

PROCESS MAP NAME: Investment Accounting; GL Account Reconciliation, Valuation and Impairment, BU Submissions

BRIEF PROCESS DESCRIPTION:

The RML Finance team is responsible for cash and principal balance reconciliations, preparation of the RML General Loan Loss Allowance, and financial statement reconciliations.

CURRENT STATUS: Draft

DATE LAST MODIFIED: Mar 21, 2019

APPROVED BY: TBD

DATE APPROVED: TBD

TEAM MEMBERS

NAME:	ROLE:
Chris Marini	Business Process Owner*
Larry Lehrfeld, Dianne Trost	Control Owner
James Hanrahan	IAG SOX Process Lead
Sunil Fernandes	IAG Documentation Lead
Allen Lum	IAG IT Lead
TBD	External Audit Lead

* Approvers

Version History

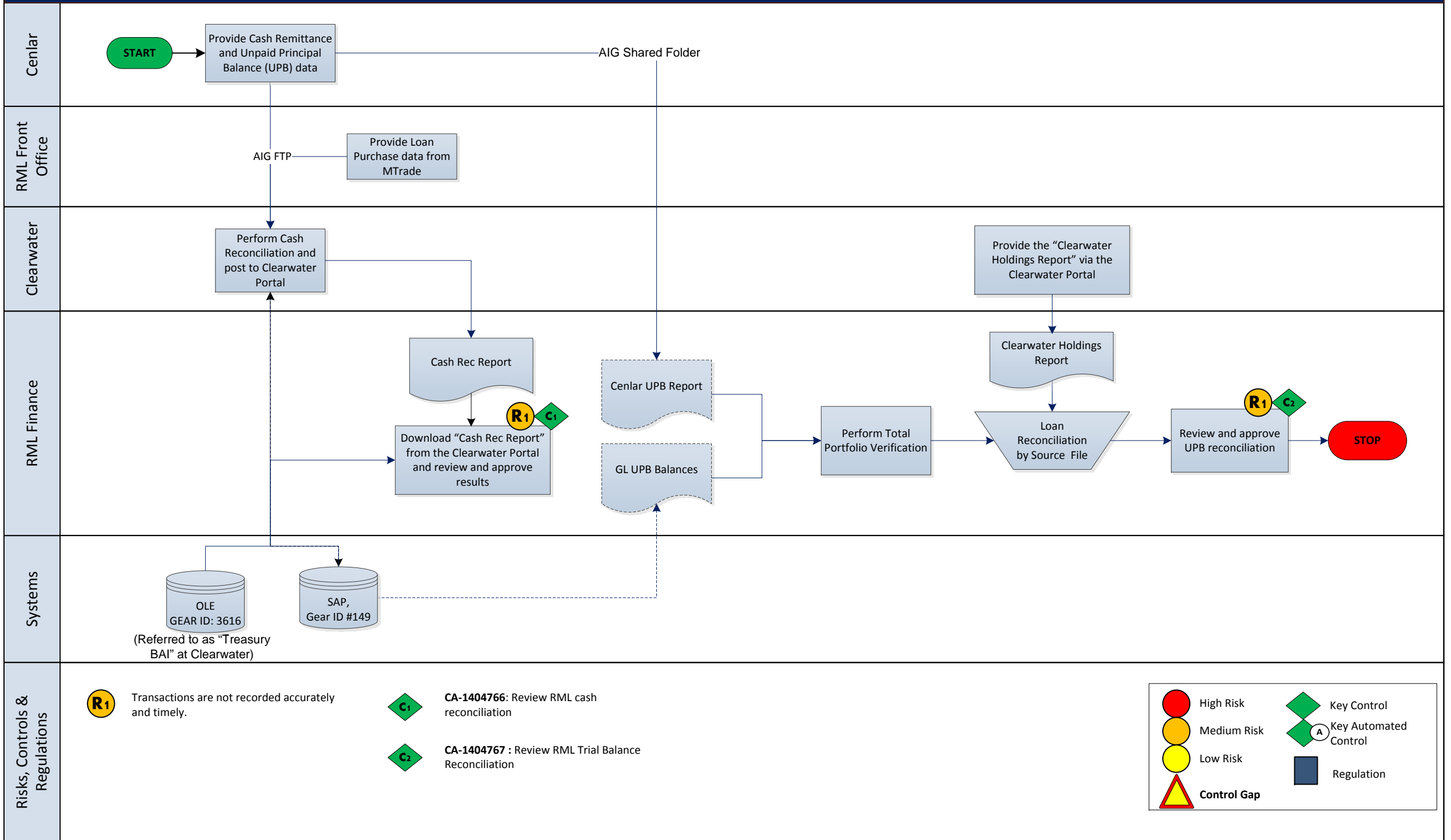
AIG Investments

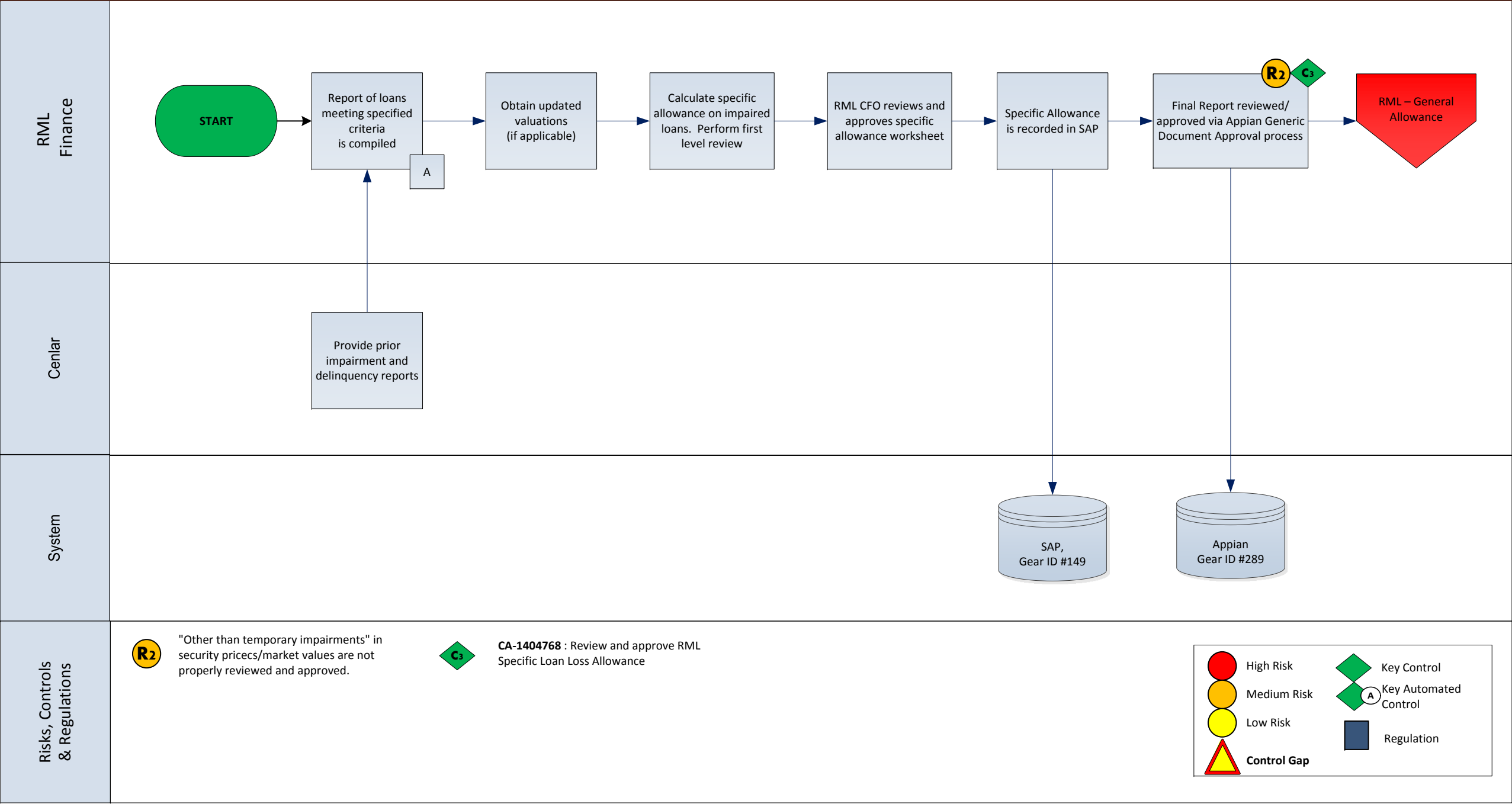
Version History

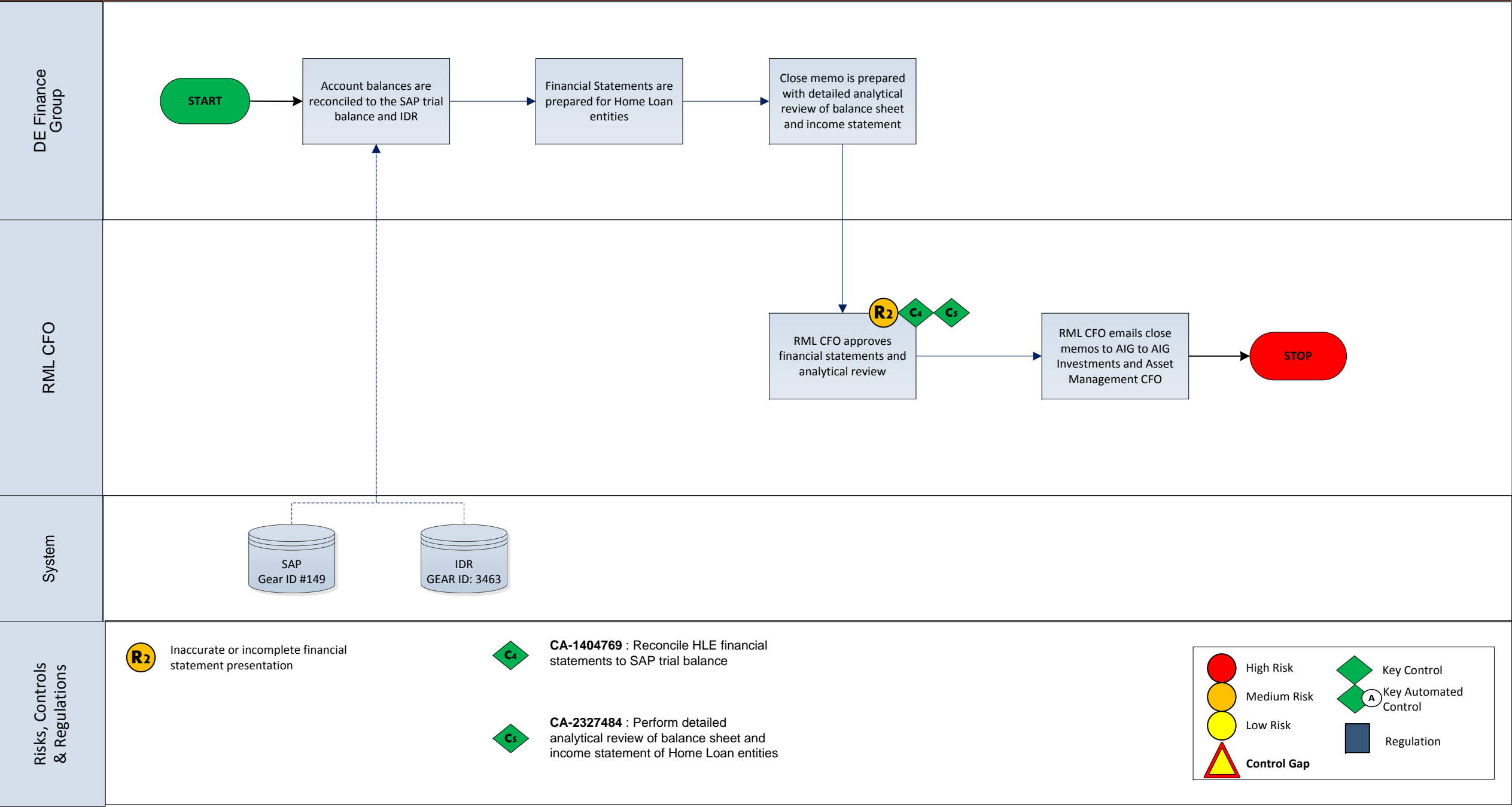
AIG Investments

[illegible]

Investment Accounting Group - RML Finance (Cash and Unpaid Principal Balance Reconciliations) Page 1 of 3







Notes and Commentary

A

Criteria for Impairment Evaluation:

<u>Criteria</u>	<u>Data Source</u>
- Previously Impaired	---->Cenlar Prior Impairment Report
- 90 Day Past Due	---->Cenlar DQ Report
- Bankruptcy	---->Email confirm from CFO/Managing Dir
- TDR	---->Email confirm from CFO/Managing Director

APPENDIX A - Template Advisory and Best practices

PROCESS MAP NAME: Required

The process map name is a required item, and should match the process map name listed in the Process/Sub-Process inventory

BRIEF PROCESS DESCRIPTION: Required

The brief process description is a required item and should provide process background information that may not be evident from the process map itself. Details about the scope, environment, goals, objectives and similar information maybe appropriate information for this item.

CURRENT STATUS: Required

The current status is a required item. Listed below are the currently accepted statuses:

- DRAFT – Creation of a new process map is in progress
- OPEN – The process map is being updated to reflect changes that have occurred since the last review cycle.
- PENDING REVIEW – The process map has been updated and is waiting for team members to confirm the changes.
- APPROVED – Updates to the process map have been approved by the Business Process Owner

DATE LAST MODIFIED: Required

The date the process map was last modified is a required item and typically reflects the date an item was updated (Example: the date the status was last changed)

APPROVED BY: Required

The “Approved By” item is required once the “Current Status” item holds a value of “Approved”, and typically contains the name of the Business Control Officer.

DATE APPROVED: Required

The Date Approved item is required once the “Current Status” item holds a value of “Approved”, and must reflect the date the Business Control Officer approves the updated process map.

BUSINESS PROCESS OWNER: Required

The Business Process Owner is a required item and must contain the name of the Business Process Owner

CONTROL OWNER: Required

The Control Owner is a required item and must contain the name of the Control Owner

TEAM MEMBER: Required

The Team Member field is required and must contain the names of the lead attendees of the process walkthrough from each group

NOTES:

Notes is not a required item, however, it is provided as a best practice, and may provide a vehicle for entering information helpful to defining the process.

APPENDIX B - Symbol Keys

RISKS	CONTROLS	OBLIGATIONS
<div> High Risk</div>	<div> KEY Control</div> <div> Control Gap</div>	<div> LEGAL / REGULATORY OBLIGATION</div>
<div> Medium Risk</div>		
<div> Low Risk</div>		
<div> Risk identifier</div>	<div> Key Control with Control identifier</div>	<div> Legal / Regulatory obligation identifier</div>

NOTES and COMMENTARY

1

Note or Commentary

Note or Commentary (alternate)

Process Mapping Symbols

START

Process Start Shape: Shows the starting point of a process or sub-process within a process map.

STOP

Process Termination Shape: Shows the end or termination point(s) in a process flow.

Alternate Process Termination Shape

Alternate Process Termination Shape: Shows the end or termination point(s) in a process flow.

Process Step Shape

Process Step Shape: This shape is used to Indicate each step in a process flow.

Process Direction indicator

Process Direction indicator: Also called a sequential flow indicator, this symbol indicates the next step in a sequential process (i.e. the direction the process map travels).

Decision Box

Decision Box: Indicates a question or branch in the process flow. Typically, a Decision flowchart shape is used when there are 2 options (Y/N, Go/No Go etc.).

On page Reference

On page Reference: Links the current process/action to another flow located on the same Page in the workbook. The value for this shape is alphabetical.

Off-Page Connector - Outgoing

Off-Page Connector - Outgoing: Links the current process/action to another flow located on another Page in the workbook. The value for this shape is numerical for page and then alpha to identify the exact Off page reference.

Off page Connector - Incoming

Off page Connector - Incoming: Links the current process/action to another flow located on another Page in the workbook. The value for this shape is numerical for page and then alpha to identify the exact Off page reference.

Data Flow Indicator

Data Flow Indicator

Database

System: This shape can be used to represent the system or database that is the data system that could link to an process or automated service box.

Document

Key Report

Document

Non-Key Report, Document, Checklist etc.

EUC name

End User Computation

Model Name

Model

Appendix C – Abbreviations, Acronyms, Terms etc.

AIG Investments

Appendix C – Abbreviations, Acronyms, Terms etc.

AIG Investments

[illegible]