



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
- BANK STATEMENTS** - Originals from 1st July to 30th June
 - * 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.
- 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 change 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*]
- NEW CLIENTS** - A copy of your previous years Audit Report (s)
- NEW CLIENTS** - A copy of the Unique Identifying Number (UIN) paperwork for each bank account
- IF YOU USE PROPERTYTREE or PROPERTYME** - send an invite to rosemary.simeoni@simeoni.com.au (read only access)
 - ***DO NOT PRINT THE BELOW if you use PropertyTree / PropertyMe - We can view 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*]