

**To:** Jeffrey Epstein[jeevacation@gmail.com]  
**From:** Richard Joslin  
**Sent:** Mon 3/17/2014 3:15:26 PM  
**Subject:** list

If I sounded overly-passionate on phone, it reflects my desire to bring the FO into a more productive and process driven mode of handling financial transactions

1. Expand use of secure banking platforms for family members and family entities (non-fiduciary) . This will ensure checks and balances, effective review and sign-off and allows accounting department to report timely and accurately. Electronic banking also will eliminate email requests which lack the above and are not effective to improving financial recordkeeping and reporting.
2. Expand authorization to accounting group team , eg check/wire authorization by senior controller/ CFO after approval by CEO/ CFO. Entity limits/ dual authorizations for large balances.
3. Review and enhance banking transaction process for trusts and trustee approvals. Currently process is manual and labor intensive. Accounting group is currently view only and desire would be for FO to provide greater support to trustees and promote automation and secure electronic process.
4. LDB bill pay. Very little traction with Melanie as she is desirous of existing check writing/ wiring process.
5. Centralization and coordination of communication is high priority and process should be mapped for each constituent to be fully apprised and ensures universal participation. Communication and recordkeeping would greatly improved if invoices, agreements, third party notifications are submitted to FO accounting electronically, eg art invoices to [REDACTED] or quarterly valuations to [REDACTED]. Home based communication is excluded. Currently, information is received is various means, private email, paper to various addresses, etc and must be coordinated and saved in similar fashion..
6. I have been developing art process to ensure various parties are effectively communicating on regular basis, eg institutional art loans will have weekly update and counsel/ DH will have art ownership for contract issues, CFO can update insurance. Art invoice payment and recordkeeping has draft process that will be finalized so that purchases are made with communication to accounting and FO team members

There are more items but I thought this would be a sense of what we are working on