

SAMPLE TRUST ACCOUNT SELF AUDIT

Self Audit Questionnaire	Responses	Plans for Improvement	Proposed Completion Date
1. Have you and all of your employees who handle trust account matters reviewed the MRPC and other relevant materials?			
2. Do you meet periodically with your staff to discuss the trust account rules and procedures?			
3. Do you give staff adequate time to ask questions to ensure that they understand the processes and procedures?			
4. Do you at all times maintain funds received in trust separate from your firm's funds?			

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5. Do you confirm that the balance reflected in your trust account bank statement reconciles with the grand total of all your individual clients' trust account balances?			
6. Do you reconcile your trust bank account each month?			
7. Do you provide your clients with written accounting when receiving or disbursing funds on their behalf?			
8. Have you properly and thoroughly trained your staff regarding the handling, recordkeeping, and accounting of trust funds?			

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9. Do your records clearly indicate what funds are being received and disbursed, when, and from and to whom?			
10. Do you closely supervise any assistants who work with trust funds?			
11. Are all firm employees aware of the firm's policies, procedures, and materials about trust accounts?			
12. Is this topic covered in your firm's policy and procedures manual?			