SAMPLE ADMINISTRATIVE FORM

CHECKLIST – TRUST DISBURSEMENTS

Issued: \_\_\_\_\_\_\_\_\_\_\_\_

Approved: \_\_\_\_\_\_\_\_\_\_\_\_

Effective: \_\_\_\_\_\_\_\_\_\_\_\_

# PROCEDURAL STATEMENT

TO: All Staff

RE: Trust Accounting -- Disbursements

Attorney Issue a Check Request. Attach to the check request documentation for check, if available. If not, attach memorandum in support of request.

Bookkeeper Review client's ledger card. Check to see the following:

1. If there is a sufficient balance in client's account.

2. When the client's check was deposited into the Trust Account. (If there has not been sufficient time after a deposit for the check to clear bank, do not issue requested check.)

Bookkeeper Cut check.

Bookkeeper Record amount of check in Disbursements Journal.

Bookkeeper Post to client's ledger amount of check.

Bookkeeper Return check to requesting attorney or managing partner or person authorized on signatory cards.

Attorney Review client's ledger card.

Attorney Sign check.