

Broker Software Evaluation for Sales Accounting

Name of the Software: _____ Version: _____

Yes No

Journal (Report Name: _____)

Refer to Rule A.0117(c)(5): A general journal (or check register) must identify, in chronological order, each transaction to and from the trust or escrow account. It must include the amount and date of each deposit and a reference to the corresponding deposit ticket or supplemental deposit worksheet. The amount, date, check number, payee, and purpose must be included for each disbursement. The report must also show a running balance after each entry.

- Does the software generate a trust/escrow journal?
- a. Does the journal show a running balance of funds in the bank account?
- b. Are the journal transactions in chronological order?
- c. Does the journal identify each bank deposit transaction with:
 - i. The amount of the deposit?
 - ii. The date of the deposit?
 - iii. An appropriate reference to the supplemental deposit worksheet?
- d. Does the journal identify each bank disbursement transaction with the:
 - i. Amount of the disbursement?
 - ii. Date of the disbursement?
 - iii. Check number when a check is used to disburse trust funds?
 - iv. Payee?
 - v. Purpose of the disbursement?
 - vi. An appropriate reference to the supplemental disbursement worksheet?

Ledger Sheets (Report Name: _____)

Refer to Rule A.0117(c)(4): A separate ledger must be maintained for each sales transaction; there should also be a ledger for any company/personal funds held in the trust account. The ledgers must identify the property, the parties to the transactions, the amount, date, remitter, and purpose of the deposits as well as the amount, date, check number, payee, and purpose of disbursements. There must be a running balance of funds on deposit after each entry.

- Is a separate ledger maintained for:
 - a. Each sales transaction?
 - b. Personal funds?
- Do the ledgers identify:
 - a. The property?
 - b. The parties to the transaction?
 - c. The amount of the monies deposited?
 - d. The date of monies deposited?
 - e. The purpose of monies deposited?
 - f. From whom monies deposited are received?
 - g. The check number when a check is used to disburse trust funds?
 - h. The amount of the monies disbursed?
 - i. The date of the monies disbursed?
 - j. The purpose of the monies disbursed?
 - k. To whom disbursements are paid?
 - l. The running balance of funds on deposit after each deposit and disbursement entry?

Supplemental Disbursement Worksheets (Report Name _____)

Refer to **Rule A.0117(c)(2)**: When a payment is used to disburse funds for more than one sales transaction, the payment must notate each sales transaction and the corresponding amount for which disbursement is made, with reference to the corresponding sales transaction ledger entry(ies). The check notation may refer to the required information recorded on a supplemental disbursement worksheet that cross-references the corresponding check or payment.

Does the software generate supplemental disbursement worksheets that identify on each disbursement transaction:

- a. The date of the disbursement?
- b. The check number?
- c. The payee?
- d. The sales transaction ledger?
- e. The purpose for the disbursement?
- f. The amount of the disbursement?

Supplemental Deposit Worksheets (Report Name: _____)

Refer to **Rule A.0117(c)(3)**: When a single deposit is used to deposit funds collected for more than one sales transaction, the required information may either be recorded on the ticket or recorded on a supplemental deposit worksheet that cross-references to the corresponding deposit ticket.

Does the software generate supplemental deposit worksheets for each bank deposit transaction that identifies:

- a. The parties involved?
- b. The purpose of the monies deposited?
- c. The property for which monies were deposited?
- d. The remitter of the monies deposited?
- e. The date of the deposit?
- f. The sales transaction ledger?
- g. The amount of the deposit?

Audit Trail

Refer to **Rule A.0117(d)**: Records of all receipts and disbursements of trust or escrow monies are to be maintained so that there is an audit trail from deposit tickets and canceled checks to the journal and to the ledger sheets.

- Is there an audit trail from the supplemental deposit worksheets to the journal?
- Is there an audit trail from the supplemental deposit worksheets to the ledger?
- Is there an audit trail from the supplemental disbursement worksheets to the journal?
- Is there an audit trail from the supplemental disbursement worksheets to the ledgers?

Property or Owner Trial Balance (Report Name: _____)

Refer to **Rule A.0117(e)(1)**: A ledger trial balance shall be prepared showing a list of the sales transaction ledgers, their balances, and the total of all of the sales transaction ledger balances as of the monthly cutoff date.

Does the software generate a trial balance of the sales ledgers?

Reconciliation

Refer to **Rule A.0117(e)**: Trust accounts are to be reconciled monthly; the bank statement must be reconciled to the journal, then the ledger trial balance, reconciled bank statement balance, and the journal balance should be compared as of the cut-off date. If these three amounts do not agree, the broker shall investigate the reason for any variation between the balances and make the necessary corrections to bring the balances into agreement. Once in agreement, a worksheet is to be created showing the balance of the journal, the ledger trial balance, and the reconciled bank statement balance to be in agreement as of the cutoff date.

Does the software generate a bank account reconciliation report that identifies:

- The month end bank balance?
- The cleared deposits and disbursements?
- The deposits-in-transit and outstanding checks?
- The reconciled bank balance?