

Sample Controlled Money Receipt

<i>[name of law practice]</i> CONTROLLED MONEY RECEIPT		
Name:	_____	
Address:	_____ _____	
Receipt Number:	_____	
Date:	_____	Date Received (if different): _____
Received from;	_____	
The sum of;	_____ and _____	cents.
\$ _____	Cheque/Cash/Direct Deposit	
For and on behalf of:		
Matter Reference	Account Name	Matter Description
_____:	_____:	_____
Reason:	_____	
Name of Controlled Money Account to be credited:	_____ _____	
Account Number (incl. BSB):	_____	
	Made out by:	_____
		On behalf of <i>[name of law practice]</i>

Note:

1. A controlled money receipt is not required to be made out for any interest or other income received from the investment of controlled money and credited directly to the controlled money account,
2. The controlled money receipt must be consecutively numbered and made out in consecutive sequence,
3. The "Date" field refers to the date the controlled money receipt is made out,
4. The "Date Received" field refers to the date controlled money was received, the regulations require this date to be recorded if different to the date of making out the receipt,

5. The name of the person making out the receipt must be recorded on the receipt,
6. A copy of the receipt must be retained as part of the law practice's trust records.