SAMPLE ADMINISTRATIVE FORM

VOLUNTARY MONTHLY TRUST ACCOUNT CERTIFICATE

For the period \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Bank Account No.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Address of Banking Institution

1. During the fiscal period noted above to the best of my knowledge I maintained books, records and accounts to record all money and trust property received and disbursed/released in connection with the firm practice, and as a minimum maintained:

a. A separate bank account or accounts located in Florida, in the name of the law firm clearly labeled and designated a "trust account".

b. Original, duplicate or bank made deposit slips and, in the case of currency or coin, an additional cash receipts book, clearly identifying the date and source of all trust funds received, and specific identification of the client or matter for whom the funds were received.

c. Original cancelled checks, or bank made copies showing both the back and front of the cancelled check, for all trust disbursements.

d. Other documentary support for all disbursements and transfers from the trust account.

e. A separate Cash Receipts and Disbursements journal, including columns for receipts, disbursements, and the account balance, disclosing the client, check number, and the reason for which the funds were received, disbursed or transferred.

f. A separate ledger, with an individual card, record or page for each client and matter, showing all individual receipts, disbursements and unexpended balance.

g. All original, or bank made copies, bank statements for all trust accounts.

h. Complete records of all clients’ securities or other physical properties of a client coming into my/our possession, and rendered appropriate accounting and ledgers regarding them.

2. During the same fiscal period identified above, to the best of my knowledge, I complied with the required trust accounting and safekeeping property rules and procedures, and as a minimum:

a. Prepared monthly trust comparisons, including bank reconciliations and an annual detailed listing identifying the balance of the unexpended trust money held for each client or matter.

b. Prepared monthly inventories of all client property not held in a trust account. A reconciliation of the firm’s trust accounts show:

\_\_ no differences between the total, excepting those determined to be the result of bank error.

\_\_ differences. Give full particulars below, identifying the amounts involved, and the reason for each item contributing to a difference. Attach additional pages if necessary.

c. Inspected the listing for overdrawn accounts and there were:

\_\_ no overdrawn accounts.

\_\_ overdrawn accounts as set out below:

To the best of my knowledge and belief the facts as reported herein are accurate.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewed and signed by a partner this \_\_\_\_ date of \_\_\_\_\_\_\_\_\_\_, 20\_\_.

Partner Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_