

Annual Trust Compliance

2025 CHECKLIST



PROFESSIONAL
STANDARDS
THE LAW SOCIETY
OF NEW SOUTH WALES



What?

<input type="checkbox"/>	Lodge a Confirmation of Trust Money (Part A) online by 30 April 2025 in accordance with your obligations under rule 54 of the Uniform Rules, regardless of whether trust money was held or received; and if applicable.
<input type="checkbox"/>	If required, lodge a Statement of Trust Money (Part B) online and ensure an external examiner's report is submitted by a designated external examiner by 31 May 2025 , in accordance with your obligations under section 155 of the Uniform Law.

When and how?

<input type="checkbox"/>	30 April 2025 - lodge your Part A online, regardless of whether trust money was held or received.
<input type="checkbox"/>	31 May 2025 - lodge your Part B online.
<input type="checkbox"/>	31 May 2025 - ensure the external examiners report is lodged online.

Part A?

APPROX 2 MINS

<input type="checkbox"/>	Confirm the information we hold for your law practice is correct.
<input type="checkbox"/>	Provide the approximate percentage areas of practice in which you provide legal services.
<input type="checkbox"/>	Have you held or received any of the following types of trust money during the period 1 April 2024 to 31 March 2025: <ul style="list-style-type: none">• General Trust Money*• Controlled Money*• Transit Money• Written Direction Money• Trust Money Subject to a Specific Power*• Trust money for the purpose of Electronic Conveyancing• Investment Trust Money*



Part B?		APPROX 15 MINS
<input type="checkbox"/>	For * types of trust money, a Part B and EER are required.	
<input type="checkbox"/>	Prepare the March 2025 end of month trust accounting records.	
<input type="checkbox"/>	Collate trust accounting records for the period 1 April 2024 to 31 March 2025	
<input type="checkbox"/>	Report all trust accounting irregularities (if applicable).	
<input type="checkbox"/>	Update authorised trust account signatories.	
<input type="checkbox"/>	Upload the following: <ul style="list-style-type: none">• Bank reconciliation statement as at 31 March 2025.• Trial balance statement as at 31 March 2025.• Overdrawn ledger accounts (if applicable).• Controlled money listing (if applicable).• Investment money listing (if applicable).	
<input type="checkbox"/>	Provide the external examiner with all the relevant information to enable submission of the external examiner report on or before 31 May 2025.	