

### **PRELIMINARY REQUEST LIST**

In keeping with the risk focused approach, we will utilize audit work papers when appropriate and possible. This list is not meant to be all inclusive and there are items included on this list that may not be applicable to all companies. We may have additional requests for information before, during or after fieldwork.

**TRIAL BALANCE:** Please ensure that the trial balance you send ties out to the *Audit*.

### **REGULATORY & BACKGROUND INFO:**

- Corporate record book, including:
  - Certificate of Authority
  - Certificate of General Good
  - Articles of Incorporation
  - All Board of Directors and Shareholder meeting minutes (signed)
  - By-laws (Including all amendments, if applicable)
  - Yearly signed Conflict of Interest Statements, inclusive of all years since prior examination
  - Stock ledger and stock certificates
- Service agreements
  - Management agreement (if the management agreement has been endorsed to extend the terms, we need the original management agreement with description of services to be provided) in addition to the endorsement
  - Claims handling agreement
  - Any other service agreements in place
- 5-year financial projections
- Verification of current President's business e-mail address
- Audit work papers prepared in conjunction with the audited financial statements as of the date of examination. Note: If there have been any internal control weaknesses identified by the auditors, please provide a copy of their recommendations as well as management's response.

### **CASH, INVESTMENTS & OTHER:**

- Internally prepared financial statements and all supporting schedules as of date of examination
- Detailed general ledger for the year under examination

### **PREMIUMS/REINSURANCE:**

- Policy register/summary of coverages provided, including limits, reinsurance, etc., in table format. Please refer to captive application for suggested format.
- Fully executed copies of all policies and reinsurance agreements in force as of the date of examination, including all related endorsements

### **LOSSES:**

- Description of the current claim handling policies and procedures (identifying/establishing a claim, setting reserves, paying losses, authorization and approval guidelines).
- Inception to date detailed loss run(s) as of date of examination. Note: Data on loss run(s) should agree to data reported on the VCAR. We would also like a copy of the loss run(s) as of the prior year, but that info can be in a summary format.
- Actuarial report as of date of examination. Note: Cumulative paid loss data and OSLR used in the actuarial report should agree to the loss run(s) and VCAR .

### **SUBSEQUENT EVENTS:**

- Bank statements for first 3 months after date of examination
- Cash receipts/disbursement journal for first 3 months after date of examination
- Most recent loss run(s) for period subsequent to date of examination.
- Most recent set of internally prepared financial statements for period subsequent to date of examination.
- Any minutes for meetings of Board of Directors and Shareholders held subsequent to date of examination.