

MEMORANDUM

To: Subscribers to *Bank Internal Control Manual*

From: Sheshunoff Information Services

Subject: Highlights

Enclosed is your latest update to *Bank Internal Control Manual*. This update contains new or revised information on the following topics:

- *How to Use This Manual*. We expanded this section with insights underscoring the importance of solid, identifiable internal controls. Whether a large institution or small single office community bank, these factors are relevant regarding data accuracy and integrity and the role of internal controls.
- *Internal Control Checklists*. We enhanced the checklist offerings in Volume II with the addition of the following questionnaires:
 - Asset Management (see the Lending section)
 - Teller Management (see the Operations section)
 - Outsourcing Information Security (see the Data Processing section)

These internal control questionnaires (ICQs) present detailed reviews of the control function for each of these focus areas. By using the ICQs, management will be in a better position to assess whether adequate controls are instituted and functioning on a daily basis.

If you have questions or would like information on another Sheshunoff product, please call client services at 1-800-456-2340. You also may visit our Web site at www.sheshunoff.com.