FIRMA

Risk Management Training Conference

Monday, March 29, 2010 3:00 – 4:45 pm

Town Hall Session IV

Personal Trust Administrative Reviews

AGENDA

- · Frequency of Reviews
 - o How often
 - o What account types
- Basic Review Questions
- Source of Data
 - o Internet (online)
 - o External (hard copy files)
- Reg 9 Review in Relation to the Administrative Review
- Administrative Review Process
 - Automated Process
 - o Manual Process
 - o Transition Period
- Approval Process

ATTACHMENTS - SAMPLE DOCUMENTS

- Manual Administrative Account Review Preparation
 - o Account Administrative Review Format
 - o Account Summary Format
 - Sample of Drop-down Boxes for Review and Summary Answers
- Automated Administrative Account Review Preparation
 - o Automated Account Review screens
 - Review Questionnaire Completed Administrative
 Review



Account Administrative Review

Review Month:

Ac	ecount Type:	
Aı	nnual Account Fee	
Signature		Date
Signature		Date
Account Review (Committee	
the finite of the second secon		
	By:	
er Signature		Date
	Signature Signature Account Review (Signature Account Review Committee By:

Account Administrative Review

Account Number:

Adı	ninistration Review	
1	Has the attached Account Summary been reviewed / updated?	
2	Is the coding correct on the attached Account Synoptic Report and are the transactions in conformance with the governing instrument?	
3	Is signed, suitable, governing instrument in file that has been imaged and indexed into Nautilus?	
4	If any assets are pledged, is account coding and documentation regarding the pledge current and consistent?	
5	Does account hold any loans, leases or advancements to beneficiaries?	
6	If any discretionary distributions have been made in the last 12 months, have approvals been obtained from co-trustee(s) and/or Trust Discretionary Committee?	
7	Are you aware of any pending or potential litigation against MB?	
8	Does the account have any policy exceptions or OCC / Audit issues?	
9	Is the annual account fee less than 80% of the standard applicable fee schedule?	
10	Comments:	

Inv	estment Review (not applicable for Custody accounts)	
1	What is the account's investment objective?	
2	Does the current asset allocation match the investment objective?	
3	If the account holds assets on the Investment Review List or on the Non Coverage List, has written client direction been obtained within the last 36 months?	
4	Does the account have a market value greater than \$250,000 and hold any stock or corporate bond concentrations greater than 10%?	
5	Does the account have a market value greater than \$250,000 and cash equivalents exceeding 20% of the account value?	
6	If the account holds MB Financial stock, has written client direction been obtained within the last twelve (12) months?	
7	Does account hold any non-standard assets, other than Real Estate?	
8	If there are any outside brokerage held assets, has management approved?	
9	If there is an outside investment manager involved with this account, has management approved?	
10	If the account holds Real Estate, has the annual Real Estate Review been completed?	
11	If the account holds Insurance Policies and/or Annuities, have the policies been reviewed within the last three years and has the insurer/issuer been reviewed within the last year?	
12	Comments:	

ACCOUNT SUMMARY PREPARED BY ADMINISTRATOR

(Printed and included with manual review package or electronically attached to automated review)



Email Address:

Account Summary

			Up	dated:	
Account Name:					
Account Number:		Account Typ			
Market Value:		Bank Capac	ity:		
Date of Appointment:		Tax ID #:			
Related Trust Accounts:					
Relationship Manager:					
Administrative Officer:					
Portfolio Manager:					
Name of					
Address:					
SSN:					
Date of Birth:		Date of Deat	77.5		
Home Phone #: Cell. Phone #:		Work Phone Fax #:	#:		
Email Address:		Fax #:			
Eman Address.					
Name of					
Address:					
SSN:					
Date of Birth:		Date of Deat			
Home Phone #:		Work Phone	: #:		
Cell. Phone #:		Fax #:			
Email Address:					
Current Beneficiaries	Relationship	SSN	<u>D.C</u>	O.B. Pho	one#
Remaindermen	Relationship	<u>SSN</u>	<u>D.O.B.</u>	Phone #	
C. C.L.					
Co-fiduciary:					
Address: Phone Number:					
Fax Number:					
Email Address:					
Amaii Padai VSS					
Attorney:					
Address:					
Phone Number:					
Fax Number:					

Accountant:	
Address:	
Phone Number:	
Fax Number: Email Address:	
Email Address:	
Guardian of Person:	
IRA Required Beginning Date:	
Statement Recipients	Statement Frequency:
Fee Allocation:	Consolidated Fees: Yes No
Invoice Fees to:	
Investment Authority:	Pledged Assets: Yes No
Investment Objective: Time Horizon:	Stan un in Cost Pasis
Liquidity Needs:	Step-up in Cost Basis: All Assets
Marginal Tax Bracket:	No Assets
8	Specific Assets (see comments)
Investment Comments:	
Tax Interface:	
Type of Trust:	
1040 Preparation:	
1041 Preparation:	
Duplicate Copies to:	
Tax Prep Fees:	
Current Remittances:	
Your Providence	
Income Provisions:	
Principal Provisions:	
Rights of Withdrawal:	
Termination:	
Real Estate:	
Property Address:	
Troperty Taures	
Real Estate:	
Property Address:	
Real Estate:	
Property Address:	
F	
Real Estate:	
Property Address:	

Comments / Concerns / Unique Provisions:

INPUT VIA ACCOUNT SUMMARY WORD PROCESSING DOCUMENT

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		MMARY PREPARED BY ADMINISTRATOR
•	(Printed and included with manu	al review package or electronically attached to automated review)
	mb financial	
	bank	Account Summary
-		Updated:
	Account Name:	opuateu.
144	Account Number: Market Value:	Account Type:
PER CONTRACTOR	Date of Appointment:	Corp. Trust
Man Control	Related Trust Accounts:	Custody
	Relationship Manager:	Employee Benefit - Agent Employee Benefit - Trustee
	Administrative Officer: Portfolio Manager:	Escrow - National Control of the Con
		Estate
-	Name of Address:	Guardianship Investment Management
	SSN: Date of Birth:	IRA - Managed
4	Home Phone #:	IRA - Custody Irrevocable Trust
	Cell. Phone #:	Revocable Trust
	Email Address:	Other ±
	Name of	Testamentary Trust
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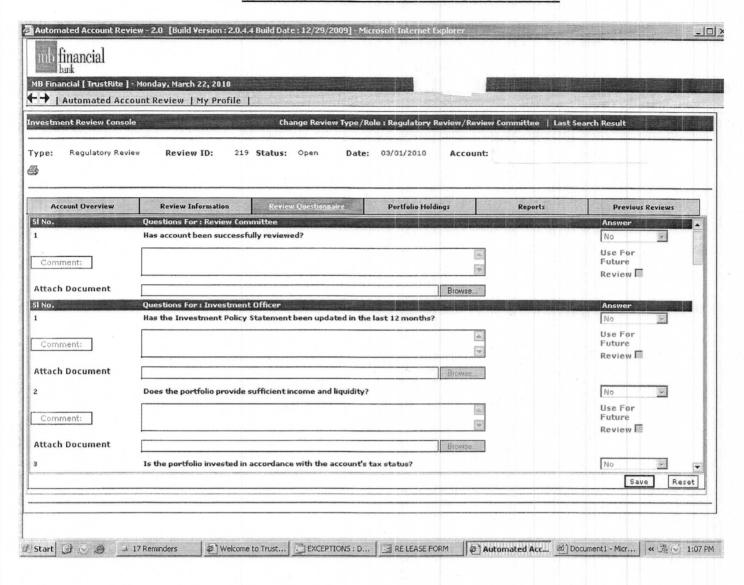
When applicable, questions answered via drop down menu that corresponds with terminology used on trust system.

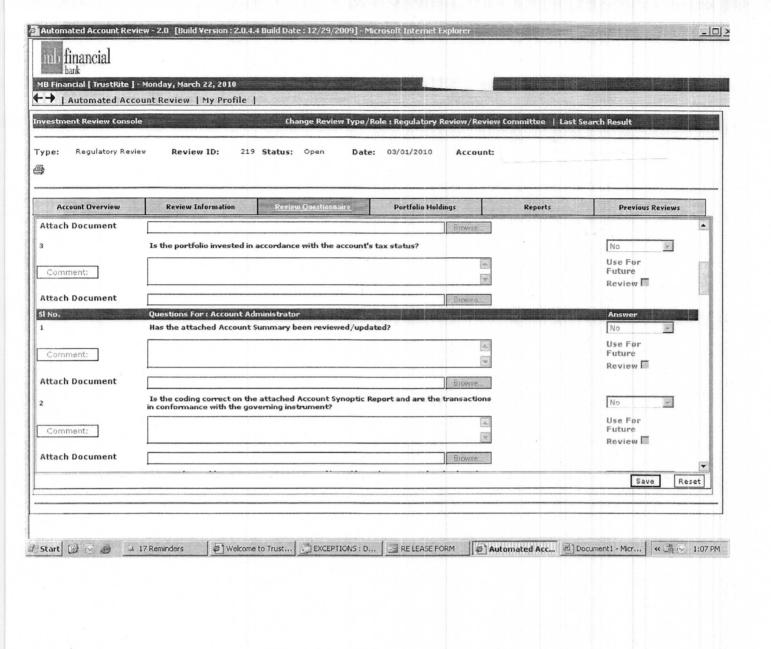
INPUT VIA ACCOUNT ADMINISTRATIVE REVIEW WORD PROCESSING DOCUMENT

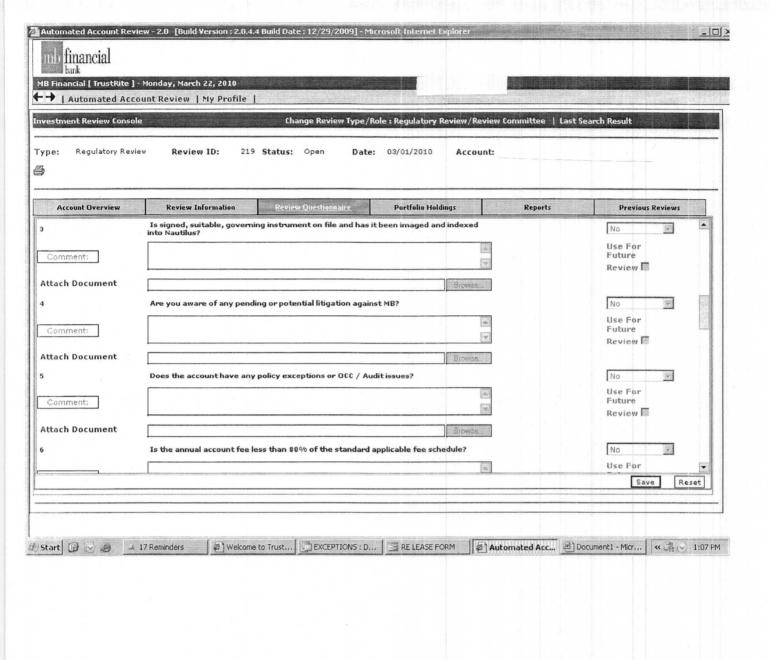
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	Account Administrative Review
	Account Number:
-	2000a27.0m001.
	Administration Review
	1 Has the attached Account Summary been reviewed / updated?
<u> </u>	2 Is the coding correct on the attached Account Synoptic Report and are the transactions in conformance with the governing instrument?
	Is signed, suitable, governing instrument in file that has been imaged and indexed into Nautilus?
. 2	4 If any assets are pledged, is account coding and documentation regarding the pledge current and consistent?
	5 Does account hold any loans, leases or advancemer Yes
	If any discretionary distributions have been made it No (Committee Review) months, have approvals been obtained from co-trus Discretionary Committee?
•	7 Are you aware of any pending or potential litigation against MB?
· Property .	8 Does the account have any policy exceptions or OCC / Audit issues?
enta	9 Is the annual account fee less than 80% of the standard applicable fee schedule?
4	10 Comments:
-	Investment Review (not applicable for Custody accounts)
	1 727: 46
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Page 2 Sec 1 2/2 At 2	
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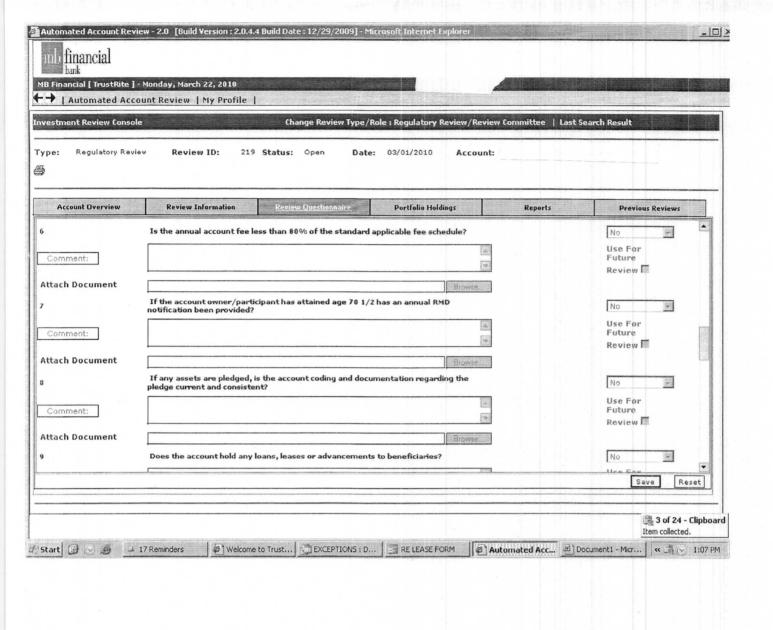
Each question answered via drop down menu that determines and points to which type of review (Tier 1 = Manager; Tier 2 = Committee) is requisite for account.

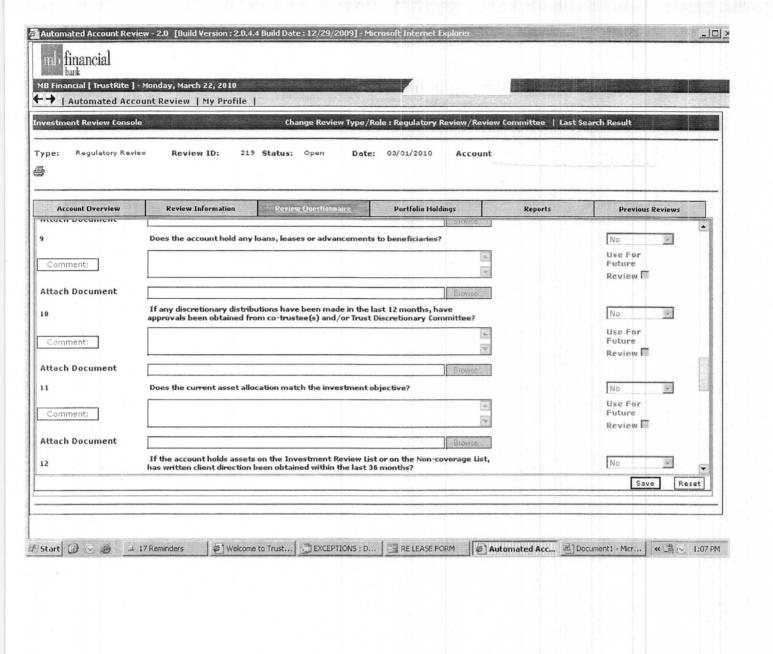
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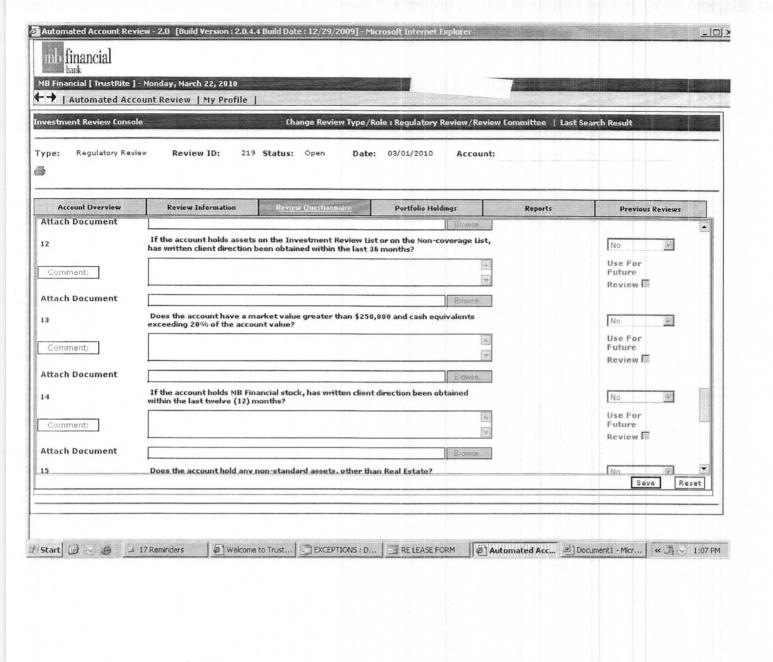


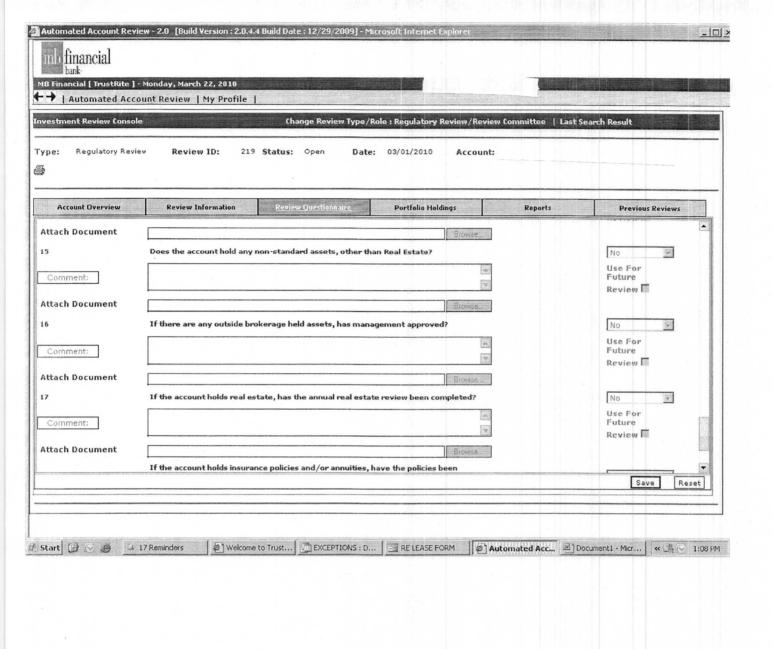


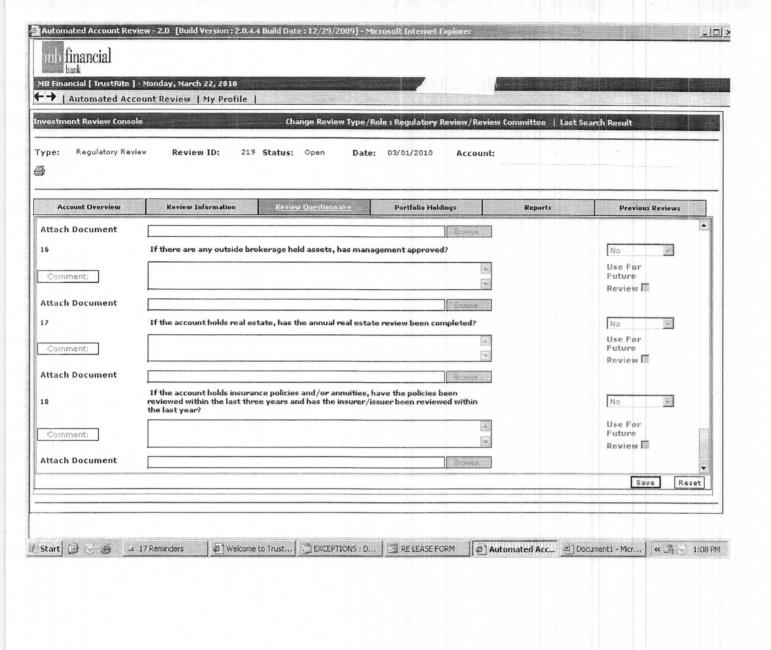












Date Of Run: 03/23	/2010		Time Printed: 10:30:22 AM
Account Number	:	Account Administrator	:
Account Name	:	Investment Officer	
Review date	: 3/1/2010		

Account Administrator

L.No	Questions	Answers (Y/N/NA)	Answer Comments
1	Has the attached Account Summary been reviewed/updated?	Yes	
2	Is the coding correct on the attached Account Synoptic Report and are the transactions in conformance with the governing instrument?	Yes	
	Is signed, suitable, governing instrument on file and has it been imaged and indexed into Nautilus?	Yes	
	Are you aware of any pending or potential litigation against MB?	No	
	Does the account have any policy exceptions or OCC / Audit issues?	No	
	Is the annual account fee less than 80% of the standard applicable fee schedule?	No	
	If the account owner/participant has attained age 70 1/2 has an annual RMD notification been provided?	Not Applicable	
	If any assets are pledged, is the account coding and documentation regarding the pledge current and consistent?	Not Applicable	
	Does the account hold any loans, leases or advancements to beneficiaries?	No	
0	If any discretionary distributions have been made in the last 12 months, have approvals been obtained from co-trustee(s) and/or Trust Discretionary Committee?	Not Applicable	
	Does the current asset allocation match the investment objective?	No	Account being rebalanced at this time
3	If the account holds assets on the Investment Review List or on the Non-coverage List, has written client direction been obtained within the last 36 months?	Not Applicable	
4	Does the account have a market value greater than \$250,000 and cash equivalents exceeding 20% of the account value?	No	
5	If the account holds MB Financial stock, has written client direction been obtained within the last twelve (12) months?	Not Applicable	
3	Does the account hold any non-standard assets, other than Real Estate?	No	
	If there are any outside brokerage held assets, has management approved?	Not Applicable	
	If the account holds real estate, has the annual real estate review been completed?	Not Applicable	
9	If the account holds insurance policies and/or annuities, have the policies been reviewed within the last three years and has the insurer/issuer been reviewed within	Not Applicable	

Investment Officer

SL.No	Questions	Answers (Y/N/NA)	Answer Comments	
1	Has the Investment Policy Statement been updated in the last 12 months?	Yes		
3	Does the portfolio provide sufficient income and liquidity?	Yes		
6	Is the portfolio invested in accordance with the account's tax status?	Yes		

1 Has account been successfully reviewed?

Investment Review Packet 2

Date Of Run : Time Printed .

ccount Number

Account Administrator

Account Name

Investment Officer

Review date

Account Administrator

SL.No	Questions	Answers (Y/N/NA)	Answer Comments
	Has the attached Account Summary been reviewed/updated?	Yes	
2	Is the coding correct on the attached Account Synoptic Report and are the transactions in conformance with the governing instrument?	Yes	
3	Is signed, suitable, governing instrument on file and has it been imaged and indexed into Nautilus?	Yes	
4	Are you aware of any pending or potential litigation against MB?	No	
5	Does the account have any policy exceptions or OCC / Audit issues?	No	
6	Is the annual account fee less than 80% of the standard applicable fee schedule?	No	
7	If the account owner/participant has attained age 70 1/2 has an annual RMD notification been provided?	Not Applicable	
8	If any assets are pledged, is the account coding and documentation regarding the pledge current and consistent?	Not Applicable	
9	Does the account hold any loans, leases or advancements to beneficiaries?	No	
10	If any discretionary distributions have been made in the last 12 months, have approvals been obtained from	Not Applicable	
12	co-trustee(s) and/or Trust Discretionary Committee? Does the current asset allocation match the investment objective?	No	Account being rebalanced at this tim
13	If the account holds assets on the Investment Review List or on the Non-coverage List, has written client	Not Applicable	
14	direction been obtained within the last 36 months? Does the account have a market value greater than \$250,000 and cash equivalents exceeding 20% of the	No	
15	account value? If the account holds MB Financial stock, has written client direction been obtained within the last twelve (12)	Not Applicable	
16	months? Does the account hold any non-standard assets, other than Real Estate?	No	
7	If there are any outside brokerage held assets, has management approved?	Not Applicable	
1.8	If the account holds real estate, has the annual real estate review been completed?	Not Applicable	
9	If the account holds insurance policies and/or annuities, have the policies been reviewed within the last three years and has the insurer/issuer been reviewed within the last year?	Not Applicable	
nvestmen			
L.No	Questions	Answers (Y/N/NA)	Answer Comments
	Has the Investment Policy Statement been updated in	Yes	7.0.15 Well Comments
	the lead to a series of the lead of the le	165	

Yes

Yes

the last 12 months?

tax status?

Does the portfolio provide sufficient income and liquidity?

is the portfolio invested in accordance with the account's

Date Of R	Run : C		Time Printed :
Account	Number :	Account Administrator :	
Account	Name :	Investment Officer	
Review d	ate :		
Review C	ommittee		
SL.No	Questions	Answers (Y/N/NA)	Answer Comments
1	Has account been successfully reviewed?		