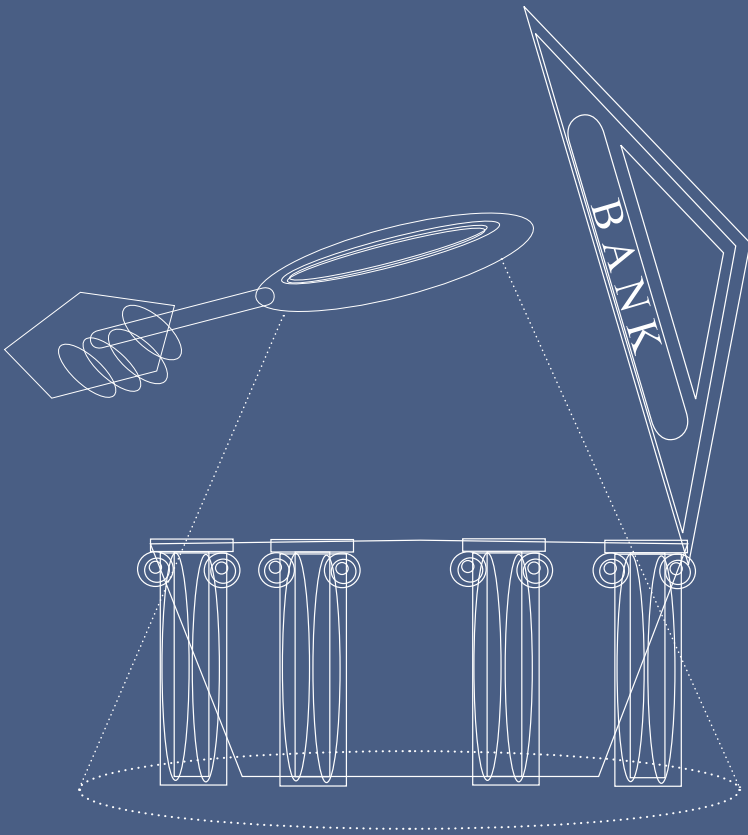




# Internal Audit School

The Westin San Francisco Airport



May 7 - 9, 2013

*Sponsored by*

**MOSS ADAMS** LLP

Certified Public Accountants | Business Consultants



# California Bankers Association Internal Audit School

**T**he demands placed on your institution's internal auditor increases each year due to new technical requirements and evolving risk management theory. Whether you're a new internal auditor, looking for a cost effective update on current trends, or want to incorporate the latest in regulatory developments into your internal audit scopes, this program is the perfect venue.

In this three-day program, we'll review some of the basics of internal auditing in financial institutions, but will focus more on advanced techniques and the latest developments in regulatory trends, as well as use case studies and group projects to reinforce the concepts. The National Association of State Boards of Accountancy (NASBA) has certified the school for 23.0 CPE credits.

# Curriculum and Faculty

**A** team of professionals from Moss Adams LLP, the largest accounting and consulting firm headquartered in the western United States, will lead this program.

**Heidi Berenbrok, CPA, Senior Manager, Moss Adams LLP**

Heidi Berenbrok has been in public accounting since 2000 and worked as an internal auditor for a financial institution prior to joining Moss Adams. She serves as the audit manager and engagement reviewer for several financial institution clients. Her services to financial institutions have included financial statement audits, internal control evaluations and loan file reviews. She has spoken at a number of financial institution and credit union conferences.

**Steve Cornell, MBA, CIA, CAMS, Senior Manager, Moss Adams LLP**

Steve Cornell has worked in the financial industry and internal audit arena for 12 years, holding positions in lending and operations, focusing the past six years in the internal audit and compliance field for financial institutions. He joined Moss Adams LLP in 2004 and devotes all of his time to consulting with financial institutions regarding operational and regulatory compliance matters, performing and managing operational audits and regulatory compliance reviews, and conducting loan examinations and anti-money laundering audits.

**Daniel Huston, CPA, CFIRS, Partner, Moss Adams LLP**

Dan Huston has more than 30 years of experience working with financial institutions, holding a variety of operations and lending positions, with a significant focus on compliance with federal regulation, product development and processing efficiency. He joined Moss Adams in 1999 and directs the firm's internal audit and regulatory compliance services for financial institutions. Dan's areas of expertise include credit underwriting and lending compliance, anti-money laundering program administration and trust and fiduciary operations.

# Curriculum and Faculty

**Areti Moularas**, Senior Manager, Moss Adams LLP

Areti Moularas is an assurance senior manager with more than seven years of public accounting experience. Her works primarily with financial institution clients, including credit unions and SEC registrants. Her experience includes audits of financial statements for banks, credit unions and mortgage lenders, as well as audits of internal controls in accordance with the FDIC Improvement Act of 1991 and Section 404 of the Sarbanes Oxley Act.

**Paul Rainbow**, CPA, CISA, CIA, CISSP, CTGA, GSLC, Manager, Moss Adams LLP

Paul Rainbow is a member of the firm's IT auditing and consulting group. He has 12 years of local and national experience in accounting and information systems, with extensive audit and consulting experience in the area of IT controls specific to the financial institution industry. His expertise in technology consulting includes IT governance, IT planning, risk management, systems analysis, system implementation, security testing, policy development, audit program development, application controls, change management and regulatory compliance.

# Program Outline

We will begin class at 8:30 a.m. each morning and conclude at 4:30 p.m., except the last day of the school which will end at 3:30 p.m. Breakfast will be provided at 7:30 a.m. and lunch at noon.

## DAY ONE

### Welcome & Kick-Off

- ◆ Introductions
- ◆ Participant issues & expectations for the program
- ◆ Review of the agenda

### Introduction to Internal Audit

- ◆ Risk assessment theory and annual internal audit planning
- ◆ Developing work programs
- ◆ Audit evidence standards
- ◆ Sampling methods
- ◆ Case study - internal audit planning

### Communication and Reporting

- ◆ Audit committee communications
- ◆ Interview techniques
- ◆ Reporting structures - required elements
- ◆ How to write effective reports
- ◆ Evaluating management responses
- ◆ Tracking and reporting audit follow-up
- ◆ Case study - reporting

## DAY TWO

### Auditing Operations

- ◆ Branch operations
  - ◇ New accounts
  - ◇ Safe deposit
  - ◇ Collateral Safekeeping
  - ◇ Cash
  - ◇ Key and combination controls
  - ◇ Suspense account and bank control accounts
  - ◇ Automated teller machines
  - ◇ Consigned items (travelers checks, gift cards, cashiers' checks, money orders)
  - ◇ Security
  - ◇ Night drop
  - ◇ Segregation of duties

# Program Outline

## DAY TWO

### **Auditing Operations** *continued*

- ◆ Back room operations
  - ◇ Fed line and wire transfer
  - ◇ Returns, NSF and overdrafts
  - ◇ Automated clearing house - RDFI and ODFI functions
  - ◇ Remote deposit capture
  - ◇ Merchant capture
  - ◇ Statements and reporting
  - ◇ Account maintenance
  - ◇ Access levels and software platforms
  
- ◆ Loan operations and servicing
  - ◇ Loan documentation
  - ◇ Boarding controls
  - ◇ Collateral controls
  - ◇ Disbursements and construction draws
  - ◇ Maintenance transactions
  - ◇ Loan modifications and renewals
  - ◇ Insurance and titling
  - ◇ Payment processing
  - ◇ Statements
  - ◇ Imaging system controls

### **Information Technology - New Technology and Trends in Auditing**

- ◆ Software
- ◆ Hardware
- ◆ Electronic banking/internet access
- ◆ Third party service providers
- ◆ Emerging technology

# Program Outline

## *DAY TWO* continued

### **FDICIA and SOX404 Audits**

- ◆ Additional internal audit planning considerations
  - ◇ Financial statement assessment
  - ◇ Key controls
  - ◇ Controls walkthroughs
  - ◇ Control testing plans
  
- ◆ Reporting and remediation
  - ◇ Reporting requirements
  - ◇ Definition of control findings and significance
  - ◇ Management response and action - remediation
  - ◇ Re-testing
  
- ◆ Working with your external auditor
  - ◇ Planning for financial auditor testing
  - ◇ Communications with your audit

## **DAY THREE**

### **Auditing Compliance**

- ◆ Basic compliance background
  - ◇ Sources of information
  - ◇ Key regulations
  
- ◆ Planning compliance audits
  - ◇ Risk assessment
  - ◇ Sampling
  - ◇ Scope of internal audit
  - ◇ Evaluating required expertise
  
- ◆ Performing compliance audits
  - ◇ Testing requirements
  - ◇ Reporting requirements
  
- ◆ Case study

# Program Outline

## *DAY THREE* continued

### **Trends in Auditing - Safety and Soundness**

- ◆ Credit
  - ◇ Valuation
  - ◇ Delinquency and collections
  - ◇ Credit risk classification
  - ◇ Allowance for loan losses
  - ◇ Foreclosure
  - ◇ Special assets and OREO
  
- ◆ Interest rate risk
  - ◇ Terminology and key focus areas
  - ◇ Model considerations
  - ◇ ALCO reporting
  
- ◆ Liquidity
  - ◇ Regulatory requirements
  - ◇ Testing requirements
  
- ◆ Capital
  - ◇ Regulatory requirements
  - ◇ Testing requirement
  
- ◆ Corporate governance
  - ◇ Board of directors
  - ◇ Committees
  - ◇ Compensation
  - ◇ Shareholders
  
- ◆ Anti-money laundering programs (BSA/USA PATRIOT ACT/OFAC)
  - ◇ Recent trends in examinations - focus areas
  - ◇ Current money laundering techniques
  
- ◆ Trust and fiduciary
  - ◇ Custodial relationships
  - ◇ Fiduciary accounts
  - ◇ Benefit plans
  - ◇ Non-deposit investment products
  - ◇ Third party considerations



# Program Outline

## *DAY THREE* continued

### **Auditing Accounting and Finance**

- ◆ Investments
  - ◇ Purchase and authorization
  - ◇ Collateral safekeeping
  - ◇ Maturities, calls
  - ◇ Sales
  - ◇ Reporting
  
- ◆ Suspense and clearing accounts
  - ◇ Usage
  - ◇ Reconciliation
  - ◇ Certification
  - ◇ Tracing unresolved entries

### **Detecting Fraud**

- ◆ Examine case study examples of real live situation occurring today
- ◆ Determine best practices for detecting and addressing fraud in your organization

### **Class Project Presentations**

## Dates and Accommodations

Tuesday, May 7, 2013, through Thursday, May 9, 2013

The Westin San Francisco Airport

1 Old Bayshore Highway

Millbrae, CA 94030

(650) 692-3500

CBA has arranged a special rate of \$165 per night. Please call (888) 627-8404 by April 5, 2013, to take advantage of the room block rate. Room rate includes complimentary guest room internet, and reduced self-parking rate.

For more information on transportation to and from the hotel, [www.westin.com/sanfranciscoairport](http://www.westin.com/sanfranciscoairport).

For more information on the program, visit CBA's Internal Audit School web page or contact John Lingvall at (916) 438-4428 or [jlingvall@calbankers.com](mailto:jlingvall@calbankers.com)



# Education & Training Calendar

## SEMINARS

### **Directors Certification Program**

#### **Session Two:**

May 14, 2013 – Los Angeles

May 16, 2013 – San Francisco

### **CFO Conference**

April 3 – 4, 2013 – Newport Beach

### **A Day with the Regulators**

April 23, 2013 – Concord

April 25, 2013 – Newport Beach

### **Women in Banking Forum**

May 23, 2013 – Westlake Village

### **BSA/AML**

June 4, 2013 – SFO

June 6, 2013 – Anaheim

### **Human Resources Conference**

June 27, 2013 – Newport Beach

### **Enterprise Risk Management Seminar**

July 11, 2013 – Huntington Beach

## BANKING SCHOOLS

### **Commercial Lending School 101: Loan Underwriting**

April 8 – 12, 2013 – Newport Beach

June 17 – 21, 2013 – Sacramento

### **Internal Audit School**

May 7 – 9, 2013 – SFO

### **Regulatory Compliance School**

August 12 – 16, 2013 – Carlsbad

## ONLINE COURSES

### **AIB Online Review Course for the CRCM Exam**

August 12, 2013 – October 20, 2013

### **Analyzing Financial Statements**

May 6, 2013 – August 25, 2013

August 5, 2013 – December 1, 2013

### **Managing Interest Rate Risk**

April 8, 2013 – June 2, 2013

### **Principles of Banking**

April 29, 2013 – August 18, 2013

May 13, 2013 – September 3, 2013

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*For more information on education & training:*

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*E-mail: [leaton@calbankers.com](mailto:leaton@calbankers.com)*

