**Statement of Trust Money – Law Practice & Approved Clerk – PART B**

**Rule 54 – Legal Profession Uniform General Rules 2015**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **EXAMINATION REPORT DATES** | Start date | D | D | / | M | M | / | Y | Y | Y | Y |
| End date | D | D | / | M | M | / | Y | Y | Y | Y |

|  |
| --- |
| **EXTERNAL EXAMINER DETAILS** |
| External examiner ID # |  |
| First name |  |
| Surname |  |
| Accounting firm |  |

|  |
| --- |
| **LAW PRACTICE/APPROVED CLERK DETAILS** |
| Law practice/Clerk ID # |  |
| Name of law practice/clerk |  |
| Address for service |  |

|  |
| --- |
| **TRUST ACCOUNT CONTACT** |
| Contact name |  |
| Contact phone number |  |
| Contact email address |  |

|  |  |  |
| --- | --- | --- |
| Are separate trust account records maintained for any branch offices or law practice/approved clerk names noted in questions (a) and (b) of Part A? Note:* Where the law practice does not have a branch office then the appropriate response is "No”.
* NSW – If the response is “Yes” then please provide a separate lodgement report with the name of each branch.
* VIC and WA – If the response is “Yes” then a consolidated report of all branch trust accounts is required.
 | Yes | No |

|  |
| --- |
| **TRUST BANK ACCOUNT DETAILS** |
| Account 1: | Trust account name |  |
| Trust account AADI |  |
| Trust account BSB |  |
| Trust account number |  |
| Statutory deposit details |  |
| Trust A/C status |  |
| Account 2: (NB: Only complete this section if additional trust accounts are held) | Trust account name |  |
| Trust account AADI |  |
| Trust account BSB |  |
| Trust account number |  |
| Statutory deposit details |   |
| Trust A/C status |  |

|  |  |
| --- | --- |
| 1. **GENERAL TRUST ACCOUNT**
 |  |
| 1. **GENERAL TRUST ACCOUNTS RECONCILIATION – As at 31 March**
 | **$0** |
| 1. Balance as per authorised AADI statement
 | $ |
| 1. Less, unpresented cheques
 | ($ ) |
| Subtotal | $ |
| 1. Add, money not deposited in the AADI
 | $ |
| 1. Other adjustments – add debit adjustments
 | $ |
| 1. Other adjustments – less credit adjustments
 | ($ ) |
| **Reconciled AADI balance** | **$** |
| 1. **CASH BOOK BALANCE – As at 31 March**

Note the statutory deposit account balance is not included | **$** |
| 1. Cash book balance
 | $ |
| 1. **TRIAL BALANCE – As at 31 March**
 | **$** |
| 1. Total of trust ledger accounts with credit balances
 | $ |
| 1. Less statutory deposit account balance
 | ($ ) |
| 1. Less trust ledger accounts with debit balances
 | ($ ) |
| **Total trust ledger balances**  | **$** |
| **Total number of all trust ledgers, excluding zero balance** |  |

|  |
| --- |
| 1. **TRUST BANK/CASH BOOK/LEDGER RECONCILIATION**
 |
| As at 31 Marchthere was a difference between the reconciled AADI balance, cash book balance and the trust ledger balances | Yes | No |
| If the response is “Yes” what was the reason for the variance? |  |
| 1. **TRUST LEDGER ACCOUNT DEFICIENCY/IRREGULARITY REPORT**
 |
| 1. Does the law practice/approved clerk have any trust ledger accounts that were overdrawn and/or there were deficiencies/irregularities within the trust ledger accounts that did not cause the ledger to be overdrawn during the period?
 | Yes | No |
| 1. If the response is “Yes”, have the deficiencies been notified to the DLRA?
 | Yes | No |
| If the response to question (i) is “Yes” please provide a list of the trust ledger accounts and any explanations to the external examiner. |
| 1. **GENERAL TRUST AADI ACCOUNT OVERDRAWN REPORT**
 |
| 1. Was the law practice/approved clerk’s general trust account overdrawn during the period?
 | Yes | No |
| 1. If the response is “Yes”, have the overdrawn amounts been notified to the DLRA?
 | Yes | No |
| If the response to question (i) is “Yes” please provide a copy of the relevant bank statement(s) and any explanations to the external examiner. |
| 1. **DORMANT BALANCES**
 |
| Does the law practice/approved clerk have any dormant trust ledger accounts disclosed on the trial balance as at 31 March?A dormant trust ledger account is one in which the matter has been completed and a balance remains or is an account that has had no movements for 12 months. | Yes | No |
| If the response is “Yes” please provide a list of the trust ledger accounts and any explanations to the external examiner. |

|  |
| --- |
| 1. **INFORMATION RELATING TO THE MAINTENANCE OF RECORDS FOR THE GENERAL TRUST ACCOUNT**
 |
| 1. Has the law practice/approved clerk changed its general trust accounting system since 31 March?
 | Yes | No |
| 1. Has the person responsible for the maintenance of the general trust money record(s) changed since 31 March?
 | Yes | No |
| 1. How are the general trust money record(s) maintained?
 | Manual | Computer |
| 1. If computer, select a certified software package or provide the name and version number:
* Cabenet Legal Accounting – Version TRX-12
* Absolute Trust & Office Management (ATOM)
* BHL Insight
* SILQ Solicitor 8 (for Mac and PC)
* FilePro – Version 2.1.6.7
* B Series – Version W5
* Open Practice – Version 8.2
* LEAP Office Accounting – Version 10.2
* Actionstep.com
* Lexis Affinity – Version 7.1
* LEAP Cloud – Version 1.11
* Wise Owl Legal Practice Management Software
* Thomson Reuters Infinitylaw – Version 9.18.20
* Migration Manager
* LawMaster – Version 10.13
* Smokeball
* Mattero
* LIV Trust Accounting Online Version 2.2.3.0
* PracticeEvolve
* NebuLaw
* Other – please specify
 |
| 1. **BREAKDOWN OF THE GENERAL TRUST ACCOUNT**
 |
| In percentage terms, what is the approximate breakdown of the total amount of general trust money held by the law practice/approved clerk as at 31 March? The information provided by the law practice/approved clerk in this section is collated for statistical purposes and is not part of the scope of the external examination. | **Category** | **%** |
| Probate, wills and estate |  |
| Conveyancing |  |
| Commercial business |  |
| Family law |  |
| Commercial property |  |
| Criminal |  |
| Personal injury/WorkCover |  |
| Other |  |

|  |
| --- |
| 1. **CONTROLLED MONEY**
 |
| 1. **TOTAL AMOUNT IN CONTROLLED MONEY ACCOUNTS**
 | **$ AUD** |
| 1. **TOTAL NUMBER OF CONTROLLED MONEY ACCOUNTS**
 |  |
| 1. **INFORMATION RELATING TO THE MAINTENANCE OF RECORDS FOR CONTROLLED MONEY ACCOUNTS**
 |
| Has the law practice changed its controlled money accounting system since 31 March?  | Yes | No |
| Has the person responsible for the maintenance of the controlled money record(s) changed since 31 March?  | Yes | No |
| How are the controlled money records maintained? | Manual | Computer |
| If computer, select a certified software package or provide the name and version number:* Cabenet Legal Accounting – Version TRX-12
* Absolute Trust & Office Management (ATOM)
* BHL Insight
* SILQ Solicitor 8 (for Mac and PC)
* FilePro – Version 2.1.6.7
* B Series – Version W5
* Open Practice – Version 8.2
* LEAP Office Accounting – Version 10.2
* Actionstep.com
* Lexis Affinity – Version 7.1
* LEAP Cloud – Version 1.11
* Wise Owl Legal Practice Management Software
* Thomson Reuters Infinitylaw – Version 9.18.20
* Migration Manager
* LawMaster – Version 10.13
* Smokeball
* Mattero
* LIV Trust Accounting Online Version 2.2.3.0
* PracticeEvolve
* NebuLaw
* Other – please specify
 |
| 1. **BREAKDOWN OF CONTROLLED MONEY**
 |
| In percentage terms, what is the approximate breakdown of the total amount of controlled money held by the law practice as at 31 March? | **Category** | **%** |
| The information provided by the law practice in this section is collated for statistical purposes and is not part of the scope of the external examination. | Probate, wills and estate |  |
| Conveyancing |  |
| Commercial business |  |
| Family law |  |
| Commercial property |  |
| Criminal |  |
| Personal injury/WorkCover |  |
| Other |  |

|  |
| --- |
| 1. **INVESTMENTS**
 |
| 1. **TOTAL AMOUNT IN INVESTMENT ACCOUNTS**
 | **$AUD** |
| 1. **TOTAL NUMBER OF INVESTMENT ACCOUNTS**
 |  |
| 1. **INFORMATION RELATING TO THE MAINTENANCE OF RECORDS FOR INVESTMENT ACCOUNTS**
 |
| Has the law practice changed its investment accounting system since 31 March?  | Yes | No |
| Has the person responsible for the maintenance of the investment record(s) changed since 31 March?  | Yes | No |
| How are the investment records maintained? | Manual | Computer |
| If computer, select a certified software package or provide the name and version number:* Cabenet Legal Accounting – Version TRX-12
* Absolute Trust & Office Management (ATOM)
* BHL Insight
* SILQ Solicitor 8 (for Mac and PC)
* FilePro – Version 2.1.6.7
* B Series – Version W5
* Open Practice – Version 8.2
* LEAP Office Accounting – Version 10.2
* Actionstep.com
* Lexis Affinity – Version 7.1
* LEAP Cloud – Version 1.11
* Wise Owl Legal Practice Management Software
* Thomson Reuters Infinitylaw – Version 9.18.20
* Migration Manager
* LawMaster – Version 10.13
* Smokeball
* Mattero
* LIV Trust Accounting Online Version 2.2.3.0
* PracticeEvolve
* NebuLaw
* Other – please specify
 |

|  |
| --- |
| 1. **SPECIFIC POWER MONEY**
 |
| 1. **AMOUNT OF MONEY HELD SUBJECT TO A SPECIFIC POWER**
 | **$** |
| 1. **TOTAL NUMBER OF SPECIFIC POWER MONEY ACCOUNTS**
 | **$** |

|  |
| --- |
| 1. **OTHER**
 |
| 1. **(i) GENERAL TRUST ACCOUNT SIGNATORIES**
 |
| Surname | First name | Address  | Commenced | Ceased | Solely/Jointly | Position |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |
| --- |
| 1. **(ii) STATUTORY DEPOSIT ACCOUNT SIGNATORIES** (OPTIONAL FOR EACH DLRA)
 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Surname  | First name | Email address  | Commenced | Ceased | Signatory ID (eg P000 or S000) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |
| --- |
| 1. **REGISTER OF POWERS AND ESTATES (rule 60)**
 |
| Has the law practice (or an associate of the law practice) acted (or is entitled to act):1. alone, or
2. jointly with the law practice or one or more associates of the law practice

in relation to trust money?Note: The requirement to make an entry in the register of powers and estates does not apply where the law practice or an associate is also required to act jointly with one or more persons who are not associates of the law practice. | Yes | No |
| In regard to estates is the law practice or an associate of the law practice acting or entitled to act (alone or jointly with the law practice or one or more associates of the law practice) as the executor or administrator? If response is “Yes” to either of the above questions, provide a list of the matters to your external examiner. | Yes | No |

**CERTIFICATION**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - Principal name

certify to the best of my knowledge and belief:

(a) The details provided in Part B of the Law Practice/Approved Clerk Statement of Trust Money are complete and correct.

(b) The records in respect of:

|  |  |  |  |
| --- | --- | --- | --- |
| general trust accounts | Have | Have Not | Not Applicable  |
| controlled money accounts | Have | Have Not | Not Applicable |
| the register of investments | Have | Have Not | Not Applicable |
| trust money subject to a specific power (Vic and WA)trust money subject to a specific power excluding power money pursuant to the ELNO scheme (NSW) | Have | Have Not | Not Applicable |
| trust money pursuant to the ELNO scheme (Vic)trust money subject to a specific power pursuant to the ELNO scheme (NSW) | Have | Have Not | Not Applicable |
| written direction money accounts | Have | Have Not | Not Applicable |
| transit money | Have | Have Not | Not Applicable |
| the register of files (rule 93) | Have | Have Not |  |
| the register of safe custody (rule 94) | Have | Have Not | Not Applicable |
| the register of financial interests (rule 95) | Have | Have Not | Not Applicable |
| the register of power and estates (rule 60) | Have | Have Not | Not Applicable |

been properly maintained in accordance with the provisions of the Legal Profession Uniform Law and Legal Profession Uniform General Rules 2015.

|  |  |  |
| --- | --- | --- |
| (c) Has all trust money received been dealt with in accordance with the requirements of the Legal Profession Uniform Law and the Legal Profession Uniform General Rules 2015 | Yes | No |

By submitting this form, I am certifying that the answers in the certification are true to the best of my knowledge and belief.

Certified on DD/MM/YYYY