

Module 1

Legal bookkeeping

		<i>Page</i>
1	Introduction	2
2	Trust account	2
3	Business account	4
4	Source documents	5
5	Ledgers	6
6	Determining the trust position	6
7	Requisition form	7
8	Statement of account	8
9	Value added tax	9
10	Costs	11
11	Computerised accounting systems	12
12	Disclosure of fees	12
13	Trust investment	13
14	Contingency fee	15
15	Fees	16
16	Collection commission	17
17	Conclusion	17