

Trust Account Checklist

Item	Checked	Action Required	Comments
<i>Bank Reconciliation</i>			
Daily Reconciliation			
Check: <ul style="list-style-type: none"> - Adjustments - Reversals 			
Licensee Signs Month End			
<i>Month End</i>			
Check balance of each ledger (look into landlords without a \$0 balance)			
Check Bond Ledger against monthly new leases			
Check Income Ledgers: <ul style="list-style-type: none"> - Leasing fees - Renewal fees - Lease Prep fees - PM Advertising - Sales Advertising 			
Review Change Report Check change of bank details			
Review Trust Account Creditor report against list of approved contractors.			
<i>General Compliance</i>			
Issue logins and passwords to all relevant employees			
Enforce password use and logging out			
Review payment procedures: <ul style="list-style-type: none"> - have 2 people sign off on payments - use a payment request form 			
Randomly audit payments back to original authority			
Randomly audit contractor invoices: <ul style="list-style-type: none"> - Make sure contractor is approved - Check repair request/authority paperwork. 			