



Trust Compliance Sample Report Package

(Published: June 2018)

Trust Journal	Chronological listing of all transactions in the Trust Account, sorted by date
Trust Receipts Journal	Chronological listing of all fund deposited in the Trust Account
Trust Disbursements Journal	Chronological listing of every disbursed funds from the Trust Account
Trust Listing	Listing of balances for each file with its last activity date
Trust Transfer Record	Listing of trust transfers between clients
Clients Trust Ledger	Chronological listing of deposits and disbursements for each client separately.
Bank Reconciliation	General trust bank reconciliation statement
Trust Bank Client Reconciliation	Trust bank reconciliation with individual client balances

Finch & Mason LLC

TRUST JOURNAL

Date Range: 01/01/2018 - 05/31/2018

Bank TD Bank-Trust Account
Account # xxxx

Date	Payee/Payor	Method	Client-Matter	Memo	Deposit	Withdrawal	Balance
Beginning Balance							13,973.09
Jan 2, 2018	Levitt, Mike	Cheque	Levitt, Mike-Corporate/ Client #0012/ File #0012-001	initial retainer	600.00		14,573.09
Jan 2, 2018	Finch & Mason LLC	Electronic Fund Transfer	Levitt, Mike-Corporate/ Client #0012/ File #0012-001	Pmt for Invoice# 5		(250.00)	14,323.09
Jan 24, 2018	Smith, Joanna	Cheque	Smith, Joanna-Consultation/ Client #0013/ File #0013-001	deposit	1,500.00		15,823.09
Jan 24, 2018	Finch & Mason LLC	Wire Transfer	Smith, Joanna-Consultation/ Client #0013/ File #0013-001	Pmt for Invoice# 6		(1,000.00)	14,823.09
Feb 6, 2018	ABC Company	Cheque / #100	Daniels, April J.-Matrimonial/ Client #0002/ File #0002-001	3rd party bill		(2,000.00)	12,823.09
Feb 6, 2018	ABC Company	Cheque / #101	Burgoyne, Charles A.- Consultation/ Client #0004/ File #0004-002	3rd party bill		(500.00)	12,323.09
Feb 6, 2018	ABC Company	Cheque / #102	Smith, Joanna-Consultation/ Client #0013/ File #0013-001	3rd party bill		(200.00)	12,123.09
Feb 7, 2018	Fields, Jim	Cheque	Fields, Jim-Divorce/ Client #0014/ File #0014-001	retainer	5,000.00		17,123.09
Feb 19, 2018	Finch & Mason LLC	Cheque / #103	Fields, Jim-Divorce/ Client #0014/ File #0014-001	Pmt for Invoice# 10		(282.50)	16,840.59
Feb 19, 2018	ABC Company	Cheque / #104	Fields, Jim-Divorce/ Client #0014/ File #0014-001	memo		(1,000.00)	15,840.59
Mar 12, 2018	Finch & Mason LLC	Cheque / #105	Swann, Bobby-Divorce/ Client #0001/ File #0001-001	Pmt for Invoice# 19		(1,837.00)	14,003.59
Mar 23, 2018	April J. Daniels	Internal Operation	Daniels, April J.-Post-Divorce Issues/ Client #0002/ File #0002-002	Transfer from #0002-001	500.00		14,503.59
Mar 23, 2018	April J. Daniels	Internal Operation	Daniels, April J.-Matrimonial/ Client #0002/ File #0002-001	Transfer to #0002-002		(500.00)	14,003.59
Mar 29, 2018	Burgoyne, Charles A.	Cheque	Burgoyne, Charles A.- Consultation/ Client #0004/ File #0004-002	memo	1,500.00		15,503.59
Apr 13, 2018	Charles A. Burgoyne	Internal Operation	Burgoyne, Charles A.-Personal Injury Work/ Client #0004/ File #0004-001	Transfer from #0004-002	600.00		16,103.59
Apr 13, 2018	Charles A. Burgoyne	Internal Operation	Burgoyne, Charles A.- Consultation/ Client #0004/ File #0004-002	Transfer to #0004-001		(600.00)	15,503.59
Apr 23, 2018	April J. Daniels	Internal Operation		Transfer from #0002-001	1,000.00		16,503.59

Finch & Mason LLC

TRUST JOURNAL

Date Range: 01/01/2018 - 05/31/2018

			Daniels, April J.-Post-Divorce Issues/ Client #0002/ File #0002- 002		
Apr 23, 2018	April J. Daniels	Internal Operation	Daniels, April J.-Matrimonial/ Client #0002/ File #0002-001	Transfer to #0002-002	(1,000.00) 15,503.59
Apr 26, 2018	jones, jim	Cheque	Jones, Jim-Divorce / Client #0016/ File #0016-001	initial deposit	2,500.00 18,003.59
Apr 26, 2018	Goldfarb, Matt	Cheque	Goldfarb, Matt-Criminal/ Client #0017/ File #0017-001	initial deposit	2,500.00 20,503.59
Apr 26, 2018	Finch & Mason LLC	Wire Transfer	Jones, Jim-Divorce / Client #0016/ File #0016-001	Pmt for Invoice# 22	(200.00) 20,303.59
May 21, 2018	Finch & Mason LLC	Cheque / #106	Burgoyne, Charles A.- Consultation/ Client #0004/ File #0004-002	Pmt for Invoice# 11	(310.75) 19,992.84
Total				15,700.00	(9,680.25)

Finch & Mason LLC

TRUST RECEIPTS JOURNAL

Date Range: 01/01/2018 - 05/31/2018

Bank TD Bank-Trust Account
Account # xxxx

Date	Received From	Client	Purpose of Funds	Amount	Method
Jan 2, 2018	Levitt, Mike	Levitt, Mike-Corporate	initial retainer	600.00	Cheque
Jan 24, 2018	Smith, Joanna	Smith, Joanna-Consultation	deposit	1,500.00	Cheque
Feb 7, 2018	Fields, Jim	Fields, Jim-Divorce	retainer	5,000.00	Cheque
Mar 23, 2018	April J. Daniels	Daniels, April J.-Post-Divorce Issues	Transfer from #0002-001	500.00	Internal Operation
Mar 29, 2018	Burgoyne, Charles A.	Burgoyne, Charles A.-Consultation	memo	1,500.00	Cheque
Apr 13, 2018	Charles A. Burgoyne	Burgoyne, Charles A.-Personal Injury Work	Transfer from #0004-002	600.00	Internal Operation
Apr 23, 2018	April J. Daniels	Daniels, April J.-Post-Divorce Issues	Transfer from #0002-001	1,000.00	Internal Operation
Apr 26, 2018	jones, jim	Jones, Jim-Divorce	initial deposit	2,500.00	Cheque
Apr 26, 2018	Goldfarb, Matt	Goldfarb, Matt-Criminal	initial deposit	2,500.00	Cheque
Total				15,700.00	

Finch & Mason LLC

TRUST DISBURSEMENTS JOURNAL

Date Range: 01/01/2018 - 05/31/2018

Bank TD Bank-Trust Account
Account # xxxx

Date	Method / #	Paid To	Client	Purpose of Payment	Amount
Jan 2, 2018	Electronic Fund Transfer	Finch & Mason LLC	Levitt, Mike-Corporate	Pmt for Invoice# 5	(250.00)
Jan 24, 2018	Wire Transfer	Finch & Mason LLC	Smith, Joanna-Consultation	Pmt for Invoice# 6	(1,000.00)
Feb 6, 2018	Cheque / #100	ABC Company	Daniels, April J.-Matrimonial	3rd party bill	(2,000.00)
Feb 6, 2018	Cheque / #101	ABC Company	Burgoyne, Charles A.- Consultation	3rd party bill	(500.00)
Feb 6, 2018	Cheque / #102	ABC Company	Smith, Joanna-Consultation	3rd party bill	(200.00)
Feb 19, 2018	Cheque / #103	Finch & Mason LLC	Fields, Jim-Divorce	Pmt for Invoice# 10	(282.50)
Feb 19, 2018	Cheque / #104	ABC Company	Fields, Jim-Divorce	memo	(1,000.00)
Mar 12, 2018	Cheque / #105	Finch & Mason LLC	Swann, Bobby-Divorce	Pmt for Invoice# 19	(1,837.00)
Mar 23, 2018	Internal Operation	April J. Daniels	Daniels, April J.-Matrimonial	Transfer to #0002-002	(500.00)
Apr 13, 2018	Internal Operation	Charles A. Burgoyne	Burgoyne, Charles A.- Consultation	Transfer to #0004-001	(600.00)
Apr 23, 2018	Internal Operation	April J. Daniels	Daniels, April J.-Matrimonial	Transfer to #0002-002	(1,000.00)
Apr 26, 2018	Wire Transfer	Finch & Mason LLC	Jones, Jim-Divorce	Pmt for Invoice# 22	(200.00)
May 21, 2018	Cheque / #106	Finch & Mason LLC	Burgoyne, Charles A.- Consultation	Pmt for Invoice# 11	(310.75)
Total					(9,680.25)

Finch & Mason LLC

TRUST LISTING REPORT

As of Date: May 31, 2018

Bank TD Bank-Trust Account
Account # xxxxx

Client-Matter	Matter Owner	Balance	Last Activity	Current Status
Burgoyne, Charles A.-Consultation/ Client #0004/ File #0004-002	Douglas S. Osborne	1,589.25	May 21, 2018	Open
Burgoyne, Charles A.-Personal Injury Work/ Client #0004/ File #0004-001	Douglas S. Osborne	2,600.00	Apr 13, 2018	Open
Daniels, April J.-Post-Divorce Issues/ Client #0002/ File #0002-002	Nellie R. Martin	1,900.00	Apr 23, 2018	Open
Daniels, April J.-Matrimonial/ Client #0002/ File #0002-001	Nellie R. Martin	4,736.09	Apr 23, 2018	Open
Fields, Jim-Divorce/ Client #0014/ File #0014-001	Douglas S. Osborne	3,717.50	Feb 19, 2018	Open
Goldfarb, Matt-Criminal/ Client #0017/ File #0017-001	Douglas S. Osborne	2,500.00	Apr 26, 2018	Open
Jones, Jim-Divorce / Client #0016/ File #0016-001	Douglas S. Osborne	2,300.00	Apr 26, 2018	Open
Levitt, Mike-Corporate/ Client #0012/ File #0012-001	Douglas S. Osborne	350.00	Jan 2, 2018	Open
Smith, Joanna-Consultation/ Client #0013/ File #0013-001	Nellie R. Martin	300.00	Feb 6, 2018	Open
Total		19,992.84		

Finch & Mason LLC

TRUST TRANSFER RECORD

Date Range: 01/01/2018 - 05/31/2018

Bank TD Bank-Trust Account
Account # xxxx

Date	From Client	To Client	Amount	Reason
Mar 23, 2018	April J. Daniels-Matrimonial	April J. Daniels-Post-Divorce Issues	500.00	Transfer to #0002-002
Apr 13, 2018	Charles A. Burgoyne-Consultation	Charles A. Burgoyne-Personal Injury Work	600.00	Transfer to #0004-001
Apr 23, 2018	April J. Daniels-Matrimonial	April J. Daniels-Post-Divorce Issues	1,000.00	Transfer to #0002-002

Finch & Mason LLC

CLIENT'S TRUST LEDGER

Date Range: 02/07/2018 - 02/19/2018

Bank TD Bank-Trust Account
Account # xxxx

Account: Fields, Jim-Divorce/ Client #0014/ File #0014-001
Beginning Balance: 0.00

Date	Payee/Payor	Method	Memo	Deposit	Withdrawal	Balance
Feb 7, 2018	Fields, Jim	Cheque	retainer	5,000.00		5,000.00
Feb 19, 2018	Finch & Mason LLC	Cheque / #103	Pmt for Invoice# 10		(282.50)	4,717.50
Feb 19, 2018	ABC Company	Cheque / #104	memo		(1,000.00)	3,717.50
Total				5,000.00	(1,282.50)	

Finch & Mason LLC
BANK RECONCILIATION
10/01/2017 - 10/31/2017
Reconciled

Bank Name: TD Bank
Bank Account Name: Trust Account
Bank Account #: xxxx

Beginning Statement Balance:	10/01/2017	0.00
Plus Cleared Deposits (Increases):		9,087.00
Less Cleared Payments (Decreases):		(1,623.91)
Difference:		0.00
Ending Statement Balance:	10/31/2017	7,463.09
Plus Uncleared Deposits (Increases):		0.00
Less Uncleared Payments (Decreases):		(1,490.00)
Difference:		0.00
Ending Checkbook Balance:	10/31/2017	5,973.09

DATE	TRANS TYPE	REF #	PAYOR/PAYEE	AMOUNT
<u>Cleared Deposits (Increases):</u>				
08/15/2017	Deposit		Davis, Andrew D.	500.00
09/26/2017	Deposit		Swann, Bobby	1,337.00
09/30/2017	Deposit		Swann, Bobby	500.00
10/03/2017	Deposit		Davis, Andrew D.	750.00
10/03/2017	Deposit		Davis, Andrew D.	500.00
10/09/2017	Deposit		Daniels, April J.	2,000.00
10/11/2017	Deposit		Burgoyne, Charles A.	1,500.00
10/19/2017	Deposit		Burgoyne, Charles A.	2,000.00
			Total Cleared Deposits (Increases):	9,087.00
<u>Cleared Payments (Decreases):</u>				
10/17/2017	Check	1	The Justice Law Firm	(825.00)
10/19/2017	Check	2	Finch & Mason LLC	(798.91)
			Total Cleared Payments (Decreases):	(1,623.91)
<u>Uncleared Payments (Decreases):</u>				
10/19/2017	Check	3	Finch & Mason LLC	(565.00)
10/19/2017	Check	4	Finch & Mason LLC	(925.00)
			Total Uncleared Payments (Decreases):	(1,490.00)

Finch & Mason LLC
THREE-WAY RECONCILIATION

10/01/2017 - 10/31/2017

Reconciled

Bank Name: TD Bank
Bank Account Name: Trust Account
Bank Account #: xxxx

I. Book Balance

Beginning Balance:	10/01/2017	0.00
Plus Cleared Deposits (Increases):		9,087.00
Less Cleared Payments (Decreases):		(1,623.91)
Balance at End of Month:	10/31/2017	5,973.09

II. Bank Balance

Ending Statement Balance:	10/31/2017	7,463.09
Plus Deposits in Transit (Increases):		0.00
Less Outstanding Payments (Decreases):		(1,490.00)
Reconciled Bank Balance:		5,973.09

III. Client Ledger Balance

See attached report

Finch & Mason LLC

CLIENT LEDGER BALANCE REPORT

Balances as of 10/31/2017

BANK: TD Bank
ACCOUNT: Trust Account
ACCOUNT #: xxxx

CLIENT ID MATTER # SUB-A/C #	CLIENT MATTER ATTORNEY	CLEARED BALANCE	UNCLEARED BALANCE	CURRENT BALANCE	CURRENT STATUS
0004 0004-002	Burgoyne, Charles A. Consultation Douglas S. Osborne	0.00	1,500.00	1,500.00	Open
0004 0004-001	Burgoyne, Charles A. Personal Injury Work Douglas S. Osborne	3,500.00	(1,500.00)	2,000.00	Open
0002 0002-001	Daniels, April J. Matrimonial Nellie R. Martin	1,201.09	(965.00)	236.09	Open
0002 0002-002	Daniels, April J. Post-Divorce Issues Nellie R. Martin	0.00	400.00	400.00	Open
0001 0001-001	Swann, Bobby Divorce Nellie R. Martin	1,837.00	0.00	1,837.00	Open

SUMMARY:

LEDGER CARD BALANCES **5,973.09**