Computer and Wire Transfer Questionnaire

Computer Controls:

1. Do you have an IT Department or Computer Department?

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2. Are the duties of programmers & operators segregated?

_____

3. Is there an employee or department whose sole duty is security?

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4. Are tests performed to detect unauthorized programming changes?

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5. Do employees have access only to information or programs that allow them to do their job?

_____

6. Are passwords required to access sensitive information?

_____

7. When employees change positions and no longer require access to certain information, is access status changed?

_____

8. Are computer system access codes and passwords changed at least every 60 days? If not, how often?

_____

9. Do any non-employees have access to the computer systems? If yes, identify who and for what purpose.

_____

10. Do internal audit procedures include computer operations?

_____

Wire Transfer Controls:

1. Is there a written policy regarding wire transfers?

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2. Is approval by more than one person required to initiate a wire transfer and if so, at what dollar amount?

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3. What is the average monthly number of fund transfers?

_____

4. What is the largest single amount that can be transferred?

_____

5. Does your bank require authentication of the identity of the caller before acting upon any instructions?

_____

6. Does your bank require confirmation of funds transfer transactions in writing within 24 hours?

_____

7. Are verifications sent directly to a department not authorized to initiate transfers?

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8. Is reconciliation performed on the same day the confirmation is received?

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9. Are there independent checks of funds transfer records by employees not authorized to handle such transfers?

_____

10. Are there specific arrangements with banks as to those employees of yours authorized to:

      a. Transfer funds?

      b. Request changes in procedures?

      c. Obtains records?