Custodial Account Training Timeline

As of training being introduced

Supervisor, Mentor or Senior Auditor discusses Regulation 201.42 and the other materials with the new employee.

Provide Custodial Account Instructions pamphlet, Regulation 201.42 and Custodial Account section of the financial section of the Employee Manual.

The new employee prepares a custodial analysis using the mock custodial account documentation. The Supervisor, Mentor or Senior Auditor should be available to answer questions.

New employee assists a Senior Auditor with compliance custodial account reviews.

The Supervisor, Mentor or Senior Auditor discusses with the new employee the required documentation for an investigative file.

Provide new employee with Custodial Account Shortage and Misuse of Custodial Funds section of the Investigation section of the Employee Manual and an example of an investigative file that alleges a custodial account shortage.

New employee should routinely conduct custodial account reviews and investigations with a Mentor, Auditor or Resident Agent. *(Using a variety of trainers will give the new employee different experiences.)*

Supervisor routinely discusses the progress of the new employee's ability to conduct custodial reviews and investigations with a Mentor, Senior Auditor, and/or Senior Resident Agent.

The new employee assigned individual assignments as ability and confidence are established. A Mentor, Senior Auditor, and/or Senior Resident Agent accompanies the new employee on difficult investigations and reports on the ability of the new employee to conduct these assignments individually.

First one to two weeks | **One to two months** | **First year**