DVU Verification Procedures (Review Steps by DVU)

Start: Submit a review to DVU

DVU Analyst will perform an initial check of the nature, volume, and given the deadline of the submission, evaluate reasonableness of DVU being able to meet the deadline.

Does DVU believe it is able to meet the specified deadline given the nature of the review and current workload?

If Yes: Proceed to next step.

If No: DVU notifies submitter that the extension must be sought and/or modifies DVU review per the guidance of the DVU Manager and Chief Compliance Officer.

Analyst reviews draft materials for in-scope statements and data points. For each item, analyst identifies the data source.

Are there variances between the output and the source data?

Yes: Analyst reaches out to Submitter to resolve issues noted.

No: Analyst performs the analysis to verify the data reported.

Are there variances between the DVU analysis and the proposed metrics?

Yes: Analyst reaches out to Submitter to resolve issues noted.

No: Analyst documents pertinent information in the working papers.

Analyst performs verification steps for each data item contained in the submission.

Analyst and/or DVU Manager review draft materials opened and performed.

Was in-scope items verified all questions addressed, and any requested revisions performed?

Yes: DVU notifies Submitter that the document(s) is approved for release and files the final copy of the document(s) with the supporting paperwork.

No: DVU returns the document(s) to the submitter.

Process is Complete.

---

1 Situations will be reviewed on a case-by-case basis.
2 The Analyst should inform the submitter of the issues and/or missing items and request sufficient information to close the gaps. If DVU makes attempts to follow up with requestor that go without a response for 4 weeks, the request will drop off the list of active reviews.
3 Re-performance may include re-running calculations, running pivot tables, etc.