

LAW SOCIETY OF NEWFOUNDLAND AND LABRADOR

FORM 5.07C

PURSUANT TO RULE 5.07(2) OF THE UNIFORM TRUST ACCOUNT RULES

ACCOUNTANT'S REPORT - NEW TRUST ACCOUNT

1. This report, with the accompanying letter, is being made in accordance with Rule 5.07(2) respecting the opening of a trust account by _____.
2. The following books, records and accounts have been set up in accordance with Rule 5.02(1):
 - (a) a book of original entry or data source to show the date of receipt and source of trust money for each client and to identify the client on whose behalf the trust money is received [Rule 5.02(1)(a)]; Yes No
 - (b) a book of original entry or data source to show all disbursements out of trust money for each client and to show each cheque number, the date of each disbursement, the name of each recipient, and to identify the client on whose behalf each disbursement is made out of trust money [Rule 5.02(1)(b)]; Yes No
 - (c) a client's trust ledger to show separately for each person on whose behalf trust money has been received all such money received and disbursed and any unexpended balance [Rule 5.02(1)(c)]; Yes No
 - (d) a record to show all transfers of money between client's trust ledger accounts and to explain the purpose for which each transfer is made [Rule 5.02(1)(d)]; Yes No
 - (e) a book of original entry or data source to show the date of receipt and source of all money received other than trust money (general account) [Rule 5.02(1)(e)]; Yes No
 - (f) a book of original entry or data source to show all disbursements of money other than trust money and to show each cheque or voucher number, the date of each disbursement and the name of each recipient (general account) [Rule 5.02(1)(f)]; Yes No
 - (g) a book, data source or chronological file of copies of billings to show all fees charged and other billings to clients, the dates such charges are made and to identify the clients so charged [Rule 5.02(1)(g)]; Yes No
 - (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 book as 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 for whom trust money is held, and [Rule 5.02(1)(h)(i)]; Yes No
 - (ii) a detailed listing made monthly showing the amount of trust money held for each client for whom trust money is held, and [Rule 5.02(1)(h)(ii)]; Yes No
 - (i) a record to show all trust property held in trust from time to time for all clients, and to identify the client on whose behalf the property is held [Rule 5.02(1)(i)]; Yes No
 - (j) an organized retention system for bank statements or pass books, cashed cheques and detailed deposit slips for all trust and general accounts [Rule 5.02(1)(j)]; Yes No

(k) an organized retention system for written confirmations of electronic transfers of funds [Rule 5.04(2)];
 Yes No

(l) a record to show the receipt and disbursement of money received by the firm but not paid into a trust account as permitted by Rule 5.04(6);
 Yes No

3. The Uniform Trust Account Rules, which regulate the operation of trust accounts, have been fully reviewed and discussed with the member or professional law corporation, and the member or professional law corporation has made representation to us that they fully understand these rules.
 Yes No

4. The member or professional law corporation has made representation to us that they have authorized the Society to make available to the Law Foundation of Newfoundland and Labrador the account numbers of all general trust accounts listed in Form 5.07A together with the names and branch addresses of the financial institutions in which the accounts are maintained.
 Yes No

5. The member or professional law corporation has made representation to us that they have filed instructions with the financial institutions (Form LF1) to remit to the Law Foundation of Newfoundland and Labrador the interest earned on the account numbers of all general trust accounts listed in Form 5.07A maintained at the branch addresses of the financial institutions.
 Yes No

6. Accounting records are maintained primarily by:

Full-time bookkeeper <input type="checkbox"/>	Accounting firm <input type="checkbox"/>	Secretary/bookkeeper <input type="checkbox"/>
Part-time bookkeeper <input type="checkbox"/>	Law firm's principal(s) <input type="checkbox"/>	<input type="checkbox"/>
		(other)

Name of person(s) maintaining accounting records:

Telephone _____ Fax _____

Position/Designation/Office of the person(s):

7. The nature of the accounting system is mainly:

Manual <input type="checkbox"/>	Computer In-house <input type="checkbox"/>	Name of software used to maintain computerized trust records:
One-write <input type="checkbox"/>	Computer Service Bureau <input type="checkbox"/>	

Name of Accountant as defined under Rule 5.01 (please print)	Signature of Accountant
Date	