

MEMORANDUM

To: Subscribers to *Commercial Loan Officer's Desk Reference*

From: Ed Pace, Senior Vice President, Sheshunoff Information Services, Inc.

Subject: Highlights

CONTACT THE AUTHOR

Your author invites a two-way dialogue with subscribers. His email address is eepace@gmail.com. Please include a telephone number in your email. If you have subscription problems or would like information on another Sheshunoff product, please call client services at 1-800-456-2340. We also invite you to visit our website at www.sheshunoff.com.

THIS QUARTER'S SUPPORT PAPERS AND NEWSLETTERS

Support papers and newsletters are independent of your manuals and should be filed separately. We are sending you six independent papers this quarter:

- **White Paper: Regulation Z Revised.** The Federal Reserve Board issued a final ruling revising Regulation Z, Truth in Lending, effective October 1, 2009. This white paper is based on a close first reading of the revised regulation and explains upcoming changes.
- **White Paper: Loan Approval Procedures.** Most of our client banks use officers' loan committees as their primary approval mechanism for larger loans. Your author believes there is a better way. This white paper explains how this "better way" might work at your bank.
- **Legal and Regulatory Compliance Newsletter:** This is a recurring newsletter. It reports on compliance and regulatory matters that cross our desks between updates.
- **Court Cases Newsletter:** This is also a recurring newsletter. It is based on court cases reported in the legal literature between update mailings.

THIS QUARTER'S MANUAL CHANGES

- **Documenting Specific Types of Loans.** Through time minor errors had crept into the material on how to document specific types of loans. This quarter we removed these errors and freshened up this very important chapter. (See revised Chapter 14.)
- **Interest Rates: Past, Present, and Future.** This quarter we added a new chapter that can be used to predict short-term interest rates. The chapter also contains 24 years of historical interest rates. (See Chapter 29.)
- **Identity Theft Red Flags, Address Changes and Pretext Calling.** This quarter we added a new chapter on customer ID theft. (See Chapter 30.)

YOUR CD

Feel free to use the files on the CD to create customized policies and procedures for your bank. The files are in Microsoft Word® and Excel® formats. Among the files are all the chapters in the manual, copies of newsletters previously sent to you, and dozens of papers in the following support folders:

- Compliance Papers (There are about 50 compliance papers in this folder. These papers contain compliance reference material written in lay language.)
- Bankruptcy Papers (These papers explain important techniques that can be used to minimize bankruptcy losses. Consult these papers regularly when bankruptcy situations arise.)
- Financial Statement Analysis Papers (These papers provide instructions on how to spread and analyze commercial business financial statements. Among the files are Excel spreadsheets specifically developed so that they can be used to spread and analyze financial statements at your bank.)
- Problem Loan Management Papers (These papers explain how you should manage problem loans as they progress through various stages of deterioration and/or recovery.)
- Excel Files (These spreadsheets work in conjunction with Excel formatted models that appear either in the manual or on the CD.)