



BOARD OF GOVERNORS  
OF THE  
FEDERAL RESERVE SYSTEM  
WASHINGTON

S-114  
333

ADDRESS OFFICIAL CORRESPONDENCE  
TO THE BOARD

September 7, 1938.

Dear Sir:

Inclosed are three copies of the revised form of report of examination of trust departments, and three copies of a special form (Page T-1-(S)), referred to in the Board's letter of August 24, 1938 (S-112). These forms have been approved by the Board for use by the Reserve banks in the examination of trust departments of State member banks. A supply of the forms is being forwarded by express. Additional supplies may be obtained from the Board's Division of Examinations upon request.

In revising the form of report, consideration was given to the many valuable suggestions received from the various Reserve banks in connection with the draft forwarded on October 9, 1937, which was based largely upon the form previously developed by the committee of trust examiners. The form is designed to obtain as high a degree of uniformity as practicable in reports of examinations made by examiners for the various Reserve banks and at the same time be adaptable to the widely varying sizes of trust departments, types of fiduciary business, and laws involved in the different States. Hence, with the exception of statements of individual and corporate trusts and of earnings and expenses, no attempt has been made to provide formal schedules. It is expected that examiners, in preparing their reports, will include such supporting schedules, with appropriate references thereto in the questionnaire, and such additional comments as may be found desirable in each examination. A quantity of blank green pages has been forwarded for that purpose.

A short form of report has been approved for use in examinations of institutions having a very limited volume of fiduciary accounts and activities, in connection with which many of the comments and answers to questions provided for in the regular or long form would not be applicable. It is contemplated that in each such examination the trust department section of the report will consist of the short form of questionnaire and comments (Page T-1-(S)), the regular statement of individual trusts (Page T-2), the regular

statement of corporate trusts (Page T-3), if applicable, and the confidential section (Page T-A), if applicable, and such additional follow sheets as may be necessary for the examiner's comments and conclusions and signature, as in the case of the other forms of report.

Very truly yours,

A handwritten signature in black ink, appearing to read "L. P. Bethea". The signature is written in a cursive style with a large, sweeping initial "L".

L. P. Bethea,  
Assistant Secretary.

Inclosures.

TO PRESIDENTS OF ALL FEDERAL RESERVE BANKS