

Mailed to financial institutions on February 1, 2013



STATE OF LOUISIANA  
OFFICE OF FINANCIAL INSTITUTIONS  
BATON ROUGE, LOUISIANA



**TO: THE CHIEF EXECUTIVE OR MANAGING OFFICER AND  
CHAIRMAN OF THE AUDIT COMMITTEE OF THIS STATE-  
CHARTERED BANK OR THRIFT**

**FROM: SID SEYMOUR, CHIEF EXAMINER**

**DATE: FEBRUARY 1, 2013**

**RE: ANNUAL REMINDERS and REQUESTS FOR INFORMATION**

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**DIRECTORS' EXAMINATION REPORT**

Your 2012 Directors' Examination Report must be submitted to the Office of Financial Institutions (OFI) **no later than April 30, 2013**. If your institution has a year-end period other than December 31, your Directors' Examination Report is due within 120 days from that alternative year-end date. Information needed to file your 2012 Directors' Examination Report is included in **OFI Bulletin 07-2003: Directors' Examination Requirements**. This bulletin and the accompanying cover sheet, as well as the **Directors' Examination Rule**, can be found on OFI's website at [www.ofi.la.gov](http://www.ofi.la.gov). Click on the "Banks" or "Thriffs" tab on the left, then click on "Policies/Bulletins/Opinions," and click on "Bulletins." Questions should be directed to OFI CPA Christine Kirkland at (225) 922-0632 or by email at [ckirkland@ofi.la.gov](mailto:ckirkland@ofi.la.gov).

**DIRECTOR'S OATH FORMS**

A director's oath form must be executed by each director elected by your stockholders and/or shareholders at their annual meeting in compliance with the provisions of LSA-R.S. 6:282 (for banks and savings banks) or LSA-R.S. 6:708 (for savings and loan associations) relating to the duties and responsibilities of directors. These forms are available on OFI's web site at [www.ofi.la.gov](http://www.ofi.la.gov). Click on the "Banks" or "Thriffs" tab on the left, and click on the "Forms" button. You do not have to submit the executed forms to OFI but hold them for review at future examinations. If you have any questions about the forms, please contact Administrative Program Specialist Pam Skelton at (225) 925-4661 or by email at [pskelton@ofi.la.gov](mailto:pskelton@ofi.la.gov).

**2013 HOLIDAY SCHEDULE**

LSA-R.S. 6:128 requires that a written notice of the Board's resolution to close an office be sent to the Commissioner. **In addition**, prior notice of at least 3 business days **MUST** be provided to the general public by (1) posting a notice at the office to be closed, (2) publishing the notice in

one issue of a newspaper of general circulation in the parish of the office to be closed, or (3) through another means of notification. You may satisfy this requirement annually by forwarding a copy of the board resolution, which effectively grants approval of your 2013 holiday schedule, to the OFI. Otherwise, you must notify the OFI **each time** the institution closes for a holiday. Regardless of whether you notify this office each time you close for a holiday or just once for the year, this is a statutory requirement. If you have any questions about your holiday schedule, please contact Administrative Assistant LaTroy Thompson at (225) 925-4204 or by email at [ltompson@ofi.la.gov](mailto:ltompson@ofi.la.gov).

### **DEPOSITORY INSTITUTION RECORD RETENTION PROGRAM**

A copy of the Record Retention Schedule may be found on OFI's website at [www.ofi.la.gov](http://www.ofi.la.gov). Click on the "Banks" or "Thriffs" tab on the left, then click on "Policies/Bulletins/Opinions," and click on "Policies." **There have been no changes to the schedule this year.** Questions should be directed to Deputy Chief Examiner Kerry Morris at (225) 925-4201 or by email at [kmorris@ofi.la.gov](mailto:kmorris@ofi.la.gov).

**Responses to the following items are requested (even if there are no changes from last year). Please ensure that the attached documents are distributed to the appropriate person within the institution and returned to the OFI in a timely manner. No specific "as of" date is required. Please provide the most current information available. DEADLINE: February 18, 2013.**

### **ANNUAL QUESTIONNAIRE**

Please review the information, make any additions, deletions, or revisions on the enclosed form, and return it to this office by mail or fax. Questions should be directed to Administrative Program Specialist Pam Skelton at (225) 925-4661 or by email at [pskelton@ofi.la.gov](mailto:pskelton@ofi.la.gov).

### **SERVICES SURVEY**

A blank copy of the services survey is enclosed. Even though there are no changes to the survey this year, please complete the form and return it to OFI by mail, fax, or email. On the last page of the services survey, at the request of the Louisiana Bankers' Association, we are again asking for the amount of losses you suffered as a result of fraud-related incidences in calendar year 2012. This information will be kept strictly confidential with only the number of banks/thrifts that respond and the total amount of losses reported from all the banks/thrifts will be shared with anyone outside of OFI. Questions should be directed to Deputy Chief Examiner Kerry Morris at (225) 925-4201 or by email at [kmorris@ofi.la.gov](mailto:kmorris@ofi.la.gov). [NOTE: The most secure method of sending your response via email is through FDICconnect. To create a session, call Tim Robichaux at (225) 922-0878, and he will walk you through the process.]

As usual, your cooperation is very much appreciated. Please do not hesitate to contact me directly at (225) 925-4675 or by email at [sseymour@ofi.la.gov](mailto:sseymour@ofi.la.gov) if you have any questions.

Enclosures