

RECEIPT OF CASH CHECKLIST

Client No./Matter No.:	_____
Matter Description:	_____
Client Name:	_____
Responsible Lawyer:	_____
This Form Completed By:	_____
Date Completed:	_____

I am authorized to receive cash on behalf of the firm. Yes No

I have received cash of \$_____ and I have entered into a book of duplicate receipts the following information in relation to the receipt of the cash (Rule 5-45(2)):

- a) the date received
- b) the person from whom it was received
- c) the amount received
- d) the client from whom it is received
- e) the file number for the matter
- f) my signature
- g) the signature of the person from whom it was received

I believe that the receipt of this cash is exempt from the restriction on receiving cash in excess of \$7,500 because (Rule 5-45(5)):

- a) the cash is received solely for legal fees, disbursements or expenses
- b) the cash is received to pay a fine, penalty or bail
- c) the cash is received from a financial institution or public body
- d) the cash is received from a peace officer, law enforcement agency or other agent of the Crown acting in an official capacity

I believe that the receipt of this cash is subject to the restriction on receiving cash in excess of \$7,500. I have reviewed the firm's financial records and the aggregate amount of cash received on this client matter does not exceed \$7,500. Yes No

I have made a notation on the file that any refund to the client must also be in cash. Rule 5-45(5)(d) Yes No

I cannot accept cash on this matter and: Yes No

I have returned it to the person from whom I received the cash on
_____ date;

Yes No

I have obtained the person's signature on a duplicate receipt

Yes No