

## Management Assessment Questionnaire

	Yes	No		Yes	No
<b>General Questionnaire</b>					
1. Has the board set overall objectives for management performance and has management met the objectives? .....			5. Does the auditing function cover officers' compliance with board and management policies? .....		
2. Does the institution have an organizational chart? If not, have lines of authority and reporting responsibility been formally established? .....			6. Does the association have policies to ensure the continuity of development and depth of management personnel? .....		
3. Does senior management receive:			7. Is the staff adequate to facilitate efficient operations? .....		
• A brief statement of condition daily? .....			8. Does the institution comply with applicable statutes, regulations, and policy statements? .....		
• A daily liquidity report? .....			9. Does the institution use a system of written job descriptions and performance standards, including descriptions for supervisory personnel? .....		
• A list of assets subject to internal classification at least monthly? .....			10. Does the institution perform background investigations on new employees? .....		
• A comparative earnings statement, at least monthly? .....			11. Does the association have a formal training program? .....		
4. Does management periodically review the institution's implementation and maintenance of internal controls (generally through reports that the internal or external auditors provide)? If so, has management determined whether controls:			12. Does the association provide management training to those persons likely to assume higher level positions? .....		
• Adequately prevent irregularities by the use of limited authorities, co-approval requirements, and prompt review of transactions for required approvals, as well as propriety? .....			13. When appropriate, do employment termination procedures prevent a terminated employee's ability to control assets and records, eliminate passwords, change locks, remove signature authorities, and provide proper termination notifications to affected employees? .....		
• Adequately deters irregularities by ensuring their timely detection? .....			14. If the institution was or is subject to the notification requirement 12 CFR § 563.550 is the institution in compliance with the regulation? .....		
• Establish and maintain appropriate accountability? .....			15. If the institution 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? ....		
• Ensure the maintenance of well-planned records? .....					
• Ensure the segregation of duties? .....					

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

