
RESCINDED

Using the Handbook

This document and any attachments are superseded by Comptroller's Handbook - Community Bank Supervision.

HANDBOOK USE

The trust and asset management handbook provides uniform standards for planning and conducting trust and asset management examinations. It also serves as a reference tool and training aid.

The handbook illustrates and describes, for examiners and the savings association industry, certain standards of conduct and prudent operations that OTS views as important to ensure that the conduct of trust and asset management activities of savings associations is consistent with applicable law and OTS policies.

The handbook encourages independent reasoning, objectivity, efficiency, and professionalism in the examination process. To promote consistency among OTS regional offices, the handbook sets forth national minimum standards for examination objectives and procedures. While this process promotes standardization of the examination process, you are encouraged to modify programs to fit the association's specific needs. You should supplement your use of the handbook and associated programs with your education, experience, and judgment.

HANDBOOK ORGANIZATION

The handbook contains a table of contents, a section on examination administration and overview of trust and asset management activities, a section on examination of trust only institutions, a section that focuses on each of the MOECA components under the Uniform Interagency Trust Rating System, and finally a section that focuses on various targeted risk areas.

Arranged within each section by different areas of review are subdivided materials, each with its own set of identifying numbers. Each subsection contains narratives and related examination programs.

The narrative of each handbook section provides specific guidance for a particular topic. It contains basic information such as OTS policy, a historical perspective, and subject overview. The narrative highlights significant regulatory concerns that may be applicable to the review area. Subheadings appear where appropriate.

Pertinent legislative and regulatory citations are included throughout the handbook. These references may include:

- Federal laws and regulations applicable to the savings association as a corporate entity (e.g., OTS regulations relating to the exercise of fiduciary powers).
- Federal laws and regulations applicable to specific types of activity that the department may have (e.g., the Internal Revenue Code and ERISA).
- Recognized source materials (e.g., the AICPA's Audit Guide).
- References to other relevant OTS issuances such as Thrift and Regulatory Bulletins.

You may want to consult applicable state laws. The handbook does not specifically reference or include them.