

AGENCY:	REPORT #
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ESCROW ACCOUNTING

SPECIAL COMMENTS:

VIOLATION OR EXCEPTION	WP REF	REPORT SECTION
1.		
2.		
3.		
4.		
5.		
6.		
7.		

VIOLATION OR EXCEPTION	WP REF	REPORT SECTION
1. Book balance did not reflect actual escrow liability (#2): <ul style="list-style-type: none"> ▪ Inappropriate entry for non-escrow item..... ▪ Used incorrect beginning balance..... ▪ Receipts/disbursements not posted in appropriate month (but only if 3-ways don't correctly show adjustments)..... ▪ Other: ▪ Other: 		
2. Book balance (#2): No chronological listing of receipts and disbursements or checkbook-type register was maintained.		
3. Reconciled bank balance amount was inaccurate (#2): <ul style="list-style-type: none"> ▪ Bank charges added back into total..... ▪ Included invalid deposits-in-transit..... ▪ Omitted funds received but not on bank statement..... ▪ O/S checklist included cleared checks..... ▪ O/S checklist omitted uncleared checks..... ▪ O/S checklist included checks dated in the next month..... ▪ Used incorrect ending bank statement balance..... ▪ Other..... ▪ Other..... 		
4. Stale-dated outstanding checks needed to be cleared.		
5. Bank balance was reconciled to book balance without showing actual available cash balance.		
6. Images of canceled checks did not include backs of checks.		
7. Bank agreement card: <ul style="list-style-type: none"> ▪ Signatures on checks were not authorized on bank agreement card..... ▪ Former employees were still shown on bank agreement card..... 		
8. Escrow receivables: <ul style="list-style-type: none"> ▪ Not cleared timely (#17)..... ▪ Created routinely by depositing into one account & disbursing from a different account..... ▪ Needed to be reimbursed..... 		
9. Escrow checks: <ul style="list-style-type: none"> ▪ Art. 9.41 – Checks not signed by licensed escrow officer..... ▪ Checks/deposit tickets did not display guaranty file number (#14).. ▪ Only 1 signature (but only if 5 or more employees) (#5)..... 		
10. Art. 9.41 – Attorney licensed as EO used private trust account instead of auditable escrow account.		
11. Other:		
12. Other:		
13. Other:		
14. Other:		
15. Other:		
16. Other:		
17. Other:		
18. Other:		