



# Simeoni

Accountants • Advisors • Auditors

GUIDING • ASSISTING • ACHIEVING

## TRUST ACCOUNT AUDIT CHECKLIST

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

- Signed Engagement Letter
- 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.
- 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 CHANGED BANKS - Copies of letters sent to NSW OFT notifying closing / opening of bank accounts  
- Also provide all bank statements from both banks
- Deposit Book and/or Banking Slips and/or DEFT Slips or Rental Rewards [ *daily* ]
- IF YOU USE PROPERTYTREE or PROPERTYME - send an invite to [rosemarysimeoni@simeoni.com.au](mailto:rosemarysimeoni@simeoni.com.au) (read only access)  
**\*If you use PropertyTree or PropertyMe you do not need to print the items below as these can be viewed on the cloud**
- 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* ]
- Trust Account Receipts [ *Cash Only. However, must be able to reprint* ]
- 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**