

GOODMAN CHARTERED ACCOUNTANTS

REAL ESTATE TRUST ACCOUNT REQUIREMENTS CHECKLIST



To enable us to complete the audit for the year ended Audit Period End.
 It would be appreciated if you would arrange to have supplied to us the information set out below.
 Many of these items are prepared and filed by your staff in the ordinary course of their duties.

Please provide all the following items for the year/ period covered by the audit: **PROVIDED**
(Please circle)

The list of Trust Balances as at the end of each calendar month for the 12 months to Audit Period End. *If not provided, please provide reasons / comments:* Yes No

The Bank Reconciliation as at the end of each calendar month for the 12 months to Audit Period End. *If not provided, please provide reasons / comments:* Yes No

A detailed printout of the cashbook for the 12 months to Audit Period End. *If not provided, please provide reasons / comments:* Yes No

The Trust account bank statements for the 12 months to Audit Period End. *If not provided, please provide reasons / comments:* Yes No

All bank deposit slips for the 12 months to Audit Period End. *If not provided, please provide reasons / comments:* Yes No

A list of all un-presented cheques as at Audit Period End. All un-presented cheques drawn prior to (6 months) or payable to government offices should be investigated to determine whether they should be written back to trust. No cheques should be held on file. Yes No

If not provided, please provide reasons / comments:

Please provide all the following items for the year/ period covered by the audit:

**PROVIDED
(Please circle)**

Subsequent bank statements, i.e. for 2 months after balance date to Audit Period End.
If not provided, please provide reasons / comments:

Yes No

All trust ledger accounts in which there has been no movement in the past 3 months should be investigated to see whether the money should be forwarded to the public trustee. A list of these trust balances should be prepared.
If not provided, please provide reasons / comments:

Yes No

All receipts which should be filed in numeric order by month. Any cancelled receipts should have "CANCELLED" clearly written across all copies of the receipt.
If not provided, please provide reasons / comments:

Yes No

All Cheque requisitions/copies of cheques which should be filed in numeric order by month. Any cancelled cheques should have "CANCELLED" clearly written on all copies of the cheque/cheque requisition.
If not provided, please provide reasons / comments:

Yes No

A statement about the existence (if any) of credit balances in the firm's debtors ledger, and whether they constitute trust monies.
If not provided, please provide reasons / comments:

Yes No

A list of rentals in arrears should be prepared (if applicable).
If not provided, please provide reasons / comments:

Yes No

Any problems encountered during the period should be fully documented and the corrective action taken specified.
If not provided, please provide reasons / comments:

Yes No

Please provide all the following items for the year/ period covered by the audit:

**PROVIDED
(Please circle)**

Receipt Register (If applicable)

Yes No

If not provided, please provide reasons / comments:

Employment Register (If applicable)

Yes No

If not provided, please provide reasons / comments:

Copy of current Real Estate/Restricted Letting Agent Licence

Yes No

If not provided, please provide reasons / comments:

Details of the addition or removal of any trustee during the year (If applicable)

Yes No

If not provided, please provide reasons / comments:
