

**Risk Management Matrix – Developed by Industry Training Consultants.**

**Topic – PSBA Act 2002 Part 7 Trust Accounts Division 1 – 5 Section 85 - 102  
PSBA Regs. 2003 Part 4 Trust Accounts Section 21 - 34**

Flag	Risk	X	Comment	C/ NYC	Action	Initial	Signed Off (Manager)
√	Act S.85		N/A				
	Act S.86 - 90		General Trust Acc. Regulations documented Operations Manual pg. 75/6	C		JS	KS
	Act S.91-95		N/A				
	Act S.96-99		Unclaimed Trust Money procedure documented in Operations Manual pg.76	C		JS	KS
	Act S.100-102		Disclosing information regarding Trust Accounts to relevant party; documented Operations Manual pg. 76/7	C		JS	KS
	Reg S.21		Banking of Trust Money documented Operations Manual pg. 74	C		JS	KS
	Reg S.22		Records of Trust Account	C		JS	KS
	Reg S.23		N/A				
	Reg S.24		Computer Systems Control	C		JS	KS

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Flag	Risk	X	Comment	C/ NYC	Action	Initial	Signed Off (Manager)
	Reg S.25		Receipts for Trust Money – Accounting procedure documents correct information	C		JS	KS
	Reg S.26		Payments of Trust Money – Procedure documents correct information	C		JS	KS
	Reg S.27-31		Documentation of all particulars in ledger/journals is correct	C		JS	KS
	Reg S.32		N/A				
	Reg S.33		Signing of Trust cheques	C		JS	KS
	Reg S.34		Exemptions from Act understood by licensee	C		JS	KS