
 Mortgages
 General Ledger
 Time Deposits
 Credit Card
 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:

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.):

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

Comments/Questions for Examiners

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 Insurance and Financial Services

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