

Bank of Australia ¹ Statement of Account Jones Real Estate ² Trust Account ³ 222333 For period ending 31 July 20XX ⁴ Sales and/or Property Management Account				
Date ⁵	Reference ⁶	Debit ⁷	Credit ⁸	Balance ⁹
30 June XX	Opening balance			50,0000 Cr ¹⁰
1 July	Cheque 00667	150.00		49,850.00 Cr
	Cheque 00669	845.00		49,005.00 Cr
	Cheque 00660 ¹¹	650.00		48,355.00 Cr
3 July	C/c deposits ¹²		3,500.00	51,855.00 Cr
	Cheque 00668	550.00		51,305.00 Cr
15 July	Dir Dep ¹³		800.00	52,105.00 Cr
	C/c deposits		750.00	52,855.00 Cr
23 July	C/c deposits		1,500.00	54,355.00 Cr
25 July	Cheque 00672	4,500.00		49,855.00 Cr
	Acc Fee ¹⁴	25.00		49,830.00 Cr
	Cheque Bk	20.00		49,810.00 Cr
31 July	Closing balance ¹⁵			49,810.00 Cr

¹ name of financial institution

² name of agency

³ must show type of account

⁴ period statement covers

⁵ date of transaction

⁶ type of transaction

⁷ deduction from account

⁸ addition to account

⁹ continuous balance held in account

¹⁰ denotes positive balance

¹¹ number of cheques presented (note order of presentation is random according to recipient's speed of depositing funds)

¹² c/c - cash and cheques deposited

¹³ direct deposit from a client (must write out a receipt as soon as this is known)

¹⁴ fees and charges (not allowed in trust account); financial institution to be contacted to reverse charges and put in general account

¹⁵ amount remaining in account according to funds deposited and withdrawn for that period.