

Sample Trust Cash Receipts Journal - Sales

Date	Particulars	Property Address	Receipt No.	Sales Amount \$	Bank Balance \$
<i>Date</i>	<i>Client reference</i>	<i>Address</i>	<i>1224</i>	<i>\$ 50,000.00</i>	<i>\$ 50,000.00</i>
		Note: <i>Bank total must match total of deposit slip for the day</i>			

Post each TCRJ entry into the respective client's account in the trust ledger

A separate Receipt Journal will be kept for Property Sales and Property Management