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| **#2 Trust Account Controls** |

**A sample of a simplified trust account controls checklist and procedure**

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| **Function** | **When** | **Who** | **Notes** | **Last Completed Date** |
| Create List of Trust Accounts, including contact person at bank |  |  |  |  |
| Is each account titled “trust account”? |  |  |  |  |
| Are positive pay, ACH blocks and international wire blocks in place for each account? |  |  |  |  |
| List of Authorized Signatories, including designations of who is the account owner |  |  |  |  |
| List of personnel for whom credit report / background checks were performed, as well as last date each report was completed |  |  |  |  |
| Current month reconciliations completed? |  |  |  |  |
| Owner / Manager Review completed? |  |  |  |  |
| Attach summary report of open issues (*i.e.* files that need correction) for each month. (This will help tracking of specific items and trends.) |  |  |  |  |