

Practice Rules Compliance Committee

Printing Client Trust Listing - Practice Standard

Law Society Rules Part V - Uniform Trust Account Rules

Maintenance of records

5.02 (1) Every member shall maintain, so as to be clearly distinguishable from the record of money received and disbursed in the member's general account, books, records and accounts to record all trust money and trust property received and disbursed in connection with the member's practice, and as a minimum requirement every member shall maintain

(h) a record showing a comparison made monthly of the total of balances held in all trust accounts and the total of all unexpended balances of funds held in trust for clients as they appear from the books and records together with the reasons for any differences between the totals and supported by

(i) a detailed listing made monthly showing the amount of trust money held for each client and identifying each client for whom trust money is held, and

(ii) a detailed reconciliation made monthly of each trust account in a financial institution, and such detailed listings and reconciliations shall be retained as records supporting the monthly trust comparisons,

The Practice Rules Compliance Committee has been informed that some firms, as part of the monthly trust reconciliation process, do not print the detailed client trust listing for comparison with the trust account bank balance.

The Practice Rules Compliance Committee reminds members that a detailed client trust listing should be printed monthly and compared to the reconciled bank balance as part of the documentation maintained for the monthly trust reconciliation process. The reconciliations should be reviewed by the members before signing. The review should include reconciling items on the bank reconciliation, outstanding deposits and outstanding/stale-dated cheques. The trust listing should be reviewed for inactive accounts, unusual amounts and outstanding unregistered releases.

Members are directed to adhere to the practice standard prescribed by the Law Society Rules.

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