|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Inquiry** | **Yes** | **No** | **N/A** | **Notes/Comments** | **Note improvements needed & dates for**  **follow up** |
| **Office Management: Handling Funds** | | | | | |
| **1.** Do you review the Rules Governing Trust Accounting, Rule 4(c) to insure that you maintain the required trust account records? |  |  |  |  |  |
| **2.** Do you securely store client documents or valuables? |  |  |  |  |  |
| **3.** Do you have procedures in place to make sure you do not commingle your funds with those in your trust account? |  |  |  |  |  |
| **4.** If you store tangible items for a client do you provide them with a detailed inventory list which they acknowledge is accurate in writing? |  |  |  |  |  |
| **5.** Do you maintain a separate trust account for client funds? |  |  |  |  |  |
| **6.** Is your trust account in a participating IOLTA bank in Hawai‘i? |  |  |  |  |  |
| **7.** Do you keep a client ledger for each client from whom you have taken a retainer or advance refundable fee  (note you MAY NOT take nonrefundable fees in Hawai‘i) |  |  |  |  |  |

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| **Inquiry** | | **Yes** | | **No** | **N/A** | **Notes/Comments** | | **Note improvements needed & dates for follow up** |
| **Office Management: Handling Funds** | | | | | | | | |
| **8.** Do you keep a general ledger contemporaneously keeping track of every transaction involving the trust account? |  | |  | |  |  |  | |
| **9.** Do you reconcile your trust account bank statements with your general ledger and individual client ledgers each quarter or, preferably, each month? |  | |  | |  |  |  | |
| **10.** When you reconcile your trust account, do you make sure that the balance totals the grand total of your individual clients’ trust balances and the general ledger balance? |  | |  | |  |  |  | |
| **11.** Have you ever used funds from your trust account for a short- term to meet payroll or other expenses? |  | |  | |  |  |  | |
| **12.** Have you taken a trust accounting class or used the trust accounting “practice pointers” on the ODC website? |  | |  | |  |  |  | |