



NZLS EST 1869

NZLS CLE Ltd
CONTINUING LEGAL EDUCATION
NEW ZEALAND LAW SOCIETY



4

CPD hours

WORKSHOP

TRUST ACCOUNT ADMINISTRATORS

March – September 2019

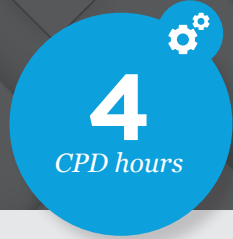
COMMENTS FROM PAST ATTENDEES

“Interacting with the other participants was great.”

“Covered everything I needed to know.”

“The workshop was great to get ideas and identify areas that our firm can improve on.”

TRUST ACCOUNT ADMINISTRATORS

4
CPD hours

One of the important duties of a solicitor practising on their own account is to maintain clear and reliable trust account records, which are up to date and in compliance with professional duties and trust accounting regulations. Frequently, the day-to-day duties associated with trust account recording fall to a staff member on whose skills and diligence the firm depends. This course equips trust accounting staff with the necessary technical knowledge and self-confidence to operate effectively and efficiently.

OUTLINE

This practical course has two elements: pre-course work and a half-day workshop.

The course will cover:

- Legal obligations
- Regulatory requirements
- Recording transactions
- Processing transactions
- Reconciling the trust account
- File closure
- End of month review
- Issues and common faults.

PRESENTER



Philip Strang, NZLS Inspector, Christchurch

Philip left the NZ Police in 1985 and has been a Chartered Accountant since 1988. His work experience was initially in a “big 5” company, dealing mainly with insolvency practice, then he spent most of his time in forensic assignments including statutory management and SFO prosecutions. Philip joined the Inspectorate in 2003. He also presents at the NZLS CLE Stepping Up course and occasional seminars.

LEARNING OBJECTIVES	You will gain the knowledge, skills and confidence necessary to keep a trust account in good order.
FORMAT	You will study the course manual and complete a number of practical exercises prior to the workshop. This will require about 20 hours of pre-course work. You will then work through other exercises provided at the workshop session, discuss solutions and have an opportunity to ask questions.
LEVEL OF EXPERIENCE	Please indicate on the registration form whether you would class yourself as “inexperienced”, “some experience” or “moderately experienced” in trust accounting. This will help us organise groups on the day.
WHO SHOULD ATTEND	New trust accounting staff in need of tuition, legal executives or legal secretaries in small practices for whom the trust account has been added to their duties, and trust accounting staff wanting a refresher on the fundamentals. This course is limited to employees of a practising lawyer.
FEE (Incl GST)	The course fee of \$380 includes the course materials, morning tea and a certificate of completion. Note: Each workshop session is limited to 20 participants.
MATERIALS	The course manual with pre-course exercises (and solutions at the back) will be distributed to registrants before the workshop. Early enrolment is recommended so that you have enough time to do the preparation. You will also receive a folder with additional exercises when you register on the day.
TIMING	Registration: 8.15am Start: 8.30am Finish: 1.00pm

CANCELLATION AND REFUND POLICY. Minimum and maximum numbers apply. Registrations will be accepted on a first-come/first-served basis. Registrations close 10 working days before the presentation date (the closing date). NZLS CLE Ltd reserves the right to cancel any session that does not reach the budgeted minimum number of registrations. This decision will be made on the closing date and a full refund will be made to each registrant of the cancelled session. If you cancel your registration before the closing date, a refund will be made, less a \$75 administration fee if materials returned in new condition or \$125 if you retain your course materials. After the closing date, there will be no refund. You may transfer your registration to another person until five working days before the presentation. Please advise NZLS CLE Ltd in writing of the change.

REGISTRATION

TRUST ACCOUNT ADMINISTRATORS

REGISTER, PAY & VIEW PROGRAMME ONLINE
www.lawyerseducation.co.nz

<input type="checkbox"/> NAPIER	19 March	East Pier Hotel
<input type="checkbox"/> WELLINGTON	20 March	The Terrace Conference Centre
<input type="checkbox"/> NELSON	21 March	Trailways Hotel Nelson
<input type="checkbox"/> AUCKLAND 1	3 April	Waipuna Hotel and Conference Centre
<input type="checkbox"/> AUCKLAND 2	4 April	Waipuna Hotel and Conference Centre
<input type="checkbox"/> CHRISTCHURCH	9 April	Commodore Airport Hotel
<input type="checkbox"/> AUCKLAND 3	18 September	Waipuna Hotel and Conference Centre
<input type="checkbox"/> HAMILTON	19 September	FMG Stadium Waikato

Last Name		First Name		Title
Firm/Organisation				
Address			Your details	
PO Box	DX	Email		
Street Address		Phone		
Suburb	Postcode	Dietary Requirements		
Town/City				

FEE (Incl GST)	TOTAL AMOUNT DUE
<input type="checkbox"/> \$380	\$

LEVEL OF EXPERIENCE

inexperienced
 some experience
 moderately experienced

PAYMENT

PAY BY ENCLOSED CHEQUE: Payable to 'NZLS CLE Ltd'

PAY BY DIRECT CREDIT: Account 'NZLS CLE Ltd'
12-3192-0049995-00 (Incl surname & organisation as reference)

PAY BY CREDIT CARD

Card Number:

- - -

Visa
 Mastercard
 Amex
 Expiry: /

Name on card

Card security code Signature

REGISTER

ONLINE AT:
www.lawyerseducation.co.nz

POST TO:
 NZLS CLE Ltd, PO Box 5041,
 Wellington 6140, DX SP20202

FAX TO:
 04 463 2986

ENQUIRIES
0800 333 111
registrations@lawyerseducation.co.nz

PRIVACY ACT 1993
 The information requested on this registration form is for NZLS CLE Ltd and the sponsors only.

I do not wish the sponsors to receive my contact details.