

## Management Assessment Questionnaire

Yes    No

### General Questionnaire

- |    |  |                          |                          |
|----|--|--------------------------|--------------------------|
| 1. | Has the board set overall objectives for management performance and has management met the objectives?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | Does the association have an organizational chart? If not, have lines of authority and reporting responsibility been formally established?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. | Does senior management receive:  |                          |                          |
|    | • A brief statement of condition daily?  | <input type="checkbox"/> | <input type="checkbox"/> |
|    | • A daily liquidity report?  | <input type="checkbox"/> | <input type="checkbox"/> |
|    | • A list of assets subject to internal classification at least monthly?  | <input type="checkbox"/> | <input type="checkbox"/> |
|    | • A comparative earnings statement, at least monthly?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. | Does management periodically review the association's implementation and maintenance of internal controls (generally through reports that the internal or external auditors provide)? If so, has management determined whether controls: |                          |                          |
|    | • Adequately prevent irregularities by the use of limited authorities, co-approval requirements, and prompt review of transactions for required approvals, as well as propriety?   | <input type="checkbox"/> | <input type="checkbox"/> |
|    | • Adequately deters irregularities by ensuring their timely detection?   | <input type="checkbox"/> | <input type="checkbox"/> |
|    | • Establish and maintain appropriate accountability?   | <input type="checkbox"/> | <input type="checkbox"/> |
|    | • Ensure the maintenance of well-planned records?  | <input type="checkbox"/> | <input type="checkbox"/> |
|    | • Ensure the segregation of duties?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. | Does management maintain a comprehensive and reliable internal compliance management program?  | <input type="checkbox"/> | <input type="checkbox"/> |
|    | • Does the program satisfactorily address OTS's SMAART components?   | <input type="checkbox"/> | <input type="checkbox"/> |
|    | • Does the program include a process of monitoring and assessing compliance performance?   | <input type="checkbox"/> | <input type="checkbox"/> |
|    | • Does management implement corrective action to remedy identified violations or operational deficiencies?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. | Does the auditing function cover officers' compliance with board and management policies?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. | Does the association have policies to ensure the continuity of development and depth of management personnel?  | <input type="checkbox"/> | <input type="checkbox"/> |

**Exam Date:** \_\_\_\_\_  
**Prepared By:** \_\_\_\_\_  
**Reviewed By:** \_\_\_\_\_  
**Docket #:** \_\_\_\_\_

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	Yes	No
8. Is the staff adequate to facilitate efficient operations?	<input type="checkbox"/>	<input type="checkbox"/>
9. Does the association comply with applicable statutes, regulations, and policy statements?	<input type="checkbox"/>	<input type="checkbox"/>
10. Does the association use a system of written job descriptions and performance standards, including descriptions for supervisory personnel?	<input type="checkbox"/>	<input type="checkbox"/>
11. Does the association perform background investigations on new employees?	<input type="checkbox"/>	<input type="checkbox"/>
12. Does the association have a formal training program?	<input type="checkbox"/>	<input type="checkbox"/>
• Does training include clear communication of relevant legal and regulatory requirements and procedural guidelines, especially those for protecting customer information?	<input type="checkbox"/>	<input type="checkbox"/>
13. Does the association provide management training to those persons likely to assume higher-level positions?	<input type="checkbox"/>	<input type="checkbox"/>
14. When appropriate, do employment termination procedures prevent a terminated employee's ability to control assets and records, access electronic systems, modify or eliminate passwords, change locks, remove signature authorities, and provide proper termination notifications to affected employees?	<input type="checkbox"/>	<input type="checkbox"/>
15. If the association was or is subject to the notification requirement 12 CFR § 563.550 is the association in compliance with the regulation?	<input type="checkbox"/>	<input type="checkbox"/>
16. If the association is subject to the prompt corrective action provisions of OTS regulation § 565.6(a), is it in compliance with the management fee and executive officer compensation restrictions of FDIA § 38?	<input type="checkbox"/>	<input type="checkbox"/>
17. Do the association's executive compensation and employment contracts comply with 12 CFR § 563.39, § 563.161, and OTS policy set forth in Regulatory Bulletin 27b?	<input type="checkbox"/>	<input type="checkbox"/>
18. Are the quality, quantity, and timeliness of the association's management information systems adequate?	<input type="checkbox"/>	<input type="checkbox"/>
19. Is management responsive, in a timely manner, to supervisory criticism?	<input type="checkbox"/>	<input type="checkbox"/>
20. Is the association in compliance with the restrictions of OTS regulation § 563.43, concerning loans to officers, directors, and principal shareholders?	<input type="checkbox"/>	<input type="checkbox"/>
21. Are management's assumptions, analyses, and conclusions regarding the appropriate fidelity bond form and level of coverage reasonable and acceptable?	<input type="checkbox"/>	<input type="checkbox"/>

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**Management Assessment  
Questionnaire**

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**Comments**

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