

FORM 31

(Rule 179)

LAW SOCIETY OF YUKON LAW FIRM AND ACCOUNTANT'S REPORT

Instructions

1. This form must be filed within six months from the end of the law firm financial year.
2. If space is insufficient, please attach supplementary schedules.

LAW FIRM REPORT

A. Law Firm Information

1. Law Firm Name: _____
Mailing Address: _____

Street Address (if different): _____
Telephone Number: () - _____ Fax Number: () - _____
E-Mail Address: _____
Financial Year-End: _____ 20_____
(Day, Month) (Year)
Reporting Period: _____ TO _____
(Day, Month, Year) (Day, Month, Year)

2. **Location of Branch Office** **Location of Accounting Records**

3. List the names of all members (partners, employees and associates) of the law firm as at the end of the reporting period (*NB: A letterhead can be attached*):

4. List the names of all members (partners, employees and associates) of the law firm who joined or left the law firm during the reporting period:
Joined:
Name: _____ Date Joined: _____

Left:
Name: _____ Date Left: _____

B. Accounting Information

1. List the operating trust accounts maintained by the law firm during the reporting period:

Financial Institution	Account Number	If During Year,	
		Date Opened	Date Closed
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. List the separate interest-bearing trust accounts maintained by the law firm during the reporting period:

Financial Institution	Account Number	If During Year,	
		Date Opened	Date Closed
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3. List the general accounts maintained by the law firm during the reporting period:

Financial Institution	Account Number	If During Year,	
		Date Opened	Date Closed
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please note, pursuant to section 64(2) all members of the Law Society who are not exempt from filing this Form 31 pursuant to section 64(3) of the *Legal Profession Act* must sign.

The undersigned certify that I/we are member(s) of the Law Society of Yukon and to the best of my/our knowledge and belief; the facts as reported herein are accurate.

Print Name of Member

Signature of Member

Print Name of Member

Signature of Member

Print Name of Member

Signature of Member

Print Name of Member

Signature of Member

Print Name of Member

Signature of Member

ACCOUNTANT'S REPORT

**TO: Chair of the Audit Committee
Law Society of Yukon
Suite 304 – 104 Elliott Street
Whitehorse, Yukon Y1A 0M2**

Dear Sir/Madam(e):

1. This report is prepared on behalf of:

Law Firm Name: _____

Reporting Period: _____ TO _____
(Day, Month, Year) (Day, Month, Year)

2. Financial Records Review

We have reviewed the books, records and accounts of the law firm, and although we express no opinion on their accuracy or completeness, through our review, enquiry and discussion we report that:

2.1 the law firm appeared to maintain the following records during the reporting period:

- a) **Trust Receipts Journal (Section 63(1)(a) and Rule 182.2(1))** - a book of original entry showing the date of receipt, form by which money is received (ie. cash, cheque, etc.) and source of money received in trust for each client and identifying the client on whose behalf the trust money is received: Yes No
- b) **Trust Payments Journal (Section 63(1)(b))** - a book of original entry showing all disbursements out of money held in trust for each client and showing each cheque number, the date of each disbursement, the name of each recipient, and identifying the client on whose behalf each disbursement is made out of money held in trust: Yes No
- c) **Client Trust Ledger Cards (Section 63(1)(c))** - a client's trust ledger showing separately for each person on whose behalf money has been received in trust all such money received and disbursed and any unexpended balances: Yes No
- d) **Trust Transfer Journal (Section 63(1)(d))** - a record showing all transfers of money between clients trust ledger accounts and explaining the purpose for which each transfer is made: Yes No
- e) **General Receipts Journal (Section 63(1)(e))** - a book of original entry showing the date of receipt, form by which money is received (ie. cash, cheque, etc.) and source of all money received other than trust money: Yes No
- f) **General Payments Journal (Section 63(1)(f) and Rule 182.2(1))** - a book of original entry showing all disbursements of money other than trust money and showing each cheque or voucher number, the date of each disbursement, and the name of each recipient: Yes No
- g) **Billing Journal (Section 63(1)(g))** - a fees book or chronological file of copies of billings showing all fees charged and other billings to clients, the dates such charges are made, and identifying the clients so charged: Yes No

- h) **Trust Reconciliation (Section 63(1)(h))** - a record showing a comparison made monthly of the total of balances held in the trust account or 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,
 - ii) a detailed reconciliation made monthly of each trust bank account,
 - iii) a record showing all negotiable or other valuable property, other than money, held in trust from time to time for all clients: Yes No
 - i) **Bank Source Documents (Section 63(1)(i))** - bank statements or pass books, cashed cheques and detailed duplicate deposit slips for all trust and general accounts: Yes No
 - j) **Duplicate Cash Receipt Book (Rule 182.2(2))** - a book of duplicate receipts, with each receipt identifying the date on which cash is received, the person from whom cash is received, the amount of cash received, the client from or for whom cash is received, any file number in respect of which cash is received and containing the signature of the person authorized by the lawyer to receive cash and of the person from whom cash is received: Yes No N/A
- 2.2 the financial records were posted currently at all times in accordance with **Section 63(2)(a)**: Yes No
- 2.3 the financial records were posted in ink or ink duplicate in accordance with **Section 63(2)(b)**: Yes No
- 2.4 the financial records have been preserved for the period set out in **Section 63(2)(b)**: Yes No

Please provide explanations below for any “No” answers above. If more than one “No” has been checked, indicate the question number for which the explanation is provided. If “No” has been checked for question 2.2, please note the reconciliation month and the day and month it was posted.

3. **Trust Reconciliation Review (Reporting Period)**

In connection with procedure 2.1(h) above, we reviewed the monthly trust reconciliations for the reporting period and observed that:

- (a) trust reconciliations were prepared for each month in the reporting period: Yes No
- (b) the trust reconciliations consisted of bank reconciliations and detailed trust listings by bank: Yes No
- (c) the bank reconciliations and trust listings were reconciled to each other: Yes No
- (d) any differences or adjustments on the trust reconciliations were clearly identified and explained on the trust reconciliations: Yes No
- (e) the trust reconciliations required by section 63(1)(h)(i),(ii), and ((iii) if applicable) were printed monthly and dated and signed by the member in accordance with **Rule 180.1**: Yes No
- (f) the trust reconciliations included separate interest-bearing trust accounts, or separate interest-bearing trust accounts were reconciled separately: Yes No
 N/A
- (g) the trust reconciliations included a record showing all negotiable or other valuable property, other than money, held in trust from time to time for all clients: Yes No
 N/A

Please provide explanations below for any “No” answers above. If more than one “No” has been checked, indicate the question number for which the explanation is provided.

- (h) the following debit balances (overdrawn client ledger cards) greater than \$100.00 existed on the monthly trust reconciliations (*NB: Please report instances where a debit balance existed on one client trust ledger card and there was an offsetting credit balance on a related client trust ledger card*):

Client (File #)	Amount	Date Incurred	Date Corrected	Explanation

Accounting Firm

Accounting Firm Name:

Responsible Partner

Professional Designation

Address:

Telephone Number:

() -

Fax Number:

() -

E-Mail Address:

Signature of Chartered Accountant or Certified General Accountant

Date

License Register Number: _____