

# Table of Contents

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## 18.01.62 - Annual Financial Reporting

000. Legal Authority. ....	2
001. Title And Scope. ....	2
002. Written Interpretations. ....	2
003. Administrative Appeals. ....	2
004. Incorporation By Reference. ....	3
005. Office -- Office Hours -- Mailing Address, Street Address And Web Site. ....	3
006. Public Records Act Compliance. ....	3
007. -- 009. (Reserved). ....	3
010. Definitions. ....	3
011. General Requirements Related To Filing And Extensions For Filing Of Annual Audited Financial Reports And Audit Committee Appointment. ....	5
012. Contents Of Annual Audited Financial Report. ....	5
013. Designation Of Independent Certified Public Accountant. ....	5
014. Qualifications Of Independent Certified Public Accountant. ....	6
015. Consolidated Or Combined Audits. ....	9
016. Scope Of Audit And Report Of Independent Certified Public Accountant. ....	9
017. Notification Of Adverse Financial Condition. ....	9
018. Communication Of Internal Control Related Matters Noted In An Audit. ....	10
019. Accountant's Letter Of Qualification. ....	10
020. Definition, Availability And Maintenance Of Certified Public Accountants Workpapers. ....	10
021. Requirements For Audit Committees. ....	11
022. Conduct Of Insurer In Connection With The Preparation Of Required Reports And Documents. ....	12
023. Management's Report Of Internal Control Over Financial Reporting. ....	13
024. Exemptions And Effective Dates. ....	14
025. Canadian And British Companies. ....	15
026. -- 999. (Reserved). ....	15

**IDAPA 18  
TITLE 01  
CHAPTER 62**

**18.01.62 - ANNUAL FINANCIAL REPORTING**

**000. LEGAL AUTHORITY.**

This rule is promulgated by the Director of Insurance pursuant to the authority provided in Chapter 2, Title 41, Idaho Code and Chapter 52, Title 67, Idaho Code. (7-1-93)

**001. TITLE AND SCOPE.**

**01. Title.** This rule shall be cited as IDAPA 18.01.62, "Annual Financial Reporting." (5-8-09)

**02. Scope.** The purpose of this rule is to improve the Idaho Insurance Department's surveillance of the financial condition of insurers by requiring: (1) an annual audit of the financial statements reporting the financial position and the results of operations of insurers by independent certified public accountants; (2) Communication of Internal Control Related Matters Noted in an Audit; and (3) Management's Report of Internal Control over Financial Reporting. Every insurer as defined in Section 010 shall be subject to this rule. Insurers having direct premiums written in this state of less than one million dollars (\$1,000,000) in any calendar year and less than one thousand (1,000) policyholders or certificate holders of direct written policies nationwide at the end of such calendar year shall be exempt from this rule for such year (unless the director makes a specific finding that compliance is necessary for the director to carry out statutory responsibilities) except that insurers having assumed premiums pursuant to contracts or treaties of reinsurance of one million dollars (\$1,000,000) or more, or both, will not be so exempt. Foreign or alien insurers filing the audited financial report in another state, pursuant to that other state's requirement for filing of audited financial reports which has been found by the director to be substantially similar to the requirements herein, are exempt from Section 011 through Section 020 of this rule if conditions of Subsection 001.02.a. or 001.02.b., of this rule apply: (5-8-09)

**a.** A copy of the Audited financial report, Communication of Internal Control Related Matters Noted in an Audit, and the Accountant's Letter of Qualifications that are filed with the other state are filed with the director in accordance with the filing dates specified in Sections 011, 018, and 019 respectively (Canadian insurers may submit accountants' reports as filed with the Office of the Superintendent of Financial Institutions, Canada). (5-8-09)

**b.** A copy of any Notification of Adverse Financial Condition Report filed with the other state is filed with the director within the time specified in Section 017. This rule shall not prohibit, preclude or in any way limit the director of Insurance from ordering, conducting or performing examinations of insurers pursuant to the provisions of Title 41 of the Idaho Code and the rules of the Idaho Department of Insurance and the practices and procedures of the Idaho Department of Insurance. (5-8-09)

**c.** Foreign or alien insurers required to file Management's Report of Internal Control over Financial Reporting in another state are exempt from filing the Report in this state provided the other state has substantially similar reporting requirements and the Report is filed with the director of the other state within the time specified. (5-8-09)

**d.** This rule shall not prohibit, preclude or in any way limit the director of Insurance from ordering, conducting or performing examinations of insurers pursuant to the provisions of Title 41 of the Idaho Code and the rules of the Idaho Department of Insurance and the practices and procedures of the Idaho Department of Insurance. (5-8-09)

**002. WRITTEN INTERPRETATIONS.**

In accordance with Section 67-5201(19)(b)(iv), Idaho Code, this agency may have written statements which pertain to the interpretation of this rule, or to the documentation of compliance with this rule. These documents will be available for public inspection and copying in accordance with the public records act. (5-8-09)

**003. ADMINISTRATIVE APPEALS.**

All administrative appeals shall be governed by Title 41, Chapter 2, Idaho Code, and the Idaho Administrative

Procedure Act, Title 67, Chapter 52, Idaho Code, and IDAPA 04.11.01, “Idaho Rules of Administrative Procedure of the Attorney General - General Provisions.” (5-8-09)

**004. INCORPORATION BY REFERENCE.**

This rule incorporates by reference the full text of the National Association of Insurance Commissioners Financial Condition Examiners Handbook and the National Association of Insurance Commissioners Annual Statement Instructions and Accounting Practices and Procedures Manual, pursuant to Sections 41-223 and 47-335, Idaho Code. Copies may be viewed at: (5-8-09)

**01. Department.** Idaho Department of Insurance, 700 West State Street, 3rd Floor, Boise, Idaho 83720-0043; (5-8-09)

**02. Industry Documents.** NAIC Executive Headquarters, 2301 McGee Street, Suite 800 Kansas City, MO 64108-2662. [NAIC website](#). (5-8-09)

**005. OFFICE -- OFFICE HOURS -- MAILING ADDRESS, STREET ADDRESS AND WEB SITE.**

**01. Office Hours.** The Department of Insurance is open from 8 a.m. to 5 p.m. except Saturday, Sunday and legal holidays. (5-8-09)

**02. Mailing Address.** The department’s mailing address is: Idaho Department of Insurance, P.O. Box 83720, Boise, ID 83720-0043. (5-8-09)

**03. Street Address.** The principal place of business is 700 West State Street, 3rd Floor, Boise, Idaho 83702-0043. (5-8-09)

**04. Web Site Address.** The department’s [website](#). (5-8-09)

**006. PUBLIC RECORDS ACT COMPLIANCE.**

Any records associated with this rule are subject to the provisions of the Idaho Public Records Act, Title 9, Chapter 3, Idaho Code. (5-8-09)

**007. -- 009. (RESERVED).**

**010. DEFINITIONS.**

**01. Accountant and Independent Certified Public Accountant.** “Accountant” or “Independent Certified Public Accountant” means an independent certified public accountant or accounting firm in good standing with the American Institute of Certified Public Accountants [AICPA] and in all states in which they are licensed to practice; for Canadian and British companies, it means a Canadian-chartered or British-chartered accountant. (5-8-09)

**02. Affiliate.** An “affiliate” of, or person “affiliated” with, a specific person, is a person that directly, or indirectly through one (1) or more intermediaries, controls, or is controlled by, or is under common control with, the person specified. (5-8-09)

**03. Audit Committee.** “Audit committee” means a committee (or equivalent body) established by the board of directors of an entity for the purpose of overseeing the accounting and financial reporting processes of an insurer or Group of insurers, and audits of financial statements of the insurer or Group of insurers. The Audit committee of any entity that controls a Group of insurers may be deemed to be the Audit committee for one (1) or more of these controlled insurers solely for the purposes of this rule at the election of the controlling person. Refer to Subsection 021.05 of this rule, for exercising this election. If an Audit committee is not designated by the insurer, the insurer’s entire board of directors shall constitute the Audit committee. (5-8-09)

**04. Audited Financial Report.** “Audited financial report” means and includes those items specified in Section 012 of this rule. (5-8-09)

**05. Indemnification.** “Indemnification” means an agreement of indemnity or a release from liability where the intent or effect is to shift or limit in any manner the potential liability of the person or firm for failure to adhere to applicable auditing or professional standards, whether or not resulting in part from knowing or other misrepresentations made by the insurer or its representatives. (5-3-03)

**06. Independent Board Member.** “Independent board member” has the same meaning as described in Subsection 021.03 of this rule. (5-8-09)

**07. Insurer.** “Insurer” means a licensed insurer as defined in Section 41-110, Idaho Code; hospital and professional service corporation as defined in Chapter 34, Title 41, Idaho Code; hospital liability trust as defined in Chapter 37, Title 41, Idaho Code; managed care organization as defined in Chapter 39, Title 41, Idaho Code; self-funded health care plan as defined in Chapter 40, Title 41, Idaho Code; Joint Public Agency Self-Funded Health Care Plan as defined in Title 41, Chapter 41, Idaho Code; county mutual as defined in Title 41, Chapter 31, Idaho Code; reciprocal insurer as defined in Chapter 29, Title 41, Idaho Code; fraternal benefit society as defined in Chapter 31, Title 41, Idaho Code; and authorized/accredited reinsurer as defined in Section 41-514(b), Idaho Code. (5-8-09)

**08. Group of Insurers.** “Group of insurers” means those licensed insurers included in the reporting requirements of Title 41, Chapter 38, Idaho Code, or a set of insurers as identified by management, for the purpose of assessing the effectiveness of Internal control over financial reporting. (5-8-09)

**09. Internal Control over Financial Reporting.** “Internal control over financial reporting” means a process effected by an entity’s board of directors, management and other personnel designed to provide reasonable assurance regarding the reliability of the financial statements, such as those items specified in Subsections 012.02 through 012.07 of this rule, and includes those policies and procedures that: (5-8-09)

**a.** Pertain to the maintenance of records that, in reasonable detail, accurately and fairly reflect the transactions and dispositions of assets; (5-8-09)

**b.** Provide reasonable assurance that transactions are recorded as necessary to permit preparation of the financial statements, such as those items specified in Subsections 012.02 through 012.07 of this rule, and that receipts and expenditures are being made only in accordance with authorizations of management and directors; and (5-8-09)

**c.** Provide reasonable assurance regarding prevention or timely detection of unauthorized acquisition, use or disposition of assets that could have a material effect on the financial statements, such as those items specified in Subsections 012.02 through 012.07 of this rule. (5-8-09)

**10. SEC.** “SEC” means the United States Securities and Exchange Commission. (5-8-09)

**11. Section 404.** “Section 404” means Section 404 of the Sarbanes-Oxley Act of 2002 and the SEC’s rules and regulations promulgated thereunder. (5-8-09)

**12. Section 404 Report.** “Section 404 Report” means management’s report on “internal control over financial reporting” as defined by the SEC and the related attestation report of the independent certified public accountant as described in Section 3A. (5-8-09)

**13. SOX Compliant Entity.** “SOX Compliant Entity” means an entity that either is required to be compliant with, or voluntarily is compliant with, all of the following provisions of the Sarbanes-Oxley Act of 2002: (5-8-09)

**a.** The preapproval requirements of Section 201 (Section 10A(i) of the Securities Exchange Act of 1934); (5-8-09)

**b.** The Audit committee independence requirements of Section 301 (Section 10A(m)(3) of the Securities Exchange Act of 1934); and (5-8-09)

**c.** The Internal control over financial reporting requirements of Section 404 (Item 308 of SEC

Regulation S-K). (5-8-09)

**011. GENERAL REQUIREMENTS RELATED TO FILING AND EXTENSIONS FOR FILING OF ANNUAL AUDITED FINANCIAL REPORTS AND AUDIT COMMITTEE APPOINTMENT.**

**01. Annual Audit Filing Date.** All insurers shall have an annual audit by an independent certified public accountant and shall file an audited financial report with the director on or before June 1 for the year ended December 31 immediately preceding. The director may require an insurer to file an audited financial report earlier than June 1 with ninety (90) days advance notice to the insurer. (5-8-09)

**02. Request for Extension.** Extensions of the June 1 filing date may be granted by the director for thirty (30) day periods upon a showing by the insurer and its independent certified public accountant of the reasons for requesting such extension and determination by the director of good cause for an extension. The request for extension must be submitted in writing not less than ten (10) days prior to the due date in sufficient detail to permit the director to make an informed decision with respect to the requested extension. (5-8-09)

**03. Management's Report of Internal Control over Financial Reporting.** If an extension is granted in accordance with the provisions in Subsection 011.02 of this rule, a similar extension of thirty (30) days is granted to the filing of Management's Report of Internal Control over Financial Reporting. (5-8-09)

**04. Designation of Audit Committee.** Every insurer required to file an annual audited financial report pursuant to this chapter shall designate a group of individuals as constituting its Audit committee, as defined in Section 010. The Audit committee of an entity that controls an insurer may be deemed to be the insurer's Audit committee for purposes of this rule at the election of the controlling person. (5-8-09)

**012. CONTENTS OF ANNUAL AUDITED FINANCIAL REPORT.**

The annual Audited financial report shall report the financial position of the insurer as of the end of the most recent calendar year and the results of its operations, cash flows and changes in capital and surplus for the year then ended in conformity with statutory accounting practices prescribed, or otherwise permitted, by the Department of Insurance of the state of domicile. The annual Audited financial report shall include the following: (5-8-09)

**01. Report of Independent Certified Public Accountant.** Report of independent certified public accountant; (5-8-09)

**02. Balance Sheet.** Balance sheet reporting admitted assets, liabilities, capital and surplus; (7-1-93)

**03. Statement of Operations.** Statement of operations; (7-1-93)

**04. Statement of Cash Flow.** Statement of cash flow; (5-8-09)

**05. Statement of Changes in Capital and Surplus.** Statement of changes in capital and surplus; (7-1-93)

**06. Notes to Financial Statements.** These notes shall be those required by the appropriate NAIC Annual Statement Instructions and NAIC Accounting Practices and Procedures Manual. The notes shall include a reconciliation of differences, if any, between the audited statutory financial statements and the annual statement filed pursuant to Section 41-335, Idaho Code, or other applicable section of Idaho Code with a written description of the nature of these differences. (5-8-09)

**07. Form of Financial Statements.** The financial statements included in the audited financial report shall be prepared in a form and using language and groupings substantially the same as the relevant sections of the annual statement of the insurer filed with the director, and the financial statement shall be comparative, presenting the amounts as of December 31 of the current year and the amounts as of the immediately preceding December 31. (However, in the first year in which an insurer is required to file an audited financial report, the comparative data may be omitted.) (5-8-09)

**013. DESIGNATION OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANT.**

**01. Registration with the Director.** Each insurer required by this rule to file an annual audited financial report must within sixty (60) days after becoming subject to the requirement, register with the director in writing the name and address of the independent certified public accountant or accounting firm retained to conduct the annual audit set forth in this rule. Insurers not retaining an independent certified public accountant on the effective date of this rule shall register the name and address of their retained independent certified public accountant not less than six (6) months before the date when the first audited financial report is to be filed. (5-8-09)

**02. Letter of Awareness.** The insurer shall obtain a letter from the accountant, and file a copy with the director stating that the accountant is aware of the provisions of the Insurance Code and the Rules of the Insurance Department of the state of domicile that relate to accounting and financial matters and affirming that he will express his opinion on the financial statements in terms of their conformity to the statutory accounting practices prescribed or otherwise permitted by that Department, specifying such exceptions as he may believe appropriate. (5-8-09)

**03. Dismissal or Resignation.** If an accountant who was the accountant for the immediately preceding filed audited financial report is dismissed or resigns, the insurer shall within five (5) business days notify the Department of this event. The insurer shall also furnish the director with a separate letter within ten (10) business days of the above notification stating whether in the twenty-four (24) months preceding such event there were any disagreements with the former accountant on any matter of accounting principles or practices, financial statement disclosure, or auditing scope or procedure; which disagreements, if not resolved to the satisfaction of the former accountant, would have caused him to make reference to the subject matter of the disagreement in connection with his opinion. The disagreements required to be reported in response to this rule include both those resolved to the former accountant's satisfaction and those not resolved to the former accountant's satisfaction. Disagreements contemplated by this section are those that occur at the decision-making level, such as between personnel of the insurer responsible for presentation of its financial statements and personnel of the accounting firm responsible for rendering its report. The insurer shall also in writing request the former accountant to furnish a letter addressed to the insurer stating whether the accountant agrees with the statements contained in the insurer's letter and, if not, stating the reasons for which he does not agree; and the insurer shall furnish such responsive letter from the former accountant to the director together with its own. (5-8-09)

**014. QUALIFICATIONS OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANT.**

**01. In Good Standing.** The director shall not recognize any person or firm as a qualified independent certified public accountant that is not in good standing with the AICPA and in all states in which the accountant is licensed to practice, or, for a Canadian or British company, that is not a chartered accountant; or has either directly or indirectly entered into an agreement of indemnity or release from liability (collectively referred to as indemnification) with respect to the audit of the insurer. (5-8-09)

**02. Conformance with Ethical and Professional Standards.** Except as otherwise provided in this rule, the director shall recognize an independent certified public accountant as qualified as long as he conforms to the standards of his profession, as contained in the Code of Professional Ethics of the AICPA and Rules and Regulations and Code of Ethics and Rules of Professional Conduct of the Idaho Board of Public Accountancy, or similar code. (5-8-09)

**03. Resolution of Disputes and Delinquency Proceedings.** A qualified independent certified public accountant may enter into an agreement with an insurer to have disputes relating to an audit resolved by mediation or arbitration. However, in the event of a delinquency proceeding commenced against the insurer under Title 41, Chapter 33, the mediation or arbitration provisions shall operate at the option of the statutory successor. (5-8-09)

**04. Capacity to Render Report for Consecutive Years.** The lead (or coordinating) audit partner (having primary responsibility for the audit) may not act in the capacity for more than five (5) consecutive years. The person shall be disqualified from acting in that or a similar capacity for the same company or its insurance subsidiaries or affiliates for a period of five (5) consecutive years. An insurer may make application to the director for relief from the above rotation requirement on the basis of unusual circumstances. This application should be made at least thirty (30) days before the end of the calendar year. The director may consider the following factors in determining if the relief should be granted: (5-8-09)

**a.** Number of partners, expertise of the partners or the number of insurance clients in the currently registered firm; (7-1-93)

**b.** Premium volume of the insurer; or (7-1-93)

**c.** Number of jurisdictions in which the insurer transacts business. (5-8-09)

**05. Relief from Limitation on Consecutive Appointment of Lead Partner.** The insurer shall file, with its annual statement filing, the approval for relief from Subsection 014.04 of this rule, with the states that it is licensed in or doing business in and with the NAIC. If the nondomestic state accepts electronic filing with the NAIC, the insurer shall file the approval in an electronic format acceptable to the NAIC. (5-8-09)

**06. Grounds for Not Recognizing as Qualified.** The director shall neither recognize as a qualified independent certified public accountant, nor accept any annual Audited financial report, prepared in whole or in part by, any natural person who: (5-8-09)

**a.** Has been convicted of fraud, bribery, a violation of the Racketeer Influenced and Corrupt Organizations Act, 18 U.S.C. Sections 1961 to 1968, or any dishonest conduct or practices under federal or state law; (5-8-09)

**b.** Has been found to have violated the insurance laws of this state with respect to any previous reports submitted under this rule; or (5-8-09)

**c.** Has demonstrated a pattern or practice of failing to detect or disclose material information in previous reports filed under the provisions of this rule. (5-8-09)

**07. Hearings.** The director of insurance may, as provided in Chapter 52, Title 67 and Chapter 2, Title 41, Idaho Code and IDAPA 04.01.11, hold a hearing to determine whether an independent certified public accountant is qualified and, considering the evidence presented, may rule that the accountant is not qualified for purposes of expressing his opinion on the financial statements in the annual Audited financial report made pursuant to this rule and require the insurer to replace the accountant with another whose relationship with the insurer is qualified within the meaning of this rule. (5-8-09)

**08. Prohibited Services.** The director shall not recognize as a qualified independent certified public accountant, nor accept an annual audited financial report, prepared in whole or in part by an accountant who provides to an insurer, contemporaneously with the audit, the following non-audit services: (5-8-09)

**a.** Bookkeeping or other services related to the accounting records or financial statements of the insurer; (5-8-09)

**b.** Financial information systems design and implementation; (5-8-09)

**c.** Appraisal or valuation services, fairness opinions, or contribution-in-kind reports. (5-8-09)

**d.** Actuarially-oriented advisory services involving the determination of amounts recorded in the financial statements. The accountant may assist an insurer in understanding the methods, assumptions and inputs used in the determination of amounts recorded in the financial statement only if it is reasonable to conclude that the services provided will not be subject to audit procedures during an audit of the insurer's financial statements. An accountant's actuary may also issue an actuarial opinion or certification ("opinion") on an insurer's reserves if the following conditions have been met: (5-8-09)

**i.** Neither the accountant nor the accountant's actuary has performed any management functions or made any management decisions; (5-8-09)

**ii.** The insurer has competent personnel (or engages a third party actuary) to estimate the reserves for which management takes responsibility; and (5-8-09)

iii. The accountant's actuary tests the reasonableness of the reserves after the insurer's management has determined the amount of the reserves; (5-8-09)

e. Internal audit outsourcing services; (5-8-09)

f. Management functions or human resources; (5-8-09)

g. Broker or dealer, investment adviser, or investment banking services; (5-8-09)

h. Legal services or expert services unrelated to the audit; or (5-8-09)

i. Any other services that the director determines, by rule, are impermissible. (5-8-09)

**09. Principles of Independence.** In general, the principles of independence with respect to services provided by the qualified independent certified public accountant are largely predicated on three (3) basic principles, violations of which would impair the accountant's independence. The principles are that the accountant: (5-8-09)

a. Cannot function in the role of management; (5-8-09)

b. Cannot audit his own work; and (5-8-09)

c. Cannot serve in an advocacy role for the insurer. (5-8-09)

**10. Exemption from Prohibited Services.** Insurers having direct written and assumed premiums of less than one hundred million dollars (\$100,000,000) in any calendar year may request an exemption from Subsection 014.08 of this rule. The insurer shall file with the director a written statement discussing the reasons why the insurer should be exempt from these provisions. If the director finds, upon review of this statement, that compliance with this regulation would constitute a financial or organizational hardship upon the insurer, an exemption may be granted. (5-8-09)

**11. Permitted Non-Audit Services.** A qualified independent certified public accountant who performs the audit may engage in other non-audit services, including tax services, that are not described in Subsection 014.08 of this rule, or that do not conflict with Subsection 014.09 of this rule, only if the activity is approved in advance by the Audit committee, in accordance with Subsection 014.12 of this rule. (5-8-09)

**12. Preapproval Required by Audit Committee.** All auditing services and non-audit services provided to an insurer by the qualified independent certified public accountant of the insurer shall be preapproved by the Audit committee. The preapproval requirement is waived with respect to non-audit services if the insurer is a SOX Compliant Entity or a direct or indirect wholly-owned subsidiary of a SOX Compliant Entity; or (5-8-09)

a. The aggregate amount of all such non-audit services provided to the insurer constitutes not more than five percent (5%) of the total amount of fees paid by the insurer to its qualified independent certified public accountant during the fiscal year in which the non-audit services are provided; (5-8-09)

b. The services were not recognized by the insurer at the time of the engagement to be non-audit services; and (5-8-09)

c. The services are promptly brought to the attention of the Audit committee and approved prior to the completion of the audit by the Audit committee or by one (1) or more members of the Audit committee who are the members of the board of directors to whom authority to grant such approvals has been delegated by the Audit committee. (5-8-09)

**13. Delegation by Audit Committee.** The Audit committee may delegate to one (1) or more designated members of the Audit committee the authority to grant the preapprovals required by Subsection 014.12 of this rule. The decisions of any member to whom this authority is delegated shall be presented to the full Audit committee at each of its scheduled meetings. (5-8-09)



**14. Prior Employment Prohibited.** The director shall not recognize an independent certified public accountant as qualified for a particular insurer if a member of the board, president, chief executive officer, controller, chief financial officer, chief accounting officer, or any person serving in an equivalent position for that insurer, was employed by the independent certified public accountant and participated in the audit of that insurer during the one (1) year period preceding the date that the most current statutory opinion is due. Subsection 014.14 of this rule, shall only apply to partners and senior managers involved in the audit. (5-8-09)

**a.** An insurer may make application to the director for relief from Subsection 014.14 of this rule, on the basis of unusual circumstances. (5-8-09)

**b.** The insurer shall file, with its annual statement filing, the approval for relief from Subsection 014.14 of this rule, with the states that it is licensed in or doing business in and the NAIC. If the nondomestic state accepts electronic filing with the NAIC, the insurer shall file the approval in an electronic format acceptable to the NAIC. (5-8-09)

**015. CONSOLIDATED OR COMBINED AUDITS.**

An insurer may make written application to the director for approval to file audited consolidated or combined financial statements in lieu of separate annual audited financial statements if the insurer is part of a group of insurance companies that utilizes a pooling or one hundred percent (100%) reinsurance agreement that affects the solvency and integrity of the insurer's reserves and such insurer cedes all of its direct and assumed business to the pool. In such cases, a columnar consolidating or combining worksheet shall be filed with the report, as follows: (5-8-09)

**01. Worksheet.** Amounts shown on the consolidated or combined Audited financial report shall be shown on the worksheet; (5-8-09)

**02. Separate Amounts.** Amounts for each insurer subject to this section shall be stated separately; (5-8-09)

**03. Noninsurance Operations.** Noninsurance operations may be shown on the worksheet on a combined or individual basis; (5-8-09)

**04. Explanations of Consolidating and Eliminating Entries.** Explanations of consolidating and eliminating entries shall be included; and (5-8-09)

**05. Reconciliation.** A reconciliation shall be included of any differences between the amounts shown in the individual insurer columns of the worksheet and comparable amounts shown on the annual statement of the insurers. (5-8-09)

**016. SCOPE OF AUDIT AND REPORT OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANT.**

Financial statements furnished pursuant to Section 012 hereof shall be examined by the independent certified public accountant. The audit of the insurer's financial statements shall be conducted in accordance with generally accepted auditing standards. The independent certified public accountant should obtain an understanding of internal control sufficient to plan the audit. To the extent required by the standards of his profession, for those insurers required to file a Management's Report of Internal Control over Financial Reporting pursuant to Section 023, the independent certified public accountant should consider (as that term is defined in generally accepted auditing standards) the most recently available report in planning and performing the audit of the statutory financial statements. Consideration shall be given to the other procedures illustrated in the Financial Condition Examiner's Handbook promulgated by the National Association of Insurance Commissioners as the independent certified public accountant deems necessary. (5-8-09)

**017. NOTIFICATION OF ADVERSE FINANCIAL CONDITION.**

The insurer required to furnish the annual Audited financial report shall require the independent certified public accountant to report, in writing, within five (5) business days to the board of directors or its Audit committee any determination by the independent certified public accountant that the insurer has materially misstated its financial condition as reported to the director as of the balance sheet date currently under audit or that the insurer does not meet the minimum capital and surplus requirements of Title 41, Idaho Code, as of that date. An insurer that has received a report pursuant to this paragraph shall forward a copy of the report to the director within five (5) business days of

receipt of the report and shall provide the independent certified public accountant making the report with evidence of the report being furnished to the director. If the independent certified public accountant fails to receive such evidence within the required five (5) business day period, the independent certified public accountant shall furnish to the director a copy of its report within the next five (5) business days. No independent certified public accountant shall be liable in any manner to any person for any statement made in connection with Section 017 if the statement is made in good faith in compliance with Section 017. If the accountant, subsequent to the date of the Audited financial report filed pursuant to this rule, becomes aware of facts which might have affected his report, the director notes the obligation of the accountant to take action as prescribed by the standards of his profession. (5-8-09)

**018. COMMUNICATION OF INTERNAL CONTROL RELATED MATTERS NOTED IN AN AUDIT.**

In addition to the annual audited financial report, each insurer shall furnish the director with a written communication as to any unremediated material weaknesses in its Internal control over financial reporting noted during the audit. Such communication shall be prepared by the accountant within sixty (60) days after the filing of the annual audited financial report, and shall contain a description of any unremediated material weakness (as the term material weakness is defined by the standards of his profession) as of December 31 immediately preceding (so as to coincide with the audited financial report discussed in Subsection 011.01, of this rule) in the insurer's Internal control over financial reporting noted by the accountant during the course of their audit of the financial statements. If no unremediated material weaknesses were noted, the communication should so state. The insurer is required to provide a description of remedial actions taken or proposed to correct unremediated material weaknesses, if the actions are not described in the accountant's communication. (5-8-09)

**019. ACCOUNTANT'S LETTER OF QUALIFICATION.**

The accountant shall furnish the insurer in connection with, and for inclusion in, the filing of the annual audited financial report, a letter stating: (5-8-09)

**01. Independence.** That the accountant is independent with respect to the insurer and conforms to the standards of his profession as contained in the Code of Professional Ethics and pronouncements of the AICPA and the Rules of Professional Conduct of the Idaho Board of Public Accountancy, or similar code; (5-8-09)

**02. Background and Experience.** The background and experience in general, and the experience in audits of insurers of the staff assigned to the engagement and whether each is an independent certified public accountant. Nothing within this rule shall be construed as prohibiting the accountant from utilizing such staff as he deems appropriate where use is consistent with the standards prescribed by generally accepted auditing standards; (5-8-09)

**03. Compliance with Rule.** That the accountant understands the annual audited financial report and his opinion thereon will be filed in compliance with this rule and that the director will be relying on this information in the monitoring and regulation of the financial position of insurers; (5-8-09)

**04. Consent to Requirements of Section 020.** That the accountant consents to the requirements of Section 020 of this rule and that the accountant consents and agrees to make available for review by the director, or the director's designee or appointed agent, the workpapers, as defined in Section 020; (5-8-09)

**05. Properly Licensed.** A representation that the accountant is properly licensed by an appropriate state licensing authority and is a member in good standing in the AICPA; and (5-8-09)

**06. Compliance with Section 014.** A representation that the accountant is in compliance with the requirements of Section 014 of this rule. (7-1-93)

**020. DEFINITION, AVAILABILITY AND MAINTENANCE OF CERTIFIED PUBLIC ACCOUNTANTS WORKPAPERS.**

Workpapers are the records kept by the independent certified public accountant of the procedures followed, the tests performed, the information obtained, and the conclusions reached pertinent to the accountant's audit of the financial statements of an insurer. Workpapers, accordingly, may include audit planning documentation, work programs, analyses, memoranda, letters of confirmation and representation, abstracts of company documents and schedules or commentaries prepared or obtained by the independent certified public accountant in the course of his audit of the financial statements of an insurer and which support the accountant's opinion. Every insurer required to file an

Audited financial report pursuant to this rule, shall require the accountant to make available for review by the insurance department examiners, all workpapers prepared in the conduct of the accountant's audit and any communications related to the audit between the accountant and the insurer, at the office of the insurer, at the insurance department or at any other reasonable place designated by the director. The insurer shall require that the accountant retain the audit workpapers and communications until the insurance department has filed a report on examination covering the period of the audit but no longer than seven (7) years from the date of the audit report. In the conduct of the aforementioned periodic review by the insurance department examiners, it shall be agreed that photocopies of pertinent audit workpapers may be made and retained by the department. Such reviews by the department examiners shall be considered investigations and all working papers and communications obtained during the course of such investigations shall be afforded the same confidentiality as other examination workpapers generated by the department. (5-8-09)

**021. REQUIREMENTS FOR AUDIT COMMITTEES.**

This section shall not apply to foreign or alien insurers licensed in this state or an insurer that is a SOX Compliant Entity or a direct or indirect wholly-owned subsidiary of a SOX Compliant Entity. (5-8-09)

**01. Responsibility.** The Audit committee shall be directly responsible for the appointment, compensation and oversight of the work of any accountant (including resolution of disagreements between management and the accountant regarding financial reporting) for the purpose of preparing or issuing the audited financial report or related work pursuant to this chapter. Each accountant shall report directly to the Audit committee. (5-8-09)

**02. Corporate Membership.** Each member of the Audit committee shall be a member of the board of directors of the insurer or a member of the board of directors of an entity elected pursuant to Subsection 021.05 and Section 010 of this rule. (5-8-09)

**03. Independence.** In order to be considered independent for purposes of Section 021, a member of the Audit committee may not, other than in his capacity as a member of the Audit committee, the board of directors, or any other board committee, accept any consulting, advisory or other compensatory fee from the entity or be an affiliated person of the entity or any subsidiary thereof. However, if law requires board participation by otherwise non-independent members, that law shall prevail and such members may participate in the Audit committee and be designated as independent for Audit committee purposes, unless they are an officer or employee of the insurer or one (1) of its affiliates. (5-8-09)

**04. Continuation of Service.** If a member of the Audit committee ceases to be independent for reasons outside the member's reasonable control, that person, with notice by the responsible entity to the director, may remain an Audit committee member of the responsible entity until the earlier of the next annual meeting of the responsible entity or one (1) year from the occurrence of the event that caused the member to be no longer independent. (5-8-09)

**05. Controlling Person.** To exercise the election of the controlling person to designate the Audit committee for purposes of this rule, the ultimate controlling person shall provide written notice to the directors of insurance of the affected insurers. Notification shall be made timely prior to the issuance of the statutory audit report and include a description of the basis for the election. The election can be changed through notice to the director by the insurer, which shall include a description of the basis for the change. The election shall remain in effect for perpetuity, until rescinded. (5-8-09)

**06. Accountant's Reports to Audit Committee.** The Audit committee shall require the accountant that performs for an insurer any audit required by this rule to timely report to the Audit committee in accordance with the standards of his profession. If an insurer is a member of an insurance holding company system, the reports required by Subsection 021.06 of this rule, may be provided to the Audit committee on an aggregate basis for insurers in the holding company system, provided that any substantial differences among insurers in the system are identified to the Audit committee. The accountant's reports shall include: (5-8-09)

- a.** All significant accounting policies and material permitted practices; (5-8-09)
- b.** All material alternative treatments of financial information within statutory accounting principles that have been discussed with management officials of the insurer, ramifications of the use of the alternative

disclosures and treatments, and the treatment preferred by the accountant; and (5-8-09)

**c.** Other material written communications between the accountant and the management of the insurer, such as any management letter or schedule of unadjusted differences. (5-8-09)

**07. Required Proportion of Independent Audit Committee Members.** The proportion of independent Audit committee members shall meet or exceed the following criteria: (5-8-09)

Prior Calendar Year Direct Written and Assumed Premiums		
\$0 - \$300,000,000	Over \$300,000,000 - \$500,000,000	Over \$500,000,000
No minimum requirements. See also Note A and B.	Majority (50% or more) of members shall be independent. See also Note A and B.	Supermajority of members (75% or more) shall be independent. See also Note A.
<p><b>Note A:</b> The director has authority afforded by state law to require the entity's board to enact improvements to the independence of the Audit committee membership if the insurer is in a RBC action level event, meets one or more of the standards of an insurer deemed to be in hazardous financial condition, or otherwise exhibits qualities of a troubled insurer.</p> <p><b>Note B:</b> All insurers with less than \$500,000,000 in prior year direct written and assumed premiums are encouraged to structure their Audit committees with at least a supermajority of independent Audit committee members.</p> <p><b>Note C:</b> Prior calendar year direct written and assumed premiums shall be the combined total of direct premiums and assumed premiums from non-affiliates for the reporting entities.</p>		

(5-8-09)

**08. Hardship Waiver.** An insurer with direct written and assumed premium, excluding premiums reinsured with the Federal Crop Insurance Corporation and Federal Flood Program, less than five hundred million dollars (\$500,000,000) may make application to the director for a waiver from the Section 021 requirements based upon hardship. The insurer shall file, with its annual statement filing, the approval for relief from Section 021 with the states that it is licensed in or doing business in and the NAIC. If the nondomestic state accepts electronic filing with the NAIC, the insurer shall file the approval in an electronic format acceptable to the NAIC. (5-8-09)

**022. CONDUCT OF INSURER IN CONNECTION WITH THE PREPARATION OF REQUIRED REPORTS AND DOCUMENTS.**

**01. False or Misleading Statements.** No director or officer of an insurer shall, directly or indirectly make or cause to be made a materially false or misleading statement to an accountant in connection with any audit, review or communication required under this chapter. (5-8-09)

**02. Omissions.** No director or officer of an insurer shall, directly or indirectly omit to state, or cause another person to omit to state, any material fact necessary in order to make statements made, in light of the circumstances under which the statements were made, not misleading to an accountant in connection with any audit, review or communication required under this chapter. (5-8-09)

**03. Coercion.** No officer or director of an insurer, or any other person acting under the direction thereof, shall directly or indirectly take any action to coerce, manipulate, mislead or fraudulently influence any accountant engaged in the performance of an audit pursuant to this chapter if that person knew or should have known that the action, if successful, could result in rendering the insurer's financial statements materially misleading. For purposes of Subsection 022.03 of this rule, actions that, "if successful, could result in rendering the insurer's financial statements materially misleading" include, but are not limited to, actions taken at any time with respect to the professional engagement period to coerce, manipulate, mislead or fraudulently influence an accountant: (5-8-09)

- a.** To issue or reissue a report on an insurer's financial statements that is not warranted in the circumstances (due to material violations of statutory accounting principles prescribed by the director, generally accepted auditing standards, or other professional or regulatory standards); (5-8-09)
- b.** Not to perform audit, review or other procedures required by generally accepted auditing standards or other professional standards; (5-8-09)
- c.** Not to withdraw an issued report; or (5-8-09)
- d.** Not to communicate matters to an insurer's Audit committee. (5-8-09)

**023. MANAGEMENT'S REPORT OF INTERNAL CONTROL OVER FINANCIAL REPORTING.**

**01. Premium Threshold.** Every insurer required to file an audited financial report pursuant to this chapter that has annual direct written and assumed premiums, excluding premiums reinsured with the Federal Crop Insurance Corporation and Federal Flood Program, of five hundred million dollars (\$500,000,000) or more shall prepare a report of the insurer's or Group of insurers' Internal control over financial reporting, as these terms are defined in Section 010. The report shall be filed with the director along with the Communication of Internal Control Related Matters Noted in an Audit described under Section 018. Management's Report of Internal Control over Financial Reporting shall be as of December 31 immediately preceding. (5-8-09)

**02. RBC Level or Other Event.** Notwithstanding the premium threshold in Subsection 023.01 of this rule, the director may require an insurer to file Management's Report of Internal Control over Financial Reporting if the insurer is in any RBC level event, or meets any one (1) or more of the standards of an insurer deemed to be in hazardous financial condition as defined in IDAPA 18.01.66, "Director's Authority for Companies Deemed to be in Hazardous Financial Condition." (5-8-09)

**03. Section 404.** An insurer or a Group of insurers may file its or its parent's Section 404 Report and an addendum in satisfaction of this Section 023 requirement provided that those internal controls of the insurer or Group of insurers having a material impact on the preparation of the insurer's or Group of insurers' audited statutory financial statements (those items included in Subsections 012.02 through 012.07 of this rule) were included in the scope of the Section 404 Report. The addendum shall be a positive statement by management that there are no material processes with respect to the preparation of the insurer's or Group of insurers' audited statutory financial statements (those items included in Subsections 012.02 through 012.07 of this rule) excluded from the Section 404 Report. If there are internal controls of the insurer or Group of insurers that have a material impact on the preparation of the insurer's or Group of insurers' audited statutory financial statements and those internal controls were not included in the scope of the Section 404 Report, the insurer or Group of insurers may either file: (5-8-09)

- a.** A Section 023 report; or (5-8-09)
- b.** The Section 404 Report and a Section 023 report for those internal controls that have a material impact on the preparation of the insurer's or Group of insurers' audited statutory financial statements not covered by the Section 404 Report, providing the insurer or Group of insurers is:

  - i.** Directly subject to Section 404; (5-8-09)
  - ii.** Part of a holding company system whose parent is directly subject to Section 404; (5-8-09)
  - iii.** Not directly subject to Section 404 but is a SOX Compliant Entity; or (5-8-09)
  - iv.** A member of a holding company system whose parent is not directly subject to Section 404 but is a SOX Compliant Entity. (5-8-09)

**04. Required Elements.** Management's Report of Internal Control over Financial Reporting shall include: (5-8-09)

- a.** A statement that management is responsible for establishing and maintaining adequate Internal control over financial reporting; (5-8-09)
- b.** A statement that management has established Internal control over financial reporting and an assertion, to the best of management's knowledge and belief, after diligent inquiry, as to whether its Internal control over financial reporting is effective to provide reasonable assurance regarding the reliability of financial statements in accordance with statutory accounting principles; (5-8-09)
- c.** A statement that briefly describes the approach or processes by which management evaluated the effectiveness of its Internal control over financial reporting; and (5-8-09)
- d.** A statement that briefly describes the scope of work that is included and whether any internal controls were excluded; (5-8-09)
- e.** Disclosure of any unremediated material weaknesses in the Internal control over financial reporting identified by management as of December 31 immediately preceding. Management is not permitted to conclude that the Internal control over financial reporting is effective to provide reasonable assurance regarding the reliability of financial statements in accordance with statutory accounting principles if there is one (1) or more unremediated material weaknesses in its Internal control over financial reporting; (5-8-09)
- f.** A statement regarding the inherent limitations of internal control systems; and (5-8-09)
- g.** Signatures of the chief executive officer and the chief financial officer (or equivalent position/title). (5-8-09)

**05. Documentation by Management.** Management shall document and make available upon financial condition examination the basis upon which its assertions, required in Subsection 023.04 of this rule, are made. Management may base its assertions, in part, upon its review, monitoring and testing of internal controls undertaken in the normal course of its activities. Management shall have discretion as to the nature of the internal control framework used, and the nature and extent of documentation, in order to make its assertion in a cost effective manner and, as such, may include assembly of or reference to existing documentation. Management's Report on Internal Control over Financial Reporting, required by Subsection 023.01 of this rule, and any documentation provided in support thereof during the course of a financial condition examination, shall be kept confidential by the Idaho Department of Insurance. (5-8-09)

**024. EXEMPTIONS AND EFFECTIVE DATES.**

**01. Exemptions Not Otherwise Provided.** Upon written application of any insurer, the director may grant an exemption from compliance with any and all provisions of this rule if the director finds, upon review of the application, that compliance with this rule would constitute a financial or organizational hardship upon the insurer. An exemption may be granted at any time and from time to time for a specified period or periods. Within ten (10) days from a denial of an insurer's written request for an exemption from this chapter, the insurer may request in writing a hearing on its application for an exemption. The hearing shall be held in accordance with the IDAPA 04.01.11, "Idaho Rules of Administrative Procedure of the Attorney General," pertaining to administrative hearing procedures. (5-8-09)

**02. Domestic Insurer Effective Dates:** Domestic insurers retaining a certified public accountant on the effective date of this rule who qualifies as independent shall comply with this rule for the year ending December 31, 2010, and each year thereafter unless the director permits otherwise. Domestic insurers not retaining a certified public accountant on the effective date of this rule who qualifies as independent may meet the following schedule for compliance unless the director permits otherwise. (5-8-09)

- a.** As of December 31, 2010, file with the director an audited financial report: (5-8-09)
- b.** For the year ending December 31, 2011 and each year thereafter, such insurers shall file with the director all reports and communication required by this chapter. (5-8-09)

**03. Foreign Insurers.** Foreign insurers shall comply with this rule for the year ending December 31, 2010, and each year thereafter, unless the director permits otherwise. (5-8-09)

**04. Alternate Effective Date for Subsection 014.04 [Capacity to Render Report for Consecutive Years].** The requirements of Subsection 014.04 of this rule, shall be in effect for audits of the year beginning January 1, 2010 and thereafter. (5-8-09)

**05. Alternate Effective Date for Section 021 [Requirements for Audit Committees].** The requirements of Section 021 are to be in effect January 1, 2010. An insurer or Group of insurers that is not required to have independent Audit committee members or only a majority of independent Audit committee members (as opposed to a supermajority) because the total written and assumed premium is below the threshold and subsequently becomes subject to one (1) of the independence requirements due to changes in premium shall have one (1) year following the year the threshold is exceeded (but not earlier than January 1, 2010) to comply with the independence requirements. Likewise, an insurer that becomes subject to one (1) of the independence requirements as a result of a business combination shall have one (1) calendar year following the date of acquisition or combination to comply with the independence requirements. (5-8-09)

**06. Effective Date for Section 023 [Management's Report of Internal Control Over Financial Reporting].** The requirements of Section 023 are effective beginning with the reporting period ending December 31, 2010 and each year thereafter. An insurer or Group of insurers that is not required to file a report because the total written premium is below the threshold and subsequently becomes subject to the reporting requirements shall have two (2) years following the year the threshold is exceeded (but not earlier than December 31, 2010) to file a report. Likewise, an insurer acquired in a business combination shall have two (2) calendar years following the date of acquisition or combination to comply with the reporting requirements. (5-8-09)

**025. CANADIAN AND BRITISH COMPANIES.**

**01. Annual Audited Financial Report.** In the case of Canadian and British insurers, the annual audited financial report shall be defined as the annual statement of total business on the form filed by such companies with their supervision authority duly audited by an independent chartered accountant. (5-8-09)

**02. Letter Required in Section 013.** For such insurers, the letter required in Section 013 shall state that the accountant is aware of the requirements relating to the annual Audited statement filed with the director pursuant to section 011 and shall affirm that the opinion expressed is in conformity with such requirements. (5-8-09)

**026. -- 999. (RESERVED).**

# Subject Index

<b>A</b>		
Accountant & Independent Certified Public Accountant	3	
Accountant's Letter Of Qualification	10	
Accountant's Reports to Audit Committee	11	
Affiliate	3	
Annual Audit Filing Date	5	
Audit Committee	3	
Audited Financial Report	3	
<b>B</b>		
Background & Experience, Accountant's Letter of Qualification	10	
Balance Sheet, Annual Audited Financial Report	5	
<b>C</b>		
Canadian & British Companies	15	
Capacity to Render Report for Consecutive Years	6	
Communication Of Internal Control Related Matters Noted In An Audit	10	
Compliance With Rule, Accountant's Letter of Qualification	10	
Conduct Of Insurer In Connection With The Preparation Of Required Reports & Documents	12	
Conformance With Ethical & Professional Standards	6	
Consent to Requirements of Section 020, Accountant's Letter of Qualification	10	
Consolidated Or Combined Audits	9	
Contents Of Annual Audited Financial Report	5	
Continuation of Service	11	
Controlling Person	11	
Corporate Membership	11	
<b>D</b>		
Definition, Availability & Maintenance Of Certified Public Accountants Work Papers	10	
Definitions, IDAPA 18.01.62, Annual Audited Financial Reports	3	
Designation of Audit Committee	5	
Designation Of Independent Certified Public Accountant	5	
<b>E</b>		
Exemptions & Effective Dates	14	
<b>F</b>		
False or Misleading Statements	12	
Form of Financial Statements, Annual Audited Financial Report	5	
<b>G</b>		
General Requirements Related To Filing & Extensions For Filing Of Annual Audited Financial Reports & Audit Committee Appointment	5	
Grounds for Not Recognizing as Qualified	7	
Group of Insurers	4	
<b>H</b>		
Hearings	7	
<b>I</b>		
Indemnification	4	
Independence	11	
Independence, Accountant's Letter of Qualification	10	
Independent Board Member	4	
Insurer	4	
Internal Control over Financial Reporting	4	
<b>M</b>		
Management's Report of Internal Control over Financial Reporting	5	
<b>N</b>		
Noninsurance Operations, Consolidated or Combined Audits	9	
Notes to Financial Statements, Annual Audited Financial Report	5	
Notification Of Adverse Financial Condition	9	
<b>P</b>		
Properly Licensed, Accountant's Letter of Qualification	10	
<b>Q</b>		
Qualifications Of Independent Certified Public Accountant	6	
<b>R</b>		
Relief from Limitation on Consecutive Appointment of Lead Partner	7	
Report of Independent Certified Public Accountant, Annual Audited Financial Report	5	
Required Proportion of Independent Audit Committee Members	12	
Requirements For Audit Committees	11	
Resolution of Disputes & Delinquency Proceedings	6	
Responsibility	11	
<b>S</b>		
Scope Of Audit & Report Of Independent Certified Public Accountant	9	
SEC	4	
Section 404	4	
Section 404 Report	4	
Separate Amounts, Consolidated or Combined Audits	9	
SOX Compliant Entity	4	
Statement of Cash Flow, Annual Audited Financial Report	5	
Statement of Changes in Capital & Surplus, Annual Audited Financial Report	5	
Statement of Operations, Annual Audited Financial Report	5	
<b>W</b>		
Worksheet, Consolidated or Combined Audits	9	