# Law Society of Yukon 

\#304 - 104 Elliott Street
Whitehorse, Yukon Y1A 0M2
Phone: 867-668-4231 Fax: 867-667-7556
Email: info@lawsocietyyukon.com

# FORM 19 

## Trust Account Report

(Rule 166(1) and (2))

## LAW FIRM REPORT

## A. Law Firm Information

1. Law Firm Name:

Mailing Address:
$\qquad$
$\qquad$

Street Address (if different): $\qquad$

Telephone Number:
E-Mail Address:
Financial Year-End:

Reporting Period:

| ( ) | Fax Number: | ( ) |
| :---: | :---: | :---: |
|  |  | 20 |
| (Day, Month) |  | (Year) |
|  | TO |  |
| (Day, Month, Year) |  | (Day, Month, Year) |

2. Location of Branch Office

## Location of Accounting Records

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$\qquad$

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):
$\qquad$
$\qquad$
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$\qquad$
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:
$\qquad$
$\qquad$
$\qquad$

## Left:

Name:
Date Left:

## B. Accounting Information

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

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:

If During Year,


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

Print Name of Member

Print Name of Member

Print Name of Member

Print Name of Member

Signature of Member

Signature of Member

Signature of Member

Signature of Member

Signature of Member

## ACCOUNTANT'S REPORT

## TO: Chair of the Audit Committee <br> Law Society of Yukon <br> Suite 304-104 Elliott Street <br> Whitehorse, Yukon Y1A OM2

## Dear Sir/Madam(e):

1. This report is prepared on behalf of:

Law Firm Name:

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 (Rule 163(2)(a)) - a chronological journal showing the date of receipt, and the form and source of money received in trust for each client and identifying the client on whose behalf the trust money was received:YesNo
b) Trust Payments Journal (Rule 163(2)(b)) - a chronological journal showing all disbursements from 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 was made:YesNo
c) Client Trust Ledger Cards (Rule 163(2)(c)) - a client trust ledger showing separately for each person on whose behalf money has been received in trust, the money received and disbursed and any unexpended balance:
 No
d) Trust Transfer Journal (Rule 163(2)(d)) - a record showing all transfers of money between client trust ledger accounts and explaining the purpose for which each transfer was made:YesNo
e) General Receipts Journal (Rule 163(2)(e)) - a chronological journal showing the date of receipt, and the source and form of all money received other than trust money:YesNo
f) General Payments Journal (Rule 163(2)(f)) - a chronological journal 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:YesNo
g) Billing Journal (Rule 163(2)(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:YesNo
h) Trust Reconciliation (Rule 163(2)(h)) - a record printed, dated and signed monthly by the member, showing a comparison of the total of balances held in trust accounts of the member and the total of all unexpended trust account balances as they appear from the books and records, together with an explanation for any differences between the totals, 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,YesNo held in trust from time to time for all clients:
i) Bank Source Documents (Rule 163(2)(i)) - bank statements, cashed cheques, or printed or electronic copies of both sides of the cheques, and detailed duplicate deposit slips for all trust and general accounts: No
j) Accounts Receivable Listing (Rule 163(2)(j) - a chronological fees and disbursements receivable ledger showing the member-client position for each client, the statements of account rendered, payments on account and a continual running balance:

k) Duplicate Cash Receipt Book (Rule 163(3)) - 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 mature of the person authorized by the lawyer to receive cash and of the person from whom cash is received:

2.3 The monthly general account reconciliation was completed no later than 30 days after the relevant month end in accordance with Rule 163(5);

2.4 the financial records were posted by hand or by mechanical or electronic means, but if entered and posted by hand, they were entered and posted in ink in accordance with Rule 163(6)(a)):
2.5 the financial records have been preserved for the period set out in Rule 163(6)(c):


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

In connection with procedure $2.1(\mathrm{~h})$ 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:

(b) the trust reconciliations consisted of bank reconciliations and detailed trust listings by bank:

(c) the bank reconciliations and trust listings were reconciled to each other:

(d) any differences or adjustments on the trust reconciliations were clearly identified and
explained on the trust reconciliations:

(e) the trust reconciliations required by section163(2)(h)(i),(ii), and (iii) were kept by member in paper, copy, or in an electronic or machine readable form from which a paper copy can be readily produced in accordance with Rule 163(6)(c):
(f) the trust reconciliations included separate interest-bearing trust accounts, or separate interest-bearing trust accounts were reconciled separately:

(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:

$\square$ Yes $\square$ 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.
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$\qquad$
$\qquad$
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$\qquad$
(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 <br> (File \#) | Amount | Date <br> Incurred | Date <br> Corrected | Explanation |
| :--- | :--- | :--- | :--- | :--- |
|  |  |  |  |  |
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## Accounting Firm

Accounting Firm Name:
Responsible Partner
Professional Designation
Address:


E-Mail Address:

Signature of Chartered Accountant or Certified General Accountant
Date

License Register Number: $\qquad$

