



# Simeoni

Accountants • Advisors • Auditors

GUIDING • ASSISTING • ACHIEVING

## TRUST AUDIT CHECKLIST FOR CLIENT

**NOTE :** These items are required for EACH Trust Account for the ENTIRE 12 months

- Original Bank Statements [ July 1st to June 30th ]
- \* Final Closing Balance on June Statement needs to be verified by Bank Officer by way of a stamp or:
- a) Drop off at Simeoni - you will need to log onto Internet Banking with an Auditor to show 30th June balance.
- b) Sending your workpapers to our office - Get a certified copy of 30th June balance from your bank for us.
- c) Appointment at your premises - Stamp is not necessary, you can access Internet banking to show us for verification.

**\* If you have changed banks during the audit period, we must have all bank statements from both banks.**

- End of Month Bank Reconciliations [ 12 months ]  
(After Disbursement to Landlords but Before Rollover)
- End of Month Trial Balances [ 12 months ]
- End of Month Un-presented Cheque List [ 12 months ]
- End of Month List of Outstanding Deposits [ 12 months ]
- End of Month Cashbook Receipts and Payments Journals [ 12 months ]
- End of Month Land Lord OR Owners Trust Ledgers [ 12 months ]
- Deposit Book and/or Banking Slips and/or DEFT Slips or Rental Rewards [ daily ]
- Trust Account Receipts [Cash Only. However, must be able to reprint ]
- Bank Statements for Money held in Investment accounts AT June 30<sup>th</sup>
- IF YOU OPENED A NEW BANK ACCOUNT - Please provide a copy of the Unique Identifying Number (UIN) paperwork
- IF YOU USE PROPERTY TREE or PROPERTIME - send an invite to rosemarysimeoni@simeoni.com.au (read only access)
- Signed Engagement Letter
- NEW CLIENTS - A copy of your previous years Audit Report**
- NEW CLIENTS - A copy of the Unique Identifying Number (UIN) paperwork for each bank account**