



Month _____
Account # _____

Monthly Pooled Trust Account ¹ Reconciliation Review Checklist

As a Trust Account Supervisor, you are responsible for the pooled trust account. Even if you have delegated preparation of the monthly pooled trust account reconciliation to support staff or an external accountant, you still have ultimate responsibility for the operation and management of the trust account. At a minimum, you must ensure the reconciliation has been prepared on time, as well as review the reconciliation and related documents to ensure all Law Society Rules and requirements have been met.

The Law Society has developed the below checklist to assist you in complying with your professional obligations for monthly trust account management. At a minimum, you should perform or confirm the following:

1. Has the reconciliation been completed prior to the last day of the subsequent month? (e.g. the May reconciliation must be completed before June 30)

Yes No

2. Confirm all necessary components have been prepared.

The reconciliation process should result in the production of a three-way reconciliation, often using a **cover sheet** to demonstrate a comparison of three balances, found on three separate reports (“supporting reports”) as follows:

- **Book of original entry** ² – A chronological detailed list, maintained on a current basis, of all transactions in and out of the pooled trust account for the month.
- **Bank reconciliation** – A report that starts with the ending balance from monthly bank statement, less any outstanding cheques and plus any outstanding deposits, with any other differences such as bank errors noted, to produce the reconciled bank balance.
- **Client trust listing** – A list of the balances at the end of the period for all client trust ledgers.

- a) Has a three-way reconciliation (“cover sheet”) been produced?

Yes No

- b) Are all three supporting reports with the cover sheet?

Yes No

- c) Are all reports, including the cheque images that accompany the bank statement, in paper or printed form, or saved in a “Universally Readable Format” if retained in electronic storage?

Yes No

3. Compare the ending balances on each supporting report with the cover sheet. Are they all the same?

Yes No

¹ There are different checklists available for pooled, restricted and specific trust investment accounts.

² A book of original entry may go by other names in various accounting software programs.

4. Has the ending balance on the bank statement been recorded correctly on the bank reconciliation? (*Hint: they should be the same number*) Yes No
5. Look at the bank reconciliation.
- a) Is each reconciling item documented with full details? ³ Yes No
 - b) Are there any bank errors? Yes No
If so:
 - (i) Are they reasonable? ⁴ Yes No
 - (ii) Have they been corrected? Yes No
 - c) Are there any outstanding deposits? Yes No
If so:
 - (i) Are they reasonable? ⁵ Yes No
 - (ii) Have they been deposited? ⁶ Yes No
 - d) Are there any stale-dated cheques to be addressed? ⁷ Yes No
6. Does the book of original entry include the form of receipt? ⁸ Yes No
7. If cash was received during the month, have the appropriate receipts been issued? ⁹ Yes No
8. Look at the client trust listing report.
- a) Are there any overdrawn matters? Yes No
If so, have they all been corrected? Yes No
 - b) Are there any matters with no trust activity for an unreasonable length of time ("inactive matters")? ¹⁰ Yes No
If so, have you initiated follow up? Yes No

³ Full documentation for each reconciling item will vary based on the nature of the item (eg. outstanding cheques should list each cheque number, payee, file or matter number, dollar amount, and date of issue; bank errors should fully describe each error and include the related date; outstanding deposits should list date, file or matter number and amount).

⁴ Assessing reasonability of a bank error will depend upon the circumstances. Depending upon the nature or frequency of the error, you may need to follow up with your staff or your savings institution, or both.

⁵ Outstanding deposits at the end of the period should, at most, be for receipts from the last business day or two of the month.

⁶ Outstanding deposits at the end of the period should be deposited no later than the first business day of the subsequent month.

⁷ Appropriate stale dated cheque management includes following up on an outstanding cheque well before six months have passed since it was issued as a preventative measure before it becomes non-legal tender or stale dated.

⁸ "Form" of receipt is cash, cheque, etc.

⁹ Refer to Rule 5-45(2).

¹⁰ What is unreasonable will vary based on the nature of your practice (real estate, criminal law, litigation, etc), and should be assessed accordingly.

9. Look at the bank statement.

- a) Are there any unauthorized withdrawals, bank fees, etc.? Yes No
- b) Have they already been corrected or arrangements been made to have them corrected forthwith? Yes No
- c) Review the cheques attached to the bank statement. ¹¹ Are all cheques reasonable? Yes No

10. Have you obtained satisfactory explanations for any unusual items or variances from your savings institution or support staff? Yes No

You should generally be alert to the 'unusual', based on your firm practices, as well as the experience you will have in applying these procedures over time. Contact the audit department to discuss any concerns you may have in conducting your review, or questions regarding these procedures.

If everything looks fine after the above review, sign and date the cover sheet.

You may also wish to append the completed copy of this or a similar short form checklist (See Appendix 1) to the coversheet to document your review.

¹¹ If you are a sole practitioner, all cheques issued should all be familiar since you are the only one with signing authority on the pooled trust account.

Appendix 1

Short Form Monthly Pooled Trust Account Reconciliation Checklist

1. Has the reconciliation been completed on time? Yes No
2. Has a three-way reconciliation ("cover sheet") been produced? Yes No
3. Are all three supporting reports with the cover sheet? Yes No
4. Are all reports, incl. cheque images, in paper or printed form, or in "Universally Readable Format" if electronic storage is being used? Yes No
5. Are the ending balances on each supporting report the same as the cover sheet? Yes No
6. Has the ending balance on the bank statement been recorded correctly on the bank reconciliation? Yes No
7. Is each reconciling item documented with full details? Yes No
8. Are there any bank errors on the bank reconciliation?
 If so: (i) Are they reasonable? Yes No
 (ii) Have they been corrected? Yes No
9. Are there any outstanding deposits on the bank reconciliation?
 If so: (i) Are they reasonable? Yes No
 (ii) Have they been deposited? Yes No
10. Are there any stale-dated cheques to be addressed? Yes No
11. Does the book of original entry include the form of receipt? Yes No
12. Have the appropriate receipts been issued for cash received? Yes No
13. Are there any overdrawn matters on the client trust listing?
 If so, have they all been corrected? Yes No
14. Are there any inactive matters on the client trust listing?
 If so, have you initiated follow up? Yes No
15. Are there any unauthorized withdrawals, bank fees, etc. on the bank statement? Yes No
 If so, have they all been corrected? Yes No
16. Are all the cheques attached to the bank statement reasonable? Yes No
17. Have you obtained satisfactory explanations for any unusual items or variances from your savings institution or support staff? Yes No

(signature)

(date)