

ANNUAL TRUST COMPLIANCE SUBMISSION CHECKLIST



WHY?

- Lodge a Statement of Trust Money (Part A) online by **30 April 2024** in accordance with your obligations under rule 54 of the Uniform Rules, regardless of whether trust money was held or received; and if applicable.
- If required, lodge a Confirmation of Trust Money (Part B) online and ensure an external examiner's report is submitted by a designated external examiner by **31 May 2024**, in accordance with your obligations under section 155 of the Uniform Law.

WHEN AND HOW?

- 30 April 2024** - lodge your Part A online, regardless of whether trust money was held or received.
- 31 May 2024** - lodge your Part B online.
- 31 May 2024** - ensure the external examiners report is lodged online.

WHAT – PART A?

APPROX 10 MINS

- Confirm the information we hold for your law practice is correct.
- Provide the approximate percentage areas of practice in which you provide legal services.
- Have you held or received any of the following types of trust money during the period 1 April 2023 to 31 March 2024:
 - General Trust Money*
 - Controlled Money*
 - Transit Money
 - Written Direction Money
 - Trust Money Subject to a Specific Power*
 - Trust money for the purpose of Electronic Conveyancing
 - Investment Trust Money*

WHAT – PART B?

APPROX 25 MINS

- For * types of trust money, a Part B and EER are required.
- Prepare the relevant monthly trust accounting records.
- Report all trust accounting irregularities (if applicable).
- Update authorised trust account signatories.
- Upload the following:
 - Bank reconciliation statement as at 31 March 2024.
 - Trial balance statement as at 31 March 2024.
 - Overdrawn ledgers (if applicable).
 - Controlled money listing (if applicable).
 - Investment money listing (if applicable).
- Provide the external examiner with all the relevant information to enable submission of the external examiner report on or before 31 May 2024.