

End of Trust Account Examination Year: 31 March 2018

This fact sheet explains the trust account reporting obligations for all law practices, approved (barrister's) clerks authorised for trust; and external examiners

INFORMATION FOR LAW PRACTICES, APPROVED (BARRISTER'S) CLERKS AND EXTERNAL EXAMINERS

The End of Trust Examination Year Reporting will be submitted electronically through [LSB Online](#) by law practices, approved barristers' clerks and external examiners. Please note the online form is in accordance with the Legal Profession Uniform Law (Victoria) and *Legal Profession Uniform General Rules 2015*.

The online form is comprised of three parts:

Part A – Law Practice/Approved Clerk – to be completed by all law practices/approved clerks authorised to receive trust money.

Part B – Statement of Trust Money – to be completed by law practices/approved clerks who operate trust, controlled money or investment accounts.

Part C – External Examiner's Report – to be completed by external examiners.

Law practices/approved clerks must submit parts A and B (where applicable) by **30 April 2018**. This will enable external examiners to examine your trust account and submit the online forms by **31 May 2018**.

The electronic form is to be completed by a principal of the law practice or an approved clerk by logging into their [LSB Online](#) account using an existing user name (either P00..... or C00.....) and password. If you do not have an account, please contact the Practitioner Services Team to create a new account.

The trust examination form (Part B) will be submitted electronically by the law practice principal/approved clerk to the external examiner. An email alert will be sent to your external examiner when you have submitted the form. This will enable access for your external examiner to complete their certification and reporting for the **examination year ending 31 March 2018**, due to be completed by the 31 May 2018 deadline.

External examiners please note: You will be required to make the final submission of the online forms (Parts B and C).

Further Information:

Practitioner Services

Victorian Legal Services Board & Commissioner

E: online@lsbc.vic.gov.au