



ACGM CONCEPTS INC.

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ESCROW ACCOUNTING SERVICES

Comprehensive Account Controls

SERVICE DESCRIPTION

Full Service package will include:

- Consultation to determine a feasible reconciliation package of your escrow trust accounts.
- Set up remote connections to your network and software.
- Reconciliation service for all your accounts daily, we will prepare and provide CA required reports for a valid 3 way reconciliation of your accounts.
- Instructions on how to resolve transactions that may pose a risk to you company and your customers.
- Delivery of the final reconciliation package along with our summary will be sent via secure encrypted email.
- Daily bookkeeping services to help you maintain efficient date entry.
- Preparation for yearly audits.

Compliance:

- State regulators, Bar Associations and title insurance underwriters require monthly reconciliations of your trust accounts.
- Title agencies licensed by the California Department of Business Oversight are required to submit reconciliations of their licensing title insurance on monthly basis.

Fraud Prevention:

- Implementing procedures for Fraud Prevention.
- Implementing procedures for compliance and record keeping
- Segregating and limiting control and access to your accounts.
- Monitoring and detecting mistakes on your accounts.

Training:

- We will take time to show you and your department heads how to effectively review reports and focus on transactions that may lead to potential liabilities and risks to your company.
- We will hold training sessions to go over new laws and regulations.

Contact us for:

- ✓ **More information.**
- ✓ **Free on site consultation**
- ✓ **Additional Service packages.**