

## Sample Controlled Money Receipt

<i>[name of law practice]</i>		
<b>CONTROLLED MONEY RECEIPT</b>		
Receipt Number: _____		
Date: _____	Date Received (if different): _____	_____
Received from; _____		-
The sum of; _____	and _____	cents.
\$ _____	Cheque/Cash/Direct Deposit	
For and on behalf of:		
Matter Reference _____	Account Name _____	Matter Description _____
	:	:-
Reason: _____		-
Name of Controlled Money Account to be credited: _____		
Account Number (incl. BSB): _____		
Made out by: _____		
On behalf of <i>[name of law practice]</i>		

### Note:

1. A controlled money receipt is not required to be issued for any interest or other income received from the investment of controlled money and credited directly to the controlled money account,
2. The controlled money receipt must be consecutively numbered and issued in consecutive sequence,
3. The "Date" field refers to the date of issuing the controlled money receipt,
4. The "Date Received" field refers to the date controlled money was received, the regulations require this date to be recorded if different to the date of issuing the receipt,
5. The name of the person issuing the receipt must be recorded in the issued receipt,
6. A copy of the receipt must be retained as part of the law practice's trust records.