

## Cash Receipt Template

<b>Duplicate Cash Receipt</b>		No. _____	
Select one:	<input type="checkbox"/> Cash Receipt <input type="checkbox"/> Cash Refund		
Date:		Amount of \$:	
Client Name		File #:	
Name of payer / payee:		Signature of payer / payee:	
Name of lawyer or authorized staff:		Signature of lawyer or authorized staff:	
Comments:			

**Directions on how to complete the cash receipt:**

1. Complete the cash receipt electronically (except the signatures portion). Number the receipts sequentially so the receipts can be traced in the accounting records.
2. Print two copies.
3. Affix the two signatures in ink. Give one copy to the payer (or payee if refunding) and keep one copy as part of the accounting records.
4. If the cash receipt is modified at a later date, indicate on the cash receipt the date at which it was modified.

**Helpful tips:**

- Maintain cash receipts in a binder or folder in date order. During a Law Society Compliance Audit, lawyers must be able to produce all cash receipts for review. If lawyers would like cash receipts in the client file, we ask that they make a copy of the signed receipt and keep the copy in the client file.
- If a lawyer is not able to obtain the payer's signature, indicate the reasonable efforts taken by the practice directly on the cash receipt.
- To simplify the process, lawyers can engage a printing company to print custom receipts that will create duplicate or triplicate copies using carbonless paper.
- Record the transaction as "cash received" or "cash withdrawn" in the client trust ledger and the trust book of entry. This will assist lawyers in determining whether the practice is complying with the cash rules.