

Hanmi Bank

Branch Operations Monthly Assessment Recap

Branch Name _____
 Branch Number _____
 Month and Year _____

Audits	Completed?	Comments or Exceptions	Date Completed
Daily			
PRO Daily Balance Sheet and PRO Daily Income Statement	Yes / No		
Branch GL Reconciliation Review 1202000BBB - Cash	Yes / No		
Branch GL Reconciliation Review 1305100BBB - Teller Exchange	Yes / No		
Branch GL Reconciliation Review 7109270BBB - Wire Holdover	Yes / No		
Completed Report Review per Procedures (Micro Dep, RDC, New Account, etc.)	Yes / No		
Monthly			
Completed Report Review per Procedures	Yes / No		
Legal Documentation (New Account Pending)	Yes / No		
Monthly Camera Testing and Daily Camera Review	Yes / No		
Alarm Testing	Yes / No		
Instant Issue Procedures and Audits Completed	Yes / No		
Building and Work Area review	Yes / No		
Have Weiland (WAA) Statements been reviewed for accuracy for all Business Analysis Account customers?	Yes / No		
Send MIL to BSA by the 10th	Yes / No		
Has anyone become responsible for cash handling this month? If yes, have they reviewed and signed the "Teller Operating Guidelines Acknowledgement" form?	Yes / No / NA		
Quarterly			
Safe Deposit Box Balancing	Yes / No		
Cash Counts for every teller	Yes / No		
Semi - Annual			
Key Box and Assigned Key audit	Yes / No		
Safe Deposit Box Available Key Inventory	Yes / No		
Verify all Key and Combination agreements are current	Yes / No		
Update Wire Authorization Signers List	Yes / No		
Branch Emergency Supplies are current	Yes / No		
Annual			
Change Bait Money and Update Logs	Yes / No		
Update Authorized Signers for Cashier's Checks	Yes / No		
Verify Operational Signing Approval Authority Forms are correct	Yes / No		
Instant Issue Self Audit	Yes / No		
Teller Operating Guidelines Acknowledgement forms are completed and signed by all employees that have any cash handling responsibilities.	Yes / No		

Completed by: _____

Date: _____