



30 Important Steps to Properly Audit Your Safe Deposit Department (Webinar)

October 4, 2017 ☐ 3:00pm-5:00pm

Improve Your System:

Management should take full advantage of an effective safe deposit audit program as their protection against losses due to negligence or carelessness. The mysterious disappearance of property from either internal theft or burglary must be avoided. You should be sure that procedures are in place to assure that your attendant uses the utmost diligence in making sure there are no exceptions or deviations. For an auditor to properly perform this task, they must be thoroughly familiar with all aspects of your safe deposit operation. This seminar covers the “nuts and bolts” and the important steps that must be followed to audit your entire safe deposit function.

David McGuinn, a nationally known expert in the area of safe deposit, has audited numerous financial institutions and will provide clear concise answers to complicated questions regarding your institution’s responsibility and potential liability. He will also identify and discuss various audit issues.

What You Will Learn:

Get answers to the following questions and establish internal procedures to comply with proper safe deposit requirements.

- **What are the thirty (30) most important audit questions that must be answered YES?**
- **Have you measured all the boxes to make sure the correct rent is being charged?**
- **Why should you perform a complete key audit to determine if you have all keys?**
- **Do you know that all renter signatures match the names typed on the contracts?**
- **Why is a vault survey of all box numbers and sizes important during this audit?**
- **Do you have current resolution forms for all your rented business boxes?**
- **Are all of the blanks on the contract filled in properly with no white outs?**
- **Have you reviewed access records for the time, date and proper initials?**
- **Why must all keys found be listed as Available or Service Required?**
- **Are all renter signatures authorized to enter the safe deposit box?**
- **If “MYSTERY BOXES” are identified how should they be handled?**
- **Why should you record all past due, free and discounted boxes?**
- **What five types of Management Reports must be prepared?**

Who Should Attend:

This informative program is designed to update and assist internal auditors, vault supervisors and safe deposit attendants.

Workshop Leader:

David P. McGuinn, President and founder of Houston based Safe Deposit Specialists, is a former banker with over 45 years of safe deposit experience. He is often referred to nationwide as the safe deposit GURU. In all 50 states he has trained over 350,000 safe deposit personnel since 1969, and has served the industry as President of the American Institute of Banking and the American, Texas and Houston Safe Deposit Associations. Dave is a featured speaker for the American Bankers Association and National Association of Federal Credit Union TV networks and has been interviewed by the Wall Street Journal, AARP, Money Magazine, Washington Post, New York Magazine, Associated Press, National Public Radio, BBC, FDIC, CUNA, CNN, CBS, ABC, NBC Nightly News, Today Show and Court TV on current safe deposit issues. McGuinn has created numerous recorded training programs, disclosure forms, brochures, procedures handbooks, audit/compliance/regulatory manuals and many other safe deposit resources which are now considered the accepted standard for the financial industry. www.sdspec.com



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Registration Form

(For additional registrations, please make copies.)

Connection 1

Mr./Mrs./Ms. _____
 Bank _____
 Email Address _____
 Branch Street Address _____
 City, State, Zip _____
 Phone _____
 Fax _____

Connection 2

Mr./Mrs./Ms. _____
 Bank _____
 Email Address _____
 Branch Street Address _____
 City, State, Zip _____
 Phone _____
 Fax _____

Payment Options

☐ Check (Made payable to Louisiana Bankers Association)

☐ Visa ☐ MasterCard ☐ American Express

Card Number _____ Expiration Date _____

Name on Card (please print) _____ Signature _____

Billing Address: _____ Amount to be charged on card \$ _____

Registration Fee

\$165 per connection, LBA members
 \$265 per connection, nonmembers

☐ I cannot participate in the live program.

Please send me the recording.

☐ \$165 (LBA members)

☐ \$265 (non-members)

*Recording and materials will be sent after the program

☐ This training will be covered under SBET (Small Business Employee Training Program). Please provide an email address on the line below to receive the necessary documentation for reimbursement:

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Submit registration and view rosters in the
 Education Section of LBA's Website,
www.lba.org.

Agenda

3:00 p.m. Webinar Begins

5:00 p.m. Webinar Adjourns

Louisiana Bankers Association
 5555 Bankers Avenue
 Baton Rouge, LA 70808
 225-387-3282
 Fax 225-343-3159

Webinar access codes and links will be sent to registrants
 with confirmation emails one week prior to session.