

# Compliance Audit

## Books and Records Checklist



Trust Account Records			✓
T1	List of pooled trust bank accounts (i.e. bank name, account number)		
T2	List of separate interest bearing trust accounts (e.g. GIC's, term deposits, etc.)		
T3	List of signatories to the trust account(s) and sample signatures		
T4	Validated deposit receipts (i.e. bank deposit books)	Rule 3-67	
T5	Law Society electronic requisition form and bank confirmation(s)	Rule 3-64	
T6	Copy of annual CDIC letter(s)	Rule 3-77	
T7	Completed "Confirmation of Law Foundation of BC interest remittance" form(s)	Rule 3-60	
T8	Bank statements; along with cancelled, voided and certified cheques	Rule 3-67	
T9	Complete and detailed trust reconciliations, including the client trust liability listings	Rule 3-73	
T10	Trust book of entry, showing the receipt and disbursement of all trust funds	Rule 3-68	
T11	Client trust ledgers showing separately for each client all trust funds received and disbursed and the running balance	Rule 3-68	
T12	Trust transfer journal showing transfers of funds between client ledgers	Rule 3-68	
General Account Records			
G1	List of general bank accounts		
G2	Bank statements; along with cancelled, voided and certified cheques	Rule 3-67	
G3	Validated deposit slips (i.e. bank deposit books)	Rule 3-67	
G4	General book of entry, showing receipt and disbursement of all general funds	Rule 3-69	
G5	Accounts receivable subledger showing for each client all invoices issued, payments received and outstanding balance	Rule 3-69	
G6	Aged accounts receivable listing showing the outstanding balance for each client	Rule 3-69	
Remittances and Other Accounting Records			
R1	GST and PST returns, proof of payments and notice of assessments		
R2	Payroll source deductions, proof of payments, notice of assessments		
R3	Trust Administration Fee invoices and supporting documents	Rule 2-110	
R4	Cash receipt book of duplicate receipts	Rule 3-70	
R5	Office copies of all bills delivered to clients	Rule 3-71	
*	Client files with corresponding client ledgers and client identification / verification, as requested by auditor		
	Full general ledger with all trial balance account details, if requested by auditor		
Fiduciary Property and Appointments (if applicable)			
F1	List client file name(s) or number(s) in which the lawyer acts in a representative capacity, along with the name of the responsible lawyer for the file		
F2	A current list of valuables, with a reasonable estimate of the value of each	Rule 3-55	
F3	Books and records for all fiduciary property	Rule 3-55	
F4	Bank statements and cancelled cheques	Rule 3-55	

\* The auditor will request to review a number of client files, along with the client identification and verification for the files.