



Comptroller of the Currency  
Administrator of National Banks

# Audit Roundtable

## Telephone Seminar for Bankers and Auditors

### Part 1 —

#### **Risk Assessment and Internal Controls**

Thursday, November 15, 2001  
9:00 a.m. – 10:30 a.m. EST

### Part 2 —

#### **Work Papers and Audit Committee Reporting**

Thursday, December 13, 2001  
11:00 a.m. – 12:30 p.m. EST

### Part 3 —

#### **Internal Audit and Outsourcing**

Wednesday, April 3, 2002  
11:00 a.m. – 12:30 p.m. EST

### What Is a Telephone Seminar?

This telephone seminar is a series of three 90-minute sessions that allow an unlimited number of people to listen to OCC and industry experts and to discuss with them their experiences and policy imperatives over individual telephones or on speakerphones. The experts' interaction with you, the listener, will make the program a valuable learning experience and enjoyable to listen to. You can also ask questions from wherever you are.

You may sign up for any or all of these sessions.

There is no rush-hour traffic, no parking, no travel time or expenses. You can remain in the office and share information with a large group of colleagues for one price per site. A moderator guides the presentation and the open forum, much like participating in a talk-radio program.



Welcome by John D. Hawke, Jr.  
Comptroller of the Currency

### Participants Will Learn the Following:

- Insight into the OCC's continued emphasis on internal controls at national banks
- Common issues and concerns from the perspectives of CPA firms and OCC examiners
- Guidelines that govern the external auditor's assessment of risk
- Risk assessment tools or methodologies used to assess risk
- What is expected when evaluating internal control assertions (under FDICIA Part 363)

### Discussion Topics:

- Why shouldn't internal controls be compromised when trying to reduce costs?
- What is the role of the board and senior management when assessing risk?
- What approaches to risk analysis should you consider?
- How do you assess materiality in today's environment?
- What are the reporting requirements for reportable conditions and material weaknesses?
- How much documentation is required under FDICIA?

### Interact with the Experts:



**Mark O'Dell**  
OCC Deputy Comptroller  
Bank Supervision Policy, Washington, DC  
(Parts 1–3)



**Zane D. Blackburn**  
OCC Chief Accountant  
Washington, DC  
(Parts 1–3)

### How to Register

Those wishing to attend the seminar may register by:

- Filling out the online registration form at [www.occ.treas.gov](http://www.occ.treas.gov).

**Participants Will Learn the Following:**

- Characteristics of quality assurance programs in CPA firms
- Nature, extent, and characteristics of audit work papers
- Required communications with audit committees for both auditor and regulator
- Roles of the auditor, management, and the audit committee in discussion and review of audit reports and letters
- Differences between quantitative versus qualitative data under SEC Staff Accounting Bulletin 99 on materiality

**Discussion Topics:**

- Have the new SEC materiality guidelines changed the way you categorize audit differences?
- Do you believe audit committees are receiving the right information to assess trends?
- Do external audit firms generally review the information reported by internal audit?
- Will the external audit approach change significantly, given everything that is being issued from the SEC, Blue Ribbon Committee, etc.?

**Participants Will Learn the Following:**

- The various ways that banks oversee outsourcing
- The potential benefits of outsourcing
- What approach can be taken for an auditable area when inherent risk is high and internal controls are good
- Other best practices in managing their outsourcing relationships

**Discussion Topics:**

- What are the major challenges in providing a banking institution either “co-sourced” (special or limited area review) or “outsourced” (100 percent of the internal audit work) services, when the firm also provides the external audit?
- How do firms involved in providing such services monitor compliance with regulatory guidelines (OCC Advisory Letter 98–1) and SEC requirements?
- What are some of the most effective bank structures for overseeing outsourcing arrangements?
- What are the potential efficiencies in resources and cost required to perform internal audit versus an outside CPA firm?
- Do you believe internal audit is doing enough to look ahead for changes in risks?



**Wynne E. Baker**  
Chairman, AICPA Financial Services Expert Panel  
Washington, DC  
(Parts 1–3)

**Craig A. Dabroski**  
Arthur Andersen  
Washington, DC  
(Part 1)



**Mark Niswonger**  
KPMG  
New York, NY  
(Part 2)



**William J. Lewis**  
PricewaterhouseCoopers  
Washington, DC  
(Part 1)

**Carol H. Larson**  
Deloitte & Touche  
New York, NY  
(Part 2)



**Mark Rouchard**  
Ernst & Young  
Cleveland, OH  
(Part 3)

- Calling 800/775-7654 between the hours of 8 a.m. and 5 p.m. CST and providing registration information.
- Faxing the form to 800/676-0734.
- Mailing the registration form to KRM Information Services, P.O. Box 1187, Eau Claire, WI 54702-1187.

Registrants receive a special toll-free number and a PIN number for entrance to each selected session of the telephone seminar. You will receive written materials prior to the call via the Internet or direct mail.

## Audit Roundtable Sessions

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## Registration Form

Registrant Name \_\_\_\_\_

Title \_\_\_\_\_

Bank/Company \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

Please check here if you are unable to receive your materials via the Internet. We will ship you a hard copy. (To receive via the Internet, you will need Acrobat Reader, available free at [www.adobe.com](http://www.adobe.com).)

Site registration and one set of written materials

- National banks: \$99 each session
- Others: \$125 each session
- If you are registering one week before a session, please add \$8 for expedited handling.

Part 1  
OCC6546-0

Part 2  
OCC6547-0

Part 3  
OCC6548-0

Check method of payment:

Check made payable to KRM

American Express

Visa

MasterCard

Discover Card

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Total Payment: \_\_\_\_\_

## Who Should Participate?

- Chief executive officers
- Directors
- Senior management
- Internal auditors
- External auditors
- Consultants

## Price

Participation is \$99 per connection for each national bank listening site and \$125 per connection for each non-national bank listening site, for each session.

## Questions for Speakers

If you would like to submit questions to the speakers in advance, please e-mail your questions to:

OCCTeleSeminar@occ.treas.gov

or fax them to:

(415) 442-5388 at least one week prior to each individual session.