

<b>AGENCY</b>	<b>CITY</b>
<b>NAME OF PERSON COMPLETING QUESTIONNAIRE</b>	<b>TITLE</b>

## ESCROW, BONDS & POLICIES QUESTIONNAIRE

<b>Bonds</b>	<b>Yes</b>	<b>No</b>
1. Does the agency have a surety bond pursuant to Section 2651.101 to protect against escrow losses? (Provide copy of bond.)		
Company		
Amount		
2. Are escrow officers bonded pursuant to Section 2652.101? (Provide copy of bond.)		
Company		
Amount		

<b>Policies</b>		
3. Is policy issuance current?		
Date of closing and guaranty file number of oldest unissued policy:		
Date of closing and guaranty file number of most recently issued policy:		

<b>Escrow Accounting Procedures</b>		
4. Does agency maintain current copy of "Minimum Escrow Accounting Procedures and Internal Controls"? (Provide copy.)		
5. Who is responsible for assuring that the agency is in compliance with the Minimum Requirements?		
6. Number of branch offices?		
7. Number of escrow bank accounts?		
8. Number of currently invested escrow accounts?		
9. Is the escrow accounting system manual or automated?		
If automated, does the system require that a file balance be zero before checks are printed?		
If automated, does the system require that all balances (escrow trial balance, book balance, bank balance) agree when reconciliations are prepared?		
If automated, does the system provide an actual cash balance (ending bank balance less outstanding checks plus deposits-in-transit) before any adjustments are entered?		
10. Are escrow accounting duties adequately segregated so that check signers do not maintain accounting records?		

<b>Reconciliations</b>		
13. Are all escrow bank accounts reconciled monthly?		
Who prepares the reconciliations?		
Are bank reconciliations reviewed and initialed by management?		
14. Is a monthly escrow trial balance prepared for each bank account?		
Are "dummy" numbers used to represent odd or non-escrow items?		
15. Is a separate accounting ledger maintained for each guaranty file?		
16. Is a monthly book balance prepared for each bank account?		
Do monthly totals include any non-escrow items (i.e. operating funds, adjustments for bank charges)?		
17. Is a monthly three-way reconciliation prepared for each bank account?		
Who is responsible for reconciling differences and correcting problems?		
18. Is a control ledger maintained for all invested accounts?		
19. Are deposits made daily?		

	Yes	No
<b>Escrow checks</b>		
20. Are blank checks ever pre-signed?		
21. If there are 5 or more employees, do checks require two signatures?		
22. Are checks pre-numbered?		
23. Is every check signed by at least one escrow officer?		
24. Are checks used in numerical sequence?		
25. Are checks sufficiently safeguarded to prevent unauthorized access or theft?		
Describe method for safeguarding checks:		
26. Are voided checks mutilated so as to prevent subsequent reissuance?		
Describe mutilation:		
<b>Wire transfers</b>		
27. Which employees can initiate outgoing wire transfers?		
28. What controls are in place to prevent unauthorized outgoing escrow wire transfers?		
29. Do outgoing wire transfers require management approval?		
30. Is bank confirmation of incoming wire transfers required prior to disbursement of funds?		
<b>Escrow funds received in cash</b>		
31. Are pre-numbered, signed receipts issued for escrow funds received in cash?		
32.		