



**NZLS CLE Ltd**  
Continuing Legal Education  
New Zealand Law Society

**4**

CPD hours

WORKSHOP

# TRUST ACCOUNT ADMINISTRATOR

2022

#### 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.”*

WORKSHOP

# TRUST ACCOUNT ADMINISTRATOR

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 must be up to date and in compliance with professional duties and trust accounting regulations. The day-to-day duties of trust account recording frequently fall to a skilled and diligent staff member. This course equips attendees with the technical knowledge and self-confidence to administer a trust account effectively and efficiently.*

## OUTLINE

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This practical course includes pre-course work and a half-day workshop/online session.

### **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.

## PRESENTERS

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### *Melanie Ashall, NZLS Inspectorate Manager, Hamilton*

Melanie holds an LLB/BMS(hons) and started her career as a tax advisor and auditor at a mid-tier accounting firm. She then moved on to work in the areas of tax evasion and prosecution at Inland Revenue where she stayed for ten years. Melanie joined the Inspectorate in 2015, in the Waikato/BOP Branch office. She is a Chartered Accountant and an enrolled Barrister and Solicitor of the High Court.



### *Kane Smith, NZLS Inspectorate, Christchurch*

Kane has a Bachelor of Management Studies majoring in Finance and Economics and a Graduate Diploma in Accounting. He spent several years as a young entrepreneur and worked at Inland Revenue in the Fraud and Evasion team. Kane started as an Inspector for the New Zealand Law Society in 2016 based in Hamilton. He has since moved to Christchurch and looks after the South Island regions.

<b>LEARNING OBJECTIVES</b>	You will gain the knowledge, skills and confidence necessary to keep a trust account in good order.
<b>FORMAT</b>	You will study the course manual and complete some practical exercises before the workshop/online session. This will require about 20 hours.  At the workshop/online session you will work through other exercises, discuss solutions and have an opportunity to ask questions.
<b>WHO SHOULD ATTEND</b>	This course is for trust accounting staff including legal secretaries and legal executives. Please note: <ul style="list-style-type: none"> <li>• Please indicate your level of experience on the registration form.</li> <li>• The course is limited to employees of a practising lawyer.</li> </ul>
<b>FEE (Incl GST)</b>	The workshop course fee is \$390.  The online course fee is \$370.
<b>MATERIALS</b>	The course manual which includes pre-course exercises (with answers provided) will be couriered to you four weeks before your session or when payment has been received. Early registration is recommended so that you have enough time to prepare.  Further exercises will be provided on the day.
<b>TIMING</b>	Workshop: 8.30am – 1.00pm Online: 8.30am – 1.00pm

**CANCELLATION AND REFUND POLICY** You may cancel your registration **eight** working days in advance of an event, and you will receive a refund less a **25%** administration fee. If you cancel less than **eight** working days in advance of the event, no refund is payable. **\*If you register for an in-person event and do not produce a current My Vaccine Pass, you will be denied entry, and no refund is payable.** If you are unable to attend, you may transfer your registration to another person. If you wish to do so you must advise CLE in writing of the change. NZLS CLE Ltd reserves the right to close registrations, and, cancel or reschedule an event as necessary. Where an event is cancelled by CLE, a full refund is payable.

# REGISTRATION

## TRUST ACCOUNT ADMINISTRATOR

REGISTER, PAY & VIEW PROGRAMME ONLINE  
[www.lawyerseducation.co.nz](http://www.lawyerseducation.co.nz)

<input type="checkbox"/> AUCKLAND	5 April	Ellerslie Event Centre
<input type="checkbox"/> AUCKLAND	6 April	Ellerslie Event Centre
<input type="checkbox"/> ONLINE SESSION	12 April	At your computer
<input type="checkbox"/> CHRISTCHURCH	12 July	Rydges Latimer Christchurch
<input type="checkbox"/> WELLINGTON	13 July	The Terrace Conference Centre
<input type="checkbox"/> ONLINE SESSION	19 July	At your computer
<input type="checkbox"/> AUCKLAND	13 September	Ellerslie Event Centre
<input type="checkbox"/> HAMILTON	14 September	FMG Stadium
<input type="checkbox"/> ONLINE SESSION	20 September	At your computer

<b>First name, last name</b>	<b>Lawyer ID Number (optional)</b>
<input type="text"/>	<input type="text"/>

**Firm/Organisation (if applicable):**

<b>Address</b>	<b>Your details</b>
PO Box: <input type="text"/> DX: <input type="text"/>	<b>Email:</b> <input type="text"/>
Street Address: <input type="text"/>	<b>Phone:</b> <input type="text"/>
Suburb: <input type="text"/> Postcode: <input type="text"/>	<b>Dietary Requirements:</b> <input type="text"/>
Town/City: <input type="text"/>	

**PLEASE INDICATE LEVEL OF EXPERIENCE**

Inexperienced   
  Some experience   
  Moderately experienced   
  Very experienced

<b>FEE</b> (Incl GST) - includes course materials & catering	<b>TOTAL DUE</b>
<input type="checkbox"/> \$390 - In-person Workshop	\$
<input type="checkbox"/> \$370 - Online Workshop	

**PAYMENT**

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

**PAY BY CREDIT CARD:**

Card Number:

Visa   
  Mastercard   
  Amex   
 Expiry:  /

Name on card:

Card security code:       Signature:

**COVID-19 IN-PERSON POLICY**  
 I understand, I will have to scan My Vaccine Pass\* to enter the event - [view policy](#)

Yes, I acknowledge (Please complete)

**REGISTER**  
**ONLINE**  
[www.lawyerseducation.co.nz](http://www.lawyerseducation.co.nz)  
**EMAIL**  
[registrations@lawyerseducation.co.nz](mailto:registrations@lawyerseducation.co.nz)  
**POST**  
 NZLS CLE Ltd, PO Box 5041,  
 Wellington 6140, DX SP20202  
**INQUIRIES**  
**0800 333 111**  
[cle@lawyerseducation.co.nz](mailto:cle@lawyerseducation.co.nz)

**PRIVACY ACT 2020** 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.