**Accountant Trust Account Requirements**

**Documentary Requirements for Each Client During Audit:**

* Signed authority to receive fee from tax refund
* Client ledgers
* Signed ELD
* Trust Receipt
* NOA (for individuals) and note on variation from estimated refund and actual

**Maintenance:**

* Bank statements for the period under audit
* Monthly reconciliations balancing bank, cashbook, and ledgers
* Cashbook showing monies in and out
* Signed Form 4A (witnessed by JP)
* Folio of receipts issued

**Other requirements:**

* Offer to auditor letter (once only)
* Auditor acceptance letter (once only)
* Engagement letter between auditor and accountant

**Useful information:**

* Sample receipt
* Relevant Trust Account Legislation
	+ <https://www.legislation.qld.gov.au/view/html/inforce/current/act-1973-035>
	+ Pdf Version can be found at the link above and attached to email
* Relevant Trust Account Regulations
	+ legislation.qld.gov.au/view/html/inforce/current/sl-1999-0140
	+ Pdf version can be found at the link above and attached to email – ***NOTE, this details the requirements of Receipts, Cashbooks, Ledgers, Journals and other particulars***
* Sample Audit Report showing 25 points to note
* CPA Dealing with Client Monies Guide
* Audit period runs from 01/04/20xx through to 31/03/20xy
* Audit report date deadline to Department of Justice is 31/05/20xy

**Role of the auditor on accountant trust accounts:**

An auditor appointed by a trustee to audit a trust account has prescribed obligations under the Trust Accounts Act 1973 (the Act).

The reporting period for a trust account is 1 April to 31 March each year.

**Qualifications**

You must be a qualified auditor under section 15 of the Act and provide details of your qualifications in the annual audit report.

Once you have accepted an appointment, formally notify us on business letterhead or by email.

If you are appointed by a public accountant to audit a trust account, you must:

* conduct an unannounced examination of the trust account each financial period
* immediately report on crucial matters raised during the examination
* prepare an annual audit report for each financial period.

**Unannounced examination**

Part of your responsibility as an auditor is to perform an unannounced examination during each financial period. The date of the examination must be recorded in the annual audit report.

If you are unable to carry out an unannounced examination, a reason must be provided at the start of the financial period that you are reporting on.

**Matters raised**

You must immediately report any serious matters that may be in breach of the Act, or otherwise compromises the integrity of the trust account as mentioned in section 17 of the Act. This report must be made in writing.

**Audit report**

You must address a 25-point schedule when auditing a trust account and the reports must be submitted on business letterhead.

View the schedule in section 23(1) of the Trust Accounts Regulation 1999 or our Form 5 – Prescribed information for audit report which further explains each point.

All 25 points on the schedule must be completed, otherwise the report cannot be accepted.

**Resigning as auditor**

You must immediately advise us if you resign as auditor to a trust account by completing a Form 7 – Resignation of auditor or sending a formal letter of notification. Refer to section 15(9) of the Act.

**Contact us**

The supervising entity to the Trust Accounts Act 1973 is:

Internal Audit Unit

Department of Justice and Attorney-General

GPO Box 149

BRISBANE QLD 4001

Phone: (07) 3738 9202 or (07) 3738 9203

Fax: (07) 3738 9204

Email: trustaccounts@justice.qld.gov.au

**More information**

Trust Accounts Act 1973

Trust Accounts Regulation 1999

Queensland Government Gazette No 21, 24 May 2002 about the financial statement exemption for tax return accounts