

Banking practices and trust accounting

Monthly checklist

| | Yes / No | |
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| <p>Bank reconciliation - cashflow</p> <ol style="list-style-type: none"> 1. Have all the transactions for the preceding month been entered? 2. Has the cash book been totalled and balanced? 3. Have all trust bank statements been received and filed? 4. Does the cash book reconcile to the trust bank account? 5. Has the trust bank account reconciliation been signed and filed? | | |
| <p>Trial balance</p> <ol style="list-style-type: none"> 1. Have all trust ledger account trial balances been printed and filed? 2. Have the total individual balances of the trust accounts been prepared and filed? 3. Has a comparison resolving discrepancies between the total of the trust balance and cash book reconciliation been prepared and filed? | | |