



Simeoni

Accountants • Advisors • Auditors

GUIDING • ASSISTING • ACHIEVING

TRUST AUDIT CHECKLIST FOR CLIENT

NOTE : These items are required for EACH Trust Account for the ENTIRE 12 months

- Original Bank Statements [July 1st to June 30th]
- End of Month Bank Reconciliations [12 months]
(After Disbursement to Landlords but Before Rollover)
- End of Month Trial Balances [12 months]
- End of Month Un-presented Cheque List [12 months]
- End of Month List of Outstanding Deposits [12 months]
- End of Month Cashbook Receipts and Payments Journals [12 months]
- End of Month Land Lord OR Owners Trust Ledgers [12 months]
- Deposit Book and/or Banking Slips and/or DEFT Slips or Rental Rewards [*daily*]
- Trust Account Receipts [*Cash Only. However, must be able to reprint*]
- Bank Statements for Money held in Investment accounts AT June 30th
- Signed Engagement Letter
- NEW CLIENTS - A copy of your previous years Audit Report