

Compliance Audit



Books and records checklist

Check off and label the documents you have made available. If an item does not apply, record N/A in the box.

Make this checklist and labeled documents available to the auditor upon arrival.

If you have any questions about the information requested below, please contact your assigned auditor.

Trust Account Records

Banking

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A1	List of pooled trust bank accounts (i.e. bank name, account number)		
A2	List of separate interest bearing trust accounts (e.g. GIC's, term deposits, etc.)		
A3	List of signatories to the trust account(s) and sample signatures		
A4	Bank statements; along with cancelled, voided and certified cheques	Rule 3-67	
A5	Validated deposit receipts (i.e. bank deposit books)	Rule 3-67	
A6	LSBC electronic transfer form (EFT) and bank confirmation for each EFT from trust	Rule 3-64	
A7	Copy of annual CDIC letter(s)	Rule 3-77	
A8	Completed "Confirmation of Law Foundation of BC interest remittance" form(s)	form was provided with courier package	

Monthly Trust Reconciliations

B1	Detailed bank reconciliations, including a client trust liability listing showing trust balances for each client matter	Rule 3-73	
B2	Listing of separate trust accounts, identifying the client for whom each is held	Rule 3-73	
B3	Listing of valuables held for each client	Rule 3-73	

Books & Records **

C1	Trust book of entry, showing receipt and disbursement of all trust funds (i.e. trust general ledger or trust journal)	Rule 3-68	
C2	Client trust ledgers showing separately for each client all trust funds received and disbursed and running balance	Rule 3-68	
C3	Trust transfer journal showing transfers of funds between client ledgers	Rule 3-68	

General Account Records

Banking

D1	List of general bank accounts (i.e. bank name, account number)		
D2	Bank statements; along with cancelled, voided and certified cheques	Rule 3-67	
D3	Validated deposit slips (i.e. bank deposit books)	Rule 3-67	

Books & Records **

E1	General book of entry, showing receipt and disbursement of all general funds (i.e. bank general ledger)	Rule 3-69	
E2	Accounts receivable showing for each client all invoices issued, payments received and outstanding balance	Rule 3-69	
E3	Aged accounts receivable listing showing the outstanding balance for each client	Rule 3-69	
E4	Full general ledger with all trial balance account details		

Other

Remittances

F1	HST / GST remittances and proof of payment		
F2	PST remittances and proof of payment	if applicable	
F3	Payroll source deduction remittances and proof of payment		
F4	TAF remittances, supporting documentation and proof of payment	Rule 2-110	

Books & Records **

G1	Cash receipt book of duplicate receipts	Rule 3-70	
G2	Billing records of all bills delivered to clients	Rule 3-71	
----	Client files and corresponding client ledgers since file inception	auditor will request a sample onsite	

**** Books and records can be provided in electronic form; please contact your assigned auditor if you wish to exercise this option.**