



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 30th

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