

**This report must be completed by an independent Chartered Accountant, Certified General Accountant or Certified Management Accountant who is NOT the broker. The accountant shall be guided by the Table of Recommended Minimum Examination Guidelines (page 5 of the *Engagement Letter between Accountant and Client*).**

To: The Real Estate Council of Alberta, c/o Executive Director

At the request of \_\_\_\_\_ being the broker for

\_\_\_\_\_ (*the brokerage*) we have conducted certain procedures on the books, records and accounts maintained by the brokerage for the fiscal year ended \_\_\_\_\_

To make this report, we have:

1. read Sections 18 and 25 of the Real Estate Act and Part 3 Accounting Records & Reporting Requirements, Divisions 1 and 3 of the Rules pursuant to the Real Estate Act<sup>1</sup>,
2. obtained a signed copy of the **Real Estate Brokerage's Representations to the Real Estate Council of Alberta**, and
3. signed an **Engagement Letter Between Accountant and Client**, dated \_\_\_\_\_

Our examination was guided by the **Table of Recommended Minimum Examination Guidelines** (on page 5 of the Engagement Letter). In completing this report, certain procedures as set out below were carried out on a month selected by us. The month of \_\_\_\_\_ (hereinafter referred to in this report as the "selected month") was used for the purpose of completing procedures 2, 3, 4, 5, 7, 8, 9, 10, 13 and 15, below. Based on the limited procedures carried out, and with respect to each particular procedure, we report as follows:

1. We reviewed the trust bank reconciliation and trust liability reconciliation (to determine whether there are sufficient funds in the depositories to meet the trust liabilities) for each of the twelve (12) months in the fiscal year ended and observed that:
  - a) each reconciliation showed there were sufficient funds to meet the liabilities, YES | NO or N/A
  - b) a listing of the money held in trust (trust liability) for each transaction, owner, property or tenant has been included as part of the reconciliation and has been prepared for each month, YES | NO or N/A
  - c) there were no unreconciled differences, and
  - d) each trust bank reconciliation and trust liability reconciliation was dated within 30 days of the month being reconciled and bore the signature of the broker, YES | NO or N/A

**Please note any exceptions:**

\_\_\_\_\_

<sup>1</sup> The Real Estate Act and Rules may be found at RECA's Website - [www.reca.ca](http://www.reca.ca)

2. For the selected month, we reviewed (number of) \_\_\_\_\_ Buy/Sell trades<sup>2</sup> in real estate. We determined that they were entered in the brokerage's trust ledger accounts and supporting records. We report that for each transaction there was a separate trust ledger account, which along with the supporting records, indicated:

- |   |                 |
|---|-----------------|
| a) the nature of the trade,   | YES   NO or N/A |
| b) a description clearly identifying the real estate involved,  | YES   NO or N/A |
| c) the true consideration for the trade (in the case of lease or rental, expressed on an annual, monthly or other basis), | YES   NO or N/A |
| d) the names of the parties to the trade,   | YES   NO or N/A |
| e) the amount of the deposit or other funds received and a record of the disbursement of them, and                        | YES   NO or N/A |
| f) the amount of the brokerage's commission or other remuneration and the name of the party paying it,                    | YES   NO or N/A |

**Please note any exceptions:**

3. For the selected month, we reviewed (number of) \_\_\_\_\_ Property Management trades in real estate. We determined that they were entered in the brokerage's trust ledger accounts and supporting records. We report that each trust ledger account, with supporting records, indicated:

- |   |                 |
|---|-----------------|
| a) a description clearly identifying the rental or condominium property involved,   | YES   NO or N/A |
| b) the amount of the rent, security deposit, condominium fee or other funds to be received was consistent with a signed lease agreement or other document,  | YES   NO or N/A |
| c) the names of the parties to the trade,   | YES   NO or N/A |
| d) the amount of the rent or other funds received and a record of the disbursement of them, and   | YES   NO or N/A |
| e) the amount of the brokerage's management fee or other remuneration, the name of the party paying the fee or other remuneration and that it was consistent with the signed management or other agreement, | YES   NO or N/A |

**Please note any exceptions:**

4. We verified the information contained in the trust bank reconciliation as at the end of the selected month and found the information contained in the reconciliation to be correct.

**Please note any exceptions:**

5. We verified the information contained in the trust liability reconciliation (to determine whether there are sufficient funds in the depositories to meet the trust liabilities) as at the end of the selected month and found the information contained in that reconciliation to be correct.

**Please note any exceptions:**

<sup>2</sup> TRADE includes a disposition, acquisition of or transaction in real estate by sale, purchase, agreement for sale, exchange, option, lease, rental or otherwise.

6. We confirmed directly with depositories as at (**fiscal year end date**), the amount of \$\_\_\_\_\_ on deposit in all trust accounts disclosed in the **Real Estate Brokerage's Representations to the Real Estate Council of Alberta**. We agreed the amounts confirmed with the balances recorded in the brokerage's bank reconciliation, and reviewed the reconciling items to arrive at a brokerage's reconciled bank balance of \$\_\_\_\_\_.

7. We compared trust ledger balances from (*number of*) \_\_\_\_\_ trust ledger accounts to the listing of trust liabilities and compared (*number of*) \_\_\_\_\_ balances from the listing to the trust ledger accounts, both as at the end of the selected month, and found them in agreement.

**Please note any exceptions:**

8. We traced the details of the last two receipts and last two disbursements of the selected month and the first two receipts and first two disbursements for the next month from the trust liability records to the trust bank records and found that the entries were recorded in the appropriate month.

**Please note any exceptions:**

9. For the selected month, we traced (*number*) \_\_\_\_\_ deposits from the trust ledger to the bank deposit books, bank statements and supporting records, and found all trust money received in relation to the Residential Tenancies Act or Condominium Property Act were deposited within two (2) banking days after the date of receipt and all other trust funds were deposited within (3) banking days after the date of receipt or acceptance of the offer to purchase or within any further period agreed to in writing by the parties to the trade, **with the following exceptions:**

10. We examined (*number of*) \_\_\_\_\_ disbursements in the selected month from the trust accounts and found the disbursements to be in accordance with the terms of trust governing the use of that money.

**Please note any exceptions:**

11. We scrutinized (*number*) \_\_\_\_\_ trust ledger liability accounts for any debit balances greater than \$100 that had arisen during the year,

Were there any debit balances greater than \$100?  Yes  No

**Please note any exceptions:**

12. We scrutinized the brokerage's trust depository statements and passbooks covering the year for depositories disclosed in the **Real Estate Brokerage's Representations to the Real Estate Council of Alberta** for overdrafts,

Were there any overdrafts?  Yes  No

**Please note any exceptions:**

13. We determined that for the sample month, the brokerage's trust depository statements and passbooks disclosed in the **Real Estate Brokerage's Representations to the Real Estate Council of Alberta** showed the accounts were designated trust accounts on both the depository statements and cheques.  
**Please note any exceptions:**

14. We determined, by inquiry and observation, that the brokerage maintains a separate trust account solely for security deposits received under the **Residential Tenancies Act**.

Were there any exceptions?  Yes  No  
**Please note any exceptions:**

15. We verified (*number of*) \_\_\_\_\_ receipts and (*number of*) \_\_\_\_\_ disbursements in the general account for the selected month and noted that they are not trust transactions.  
**Please note any exceptions:**

16. We have forwarded a copy of the report to the broker and have discussed the contents of the report with the broker.

Additional comments, if any, can be stated here:

This report is prepared solely for submission to Real Estate Council of Alberta and is not to be referred to or distributed to any person other than in accordance with the *Real Estate Act*. The procedures carried out did not constitute an audit and therefore we do not express an opinion about the accuracy or completeness of the trust books, records and financial information provided, or about whether or not there were any irregularities during the year which were not disclosed to us. However, we have reported on the results of the preceding procedures.

\_\_\_\_\_  
Accountant and Accounting Firm

\_\_\_\_\_  
Signature and Professional Designation

\_\_\_\_\_  
Address

Date: \_\_\_\_\_

**If you choose to prepare this form in any other format, please ensure that there are no changes in the wording**