

Sample Trust Transfer Journal

[name of law practice] Trust Transfer Journal					
For Period / / to / /					Page
Date	Journal Reference	Matter Reference, Account Name Matter Description Reason	Debit	Credit	Authorised by

Note:

- The regulations require all trust transfer journals to be authorised in writing by the principal or the trust account signatory(s). In a manual accounting system, the authorisation may be made by the authorised person(s) signing beside the handwritten journal before it is posted to the respective trust ledgers. For computerised accounting system, a journal requisition must be used and authorised by the authorised person(s). A sample trust journal request is as follows:

<u>TRUST JOURNAL TRANSFER REQUEST</u>
Trust Journal Reference Number:
Date:
Solicitor/Associate Requesting Transfer:
<u>Transfer From:</u>
Client (person) Name:
Matter Description:
Matter Number:
Amount:
<u>Transfer To:</u>
Client (person) Name:
Matter Description:
Matter Number:
Amount:
Reason/Purpose of Transfer:
Authorised By (Authorised principal or associates):

- The journal pages or entries must be consecutively numbered.