



**IF YOU HAVE received money on the account of others** during the reporting period, this completed form must be RECEIVED by the Real Estate Council of Alberta,  
**with a completed Accountant's Report,**  
 WITHIN THREE MONTHS OF THE BROKERAGE'S FISCAL YEAR END.  
**DO NOT LEAVE QUESTIONS UNANSWERED.** IF FORMS ARE NOT COMPLETED **IN FULL,** APPLICABLE PAGES WILL BE RETURNED TO THE BROKERAGE.  
*Both reports shall cover the fiscal year end or, where the brokerage did not carry on business for the entire fiscal year, that part of the fiscal year for which the brokerage carried on business.*

I, \_\_\_\_\_ being the broker for the brokerage described below, hereby certify, to the best of my knowledge, information and belief, that:

### General Information

1. The **name of the brokerage** is:
  
2. The full **Alberta business address** of the brokerage is:
  
3. Are the financial books and records located at the brokerage address?  
 Yes      No
  
4. The following **trust accounts, including term deposits,** were maintained by me during the

Financial Institution	Transit #	Account Number	Type of Trust Funds Held	Date Opened	Date Closed

\*\*\*For Brokerage's that have more than 5 trust accounts, please attach required trust account information to this report.

## Accounting Information

5. My books of account properly reflect all the trust money transactions for real estate and property management activity up to the close of business at the fiscal year ending:\_\_\_\_\_
6. The total of all trust Real Estate and Property Management clients as at the fiscal year ending\_\_\_\_\_, amount to \$
7. I have kept and maintained on a current basis trust records, recording separately for each transaction/property, the trust money held in connection with trades in real estate as defined in the Real Estate Act showing particulars of all receipts and disbursements of trust money in respect of each trade and indicating the source from which the money was received, the person(s) to whom it was disbursed and any unexpended balance.  
Yes    No
8. I have received/held trust funds from real estate sales/leasing.  
Yes    No
9. I have received/held trust funds from property management transactions.  
Yes    No
10. I have received/held trust funds from guaranteed sales.  
Yes    No
11. All trust money received in relation to the Residential Tenancies Act were deposited within two (2) banking days after the date of the receipt and all other trust funds were deposited within three (3) banking days after the date of receipt or acceptance of the offer to purchase or within any further period agreed to in writing by the parties to the trade.  
Yes    No
12. I am a signatory on all trust accounts.  
Yes    No
13. Does the brokerage allow and have teams?  
Yes    No

14. Does the brokerage operate satellite or remote offices?

Yes No

15. The total of all balances of funds held in trust accounts as they appear in the books and records is supported by:

a) a detailed listing made monthly that shows the amount of trust money held for each transaction and that is reconciled to the trust records

Yes No

b) a detailed reconciliation of the trust accounts, made monthly

Yes No

c) a record of the reasons for any differences between the total balances in the trust records of the brokerage and the total of all balances of funds in accounts, and that those reconciliations and detailed listings are retained as records supporting the monthly trust comparisons

Yes No

16. Were there trust shortages during the period

Yes No

a) If **YES**, were they rectified immediately when they were discovered

Yes No

b) If they were not rectified immediately, were they reported to the Registrar at RECA

Yes No

17. The following questions are related to the brokerage records, including bank statements, reconciliations, ledgers, invoices, and management agreements

a) Does the brokerage maintain electronic copies of financial and/or business records?

Yes No

b) If so, are these records only accessible by authorized staff or personnel?

Yes No

c) Are these records stored and maintained in Alberta?

Yes    No

d) Are the brokerage records backed up?

Yes    No

e) Is so, are the backed-up records stored in Alberta?

Yes    No

f) Does the brokerage use cloud-based storage system(s) to conduct its business?

Yes    No

g) If so, which cloud provider(s) or services are used?

h) What accounting software does the brokerage use?

I make this declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath

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Broker Signature

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Date