

This document and any attachments are superseded by Comptroller's Handbook - Community Bank Supervision.

## Reports Maintained

There are a number of reports that a savings association's trust and asset management department will have available from its recordkeeping system. These reports can be a valuable aide in an examination. Familiarity with the names, content and availability of these reports can expedite the examination process.

The set of books and records maintained by a trust and asset management department varies in accordance with the volume and complexity of business and whether or not the department is automated. If a department is automated, the reports maintained will vary in accordance with the automated system. While automated systems and service organizations provide a variety of reports, the information in those reports is reasonably similar. The following is a summary, by no means exhaustive, of the reports that should ordinarily be available and their contents. The same or similar reports are usually available in several ways; for example, they can be sorted alphabetically, by account number or by some other code.

Some servicers may provide an "examiner's package" that will have most of the information necessary for the examination. Others may provide a layered package so the examiner can choose the reports of interest for the examination.

***Account Assets by Trust Report (also called Holders' List).*** Lists asset holdings for each individual account. May include transactions for a given period such as monthly. Typically used by department (and examiners) for individual account reviews.

***Accounts opened, closed and saved.*** Same information as title indicates.

***Account Synoptic Report.*** Report reflects information coded for an overall account profile based on several transaction types. Includes account type, account status, check cross-reference records, fee statement remitter and recipient, IRS information reporting cross-reference records, investment officer, investment mix objective, last customer statement date, last fee computation date, last fee payment date, pending item file record, performance calculation, names and tax ID numbers and tax service interface. It is a companion report to the asset management review. It is also often called an "account digest".

***Annual Report of Trust Assets.*** Report provides the data needed for the preparation of the Annual Report of Trust Assets (FFIEC 001).

***Brokerage Fee Report.*** Lists brokers utilized by the department, the number of trades executed, and the commissions paid to them. Provides examiners with required brokerage fee allocation information.

***Codes Report.*** Defines the various codes used in other reports, for example, lists the codes for administrative and investment managers, investment powers (discretionary vs. directed), investment retention (general vs. specific) and other tickler-type codes. This document is essential to an understanding of the other reports.

***Daily Cash Report (Large Cash Balances).*** Provides cash balances for all portfolios of all accounts, subdivided by income and principal cash and, perhaps, by invested income. A sort of this report, or in some instances a separate report, shows cash balances above a certain preselected amount. Used to review cash management practices.

**Daily Investment and Cash Report.** Report reflects various control balances for all accounts each day. Used to monitor money market and/or other cash equivalent by administrative and operational personnel. Specific CUSIPs, asset types and/or total shares/par value of all assets in each account are listed. Net amount of pending trades for each account is reflected.

**Daily Transaction Report.** A multi-purpose report that serves as an informational aide to administrative and operational personnel. Since activity is segregated by officer code, each officer may review his/her own account transactions.

**Detailed Transaction (for an account).** Report used to review part or all of an account's transactions during the last thirteen months.

**Dividend and Interest Account, Suspense Account or Balancing Totals Report.** Reports show items that are due to the department, and fees, wrong, and other items that represent out of balance or other unusual conditions. Reports have a variety of forms and may be combined or separated into several reports. Larger departments will have separate reports to address such items as delinquent fees, overdue loans, etc.

**Fee System Exception Report.** Captures any account that is not being charged in accordance with current fee schedule.

**Large Balance and Overdraft Report.** Report designed for quick review of all accounts that hold cash in excess of a designated amount or have an overdraft in income or principal.

**Location Report.** Provides a list of assets held at specific locations. Used for a review of operations and controls to determine the volume and nature of assets held elsewhere.

**Market Value Report.** Shows the market value of each major asset held by the department. May also provide the price (book value) of the asset, number of shares or units held and percent the asset represents of total trust department assets. Used to review asset administration.

**Master List of Accounts.** Lists all accounts, usually with asset totals; may have other information such as discretionary vs. directed. Useful for account administration. Helpful in testing - shows largest accounts, etc.

**Monthly Purchases Report.** Tool for trust committee meetings to review the prior months activity. For administrative or operational review as a checklist to insure written direction or approval has been received on all required purchases.

**Overdraft Report.** Lists trust accounts that have a negative cash balance. May show amount of time that the negative balance has been present. There may be a code that shows whether or not income and principal cash can be netted. Used to review cash management practices.

**Pending Account Action Planning Report.** Report designed as an alert to certain actions or reviews that may be necessary. It is divided into six separate reports, and each report is broken down by officer. They are:

- committee reviews - a list of accounts that are scheduled for review as of the end of the following month;
- fees due - provides list of accounts scheduled to be charged fees as of the end of the following month;

- customer statements - provides list of accounts scheduled for customer statements as of the end of the following month;
- tax year-ends - provides list of accounts which will have a year-end as of the end of the following month;
- critical dates - provides list of accounts which have a “critical date” coded into the account master data record which occurs during the next three months or has occurred sometime in the past; and
- new accounts - provides list of accounts that have had a “date opened” in the account master record during the last two months.

**Pending Items Reports.** Shows certain types of activity that are prescheduled. Reports are:

- pending items map - a daily report reflecting all items scheduled for automatic or manual release each day;
- pending items master file report - a monthly report reflecting all records in the pending items master file at month end; and
- demand pending items master file records report - overnight demand report for a specific account, specific CUSIP, specific transaction code or a 30-day look ahead basis.

**Pending Trade Report.** Report reflects information relative to security purchases and sales executed but not yet settled.

**Receipts and Disbursements.** A chronological listing of the account’s transactions for the customer statement period. It is normally furnished to the customer as part of a total customer statement.

**Security Cross-Reference Report.** Lists holders of each type of trust security by account name and number. Thus, for example, IBM common stock is held in 30 accounts, with the number of shares given for each. Used in asset administration by helping to identify holdings of nonapproved list assets.

**Security Pricing Report.** Provides pricing and dividend information on the securities held by trust accounts. May be used as a checklist of securities owned which do and do not receive automatic pricing and dividend information by the pricing service.

**Statement of Condition (Balance Sheet, General Ledger; reports may be combined or separate).** Provides assets and liabilities of the department. Report should ordinarily be included in the PERK package. Useful for an overall view of the department and for examination scoping.

**Statement of Transactions.** Usually furnished as a part of the annual customer statement package along with the summary statement of transactions. Yearend package also includes the review of assets, the statement of capital gains and losses and the summary of dividends and interest.

**Trial Balance.** Lists major account categories (e.g., personal trusts, estates, etc.) and their totals for cash (sometimes subdivided into income and principal) and assets. May also be available in reverse for assets (e.g., lists assets subdivided by major asset category—stocks, corporate bonds, real estate, etc.—and types of accounts). Useful for an overview of the department, for examination scoping and as a starting point for asset reviews.

**Trust Department Balance Sheet.** Reflects cash and investments for each account on the asset side at cost. The liability side reflects the total number of accounts by type and cash and investments at cost.

**Trust Reconciliations.** For banks using depository arrangements with other banks or institutions, reconciliation is necessary to compare securities coded on the system as being held at the depository with a listing of securities from the depository. The report is intended to point out any discrepancies.

**Unique Asset Report (Miscellaneous Asset).** Lists unique assets for accounts such as promissory notes, real estate mortgages, closely held companies, etc. Used in review of asset administration.