



MEMORANDUM

Comptroller of the Currency
Administrator of National Banks

Washington, DC 20219

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To: Chief Executive Officers of National Banks, All Examining Personnel, and Comptroller's Handbook Subscribers

The enclosed booklet, "Asset Management Operations and Controls," is part of the revised *Comptroller's Handbook for Asset Management*.

Asset Management consists of an array of services that a bank may offer, such as custody, investment management, trust and estate administration, retirement plan administration and participant record keeping, and corporate trust administration. The types of Asset Management customers serviced by a bank are diverse (e.g., individuals, retirement plans, corporations, mutual funds, investment managers, insurance companies, endowments, and foundations), as are the capacities in which the bank acts on behalf of these customers (e.g., trustee, agent, or custodian). Many of these customer and account types have specialized accounting and reporting requirements.

Asset Management operations serves as the "back office" for a bank's Asset Management activities and plays an important role in fulfilling the bank's strategic goals. Asset Management operations should implement efficient processes and systems capable of supporting the types of Asset Management accounts, clients, and assets that the bank services. This booklet provides guidance related to core Asset Management operations functions and core Asset Management accounting systems. These core functions include safeguarding assets, servicing securities, processing cash and securities transactions, maintaining internal controls, record keeping and reporting, and record retention.

Questions and comments regarding this booklet should be directed to Joel Miller, Asset Management Group Leader, at 202-874-4493, or Patricia Dalton, Asset Management Risk Specialist, at 202-874-3206.

To download a copy of this booklet, visit www.occ.gov.