



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

- ENGAGEMENT LETTER** - Completed & Signed - Email to rosemary.simeoni@simeoni.com.au before the audit
 - BANK STATEMENTS** - Originals from 1st July to 30th June
 - INVESTMENTS** - Bank Statements for Money held in Investment accounts at 30th June
 - 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
- If you changed banks then provide the bank statements for all bank accounts
 - DEPOSITS** - Deposit Book and/or Banking Slips and/or DEFT Slips or Rental Rewards [*daily*]
 - COMPUTER** - Please ensure there is desk space for the auditor(s) and 1 computer is available.
 - NEW CLIENTS** - A copy of your previous year Audit Report (s)
 - NEW CLIENTS** - A copy of the Unique Identifying Number (UIN) paperwork for each bank account
 - IF YOU USE CLOUD BASED SOFTWARE** - send an invite to rosemary.simeoni@simeoni.com.au (read only access)
- *DO NOT PRINT THE REPORTS BELOW if you use cloud based software - We can login to view**
- 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*]