



# Practice Resource

## Sample Annual Report (Law Society Rule 3-77)

### Canada Deposit Insurance Corporation (CDIC)

To: Each financial institution, except credit unions, where the law firm has a pooled trust account.

Dear Sir or Madam:

#### Re: Pooled Trust Account – CDIC Report

This is to advise you that account number \_\_\_\_\_ is a multi-beneficiary trust account which, as at April 30, 20\_\_\_\_, contained the funds of various clients as follows:

File Number	<u>or</u>	Other confidential identifier	\$Amount
File Number	<u>or</u>	Other confidential identifier	\$Amount
File Number	<u>or</u>	Other confidential identifier	\$Amount
			\$TOTAL

We are providing you with this information so that you can comply with CDIC requirements.

We further confirm our instructions that you are to remit net interest earned on the aforesaid pooled trust account to the Law Foundation of BC.

Yours truly,

Notes:

- Deliver the report to the financial institution within 30 days of April 30 each year. Do *not* use client's names. It is also suggested that client initials *not* be used.
- The total is to agree with the balance per the bank statement of the same date.
- Maintaining a pooled trust account with less than \$100,000 does not exempt you from this requirement. It is not necessary to file this report with credit unions whose insurers do not require it.
- Whenever you open a new pooled trust account inform your bank, trust company, or *credit union*, in writing, that this is a pooled trust account which will contain the funds of more than one client. (This advice can be combined with the required letter instructing the bank to forward net interest to the Law Foundation).
- Keep a copy of the CDIC report, with receipt acknowledged by the bank, to give to your auditor, who is specifically instructed by the Law Society to confirm that you have complied with Rule 3-77.