

Compliance Audit

Books and Records Checklist

Client Trust Ledgers and Most Recent Trust Reconciliation (if not previously provided)			
A1	Most recent trust reconciliation of main pooled trust account and client trust liability listing	Rule 3-73	
A2	Client trust ledgers	Rule 3-68	
Trust Account Records			
B1	List of pooled trust bank accounts (i.e. bank name, account number)		
B2	List of separate interest-bearing trust accounts (e.g. GIC's, term deposits, etc.)		
B3	List of signatories to the trust account(s) and sample signatures		
B4	Bank statements with images of negotiated, voided and certified cheques	Rule 3-67	
B5	Validated deposit receipts (i.e. bank deposit books)	Rule 3-67	
B6	Trust book of entry (i.e. trust bank journals), showing all detailed transactions of each trust account	Rule 3-68	
B7	Complete and detailed trust reconciliations, including the client trust liability listings	Rule 3-73	
B8	Trust transfer journal showing transfers of funds between client ledgers	Rule 3-68	
B9	List of trust balances without activity for more than 2 years (Appendix A)	Rule 3-58.1	
B10	Law Society requisition form(s) and supporting documents, <i>as requested by auditor</i>	Rule 3-64.1	
General Account Records			
C1	List of general bank accounts (i.e. bank name, account number)		
C2	Bank statements with images of negotiated, voided and certified cheques	Rule 3-67	
C3	Validated deposit receipts (i.e. bank deposit books)	Rule 3-67	
C4	General book of original entry (i.e. general bank journals), showing all detailed transactions of each general account	Rule 3-69	
C5	Aged accounts receivable (AR) listing showing the outstanding balance for each client	Rule 3-69	
C6	AR ledgers for each client showing all invoices issued, payments received and balance	Rule 3-69	
Remittances and Other Accounting Records			
D1	GST and PST returns, proof of payments and notice of assessments		
D2	Payroll source deductions proof of payments, notice of assessments		
D3	List of client matters for which the Trust Administration Fee was paid each quarter	Rule 2-110	
D4	Cash receipt book of duplicate receipts	Rule 3-70	
D5	Office copies of all bills delivered to clients	Rule 3-71	
D6	Full general ledger with all trial balance account details, <i>if requested by auditor</i>		
Fiduciary Property and Appointments			
E1	Listing of lawyer's name acting in a representative capacity with corresponding client matter		
E2	A current list of valuables, with a reasonable estimate of the value of each	Rule 3-55	
E3	Books and records for all fiduciary property	Rule 3-55	
E4	Bank statements and negotiated cheques	Rule 3-55	
Client Files			
F1	Client files with corresponding client ledgers and client identification / verification, <i>as requested by auditor</i>		

Appendix A

Balances of inactive matters as of: YYYY-MM-DD [Audit period end date]

Client file #	Client file name	Trust bank account	Amount	Date of last trust activity YYYY-MM-DD	Are legal services complete?	Explanation why funds remain in trust	Action needed to disburse from trust (select one): A - Return funds to client B - Issue invoice & transfer funds to general C - Transfer to the general account (already billed) D - Remit as unclaimed funds to Law Society E - Other (please explain)