

[Company name]

Examination as of [Date]

Agenda for Pre-Exam Meeting with CPA's

[Date of meeting]

Instructions: A formal meeting with CPAs must be held. Document the examiner's discussion with the CPAs and their response to each question on this agenda after the meeting and include in the Teammate file. If workpapers for the latest "as of" year audit are not yet available, the examiners should consider requesting the prior year workpapers initially and then obtain the current year workpapers when they become available.

FES Representatives: **[name]** **[title]**
 [name] **[title]**

CPA Representatives: **[name]** **[title]**
 [name] **[title]**

Agenda:

1. Purpose

To enhance the efficiency in our examination by utilizing CPA workpapers to meet the established objectives. There may be areas where our approach, scope of work, procedures, and desired documentation will converge. Such areas provide opportunities for efficiencies. However, the extent to which we choose to consider the work of an independent auditor in the performance of the examination is a matter of judgment by the examiner.

2. Obtain access to the independent auditor's workpapers. Were any workpapers removed and not accessible for Department review? If yes, please explain.

3. What are the qualifications of the staff? How many insurance company audits have they completed? Does any of the staff hold certifications, if so, what are they?

4. Discuss the following items with the independent auditors:

- What, if any, significant audit issues or concerns did you have? Please discuss audit adjustments and reclassifying journal entries made, if any. Was there a Summary of (Un) Adjusted Differences prepared?
- What were your assessment of company's overall risk and your calculation of materiality?
- What was your understanding of the Company's Corporate Governance?
- What was your understanding of the Company's internal control structure and your assessment of control risk for key activities?
- Were there any specialists used on this engagement?

- Were Information Systems and Information Technology General Controls tested? What were the results?
 - Were legal letters received? What was the significant litigation disclosed in the letters, if any?
 - Were management letters issued during the examination period? What were the issues addressed in the letters, if any?
 - Were all matters concerning the audit reported to the audit committee in accordance with SAS No.61?
 - Were cash, investments, reinsurance balances confirmed? Were you satisfied with the results? If not, what were your concerns and what supplemental procedures were performed? Were there any concerns or issues identified from the testing?
 - What testing was performed for paid and unpaid claims, uncollected premiums/agents' balances, unearned premiums and accrued expenses? Were there any concerns or issues identified from the testing?
 - What were the significant transactions with third party administrators, related parties, etc.?
 - What was your fraud assessment? What procedures were performed and what were the results?
 - What work was performed by the actuary related to the valuation of reserves?
 - What were the future solvency risks of the company? If any?
 - What were the significant subsequent events, if any?
 - Was there an Engagement/Summary Review Memo prepared?
5. Contact person and information for questions about the workpapers after our review.