

Sample Trust Account Receipts Cashbook

[name of law practice] Trust Account Receipts Cash Book							
For Period / / to / /							Page
Date Rec /Rec'd <small>Note (1)</small>	Rec No. Form	Ledger Ref <small>Note (2)</small>	Received From Reason	Account Name Matter Reference Matter Description	Multi AMT	Rec AMT	Amount Deposited <small>Note (3)</small>

- Note (1): The column headed Date Rec/Rec'd is used to record the Date the receipt is made out and if different the date of the receipt of the money.
- Note (2): The column headed Ledger Ref is used when a law practice has a trust ledger reference that is different to the Matter Reference. The ledger reference provides the number of the ledger to which the transaction is posted.
- Note (3): If the date of the last receipt is the same as the date the funds were deposited then the amount deposited is recorded against the last receipt. If the date deposited is different to the date of the last receipt then an additional line disclosing the date of the deposit and the amount of the deposit should be recorded.