Bail Bond Agents

18.185 RCW
308-19 WAC

Audits and Record Keeping Procedures

Educating and sharing information with customers.

WASHINGTON STATE DEPARTMENT OF
LICENSING

Public Protection Services Section
PO Box 9649
Olympia, WA 98507
www.dol.wa.gov

Funds Received - Describe in 3 places

1. ***Cash Receipt Journal*** *or Duplicate Receipt Book* **-** *Document date received, amount and purpose.*

2. ***Bank Deposit Slip*** *- Receipt must be validated and identified to transaction. Validation must include date, amount, and bank account number.*

3. ***Client Ledger*** *- Document date of deposit, amount and item covered.*

Sample Receipt

Use duplicate receipt book or cash receipts journal to record all trust receipts.

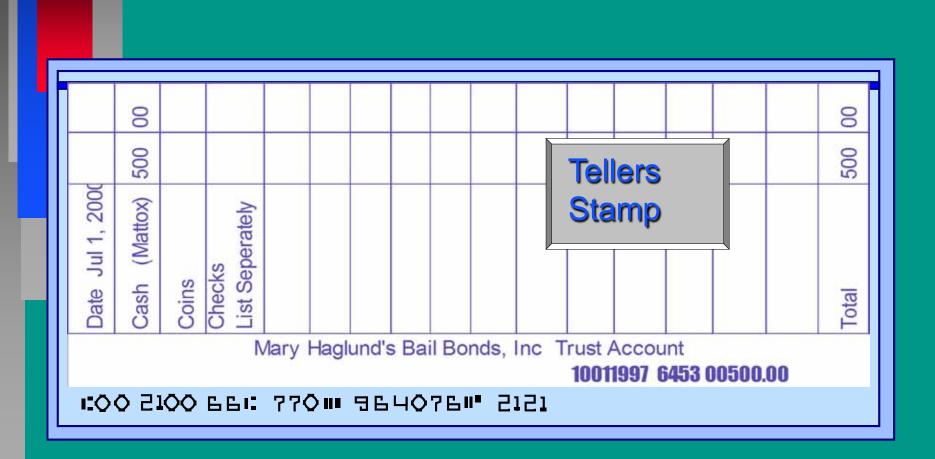# Sample Cash Receipts Journal

| | | | Cash Receipts Journal | | | |

Line #	Date Received	Amount	Form	Source	Purpose
1	07/01/2000	$500.00	Cash	Mattox	Case # XXXX
2					
3					
4					
5					
6					
7					
8					
9					
10					

Deposit of Trust Funds

1. Bank Statement - Identified as "Trust" with firm name as licensed.

2. Timely Deposits - Deposit within 3 banking days following receipt unless otherwise authorized in writing. (Recommend NLT next banking day.)

Sample Validated Deposit Slip

Date Jul 1, 2000

Cash (Mattox) 500 00

Coins

Checks
List Seperately

Total 500 00

Tellers Stamp

Mary Haglund's Bail Bonds, Inc Trust Account

10011997 6453 00500.00

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Funds Disbursed - Describe in 3 places

1. *Checkbook or Cash Disbursement Journal - Document check number, amount, date, payee, items covered and specific ledger.*
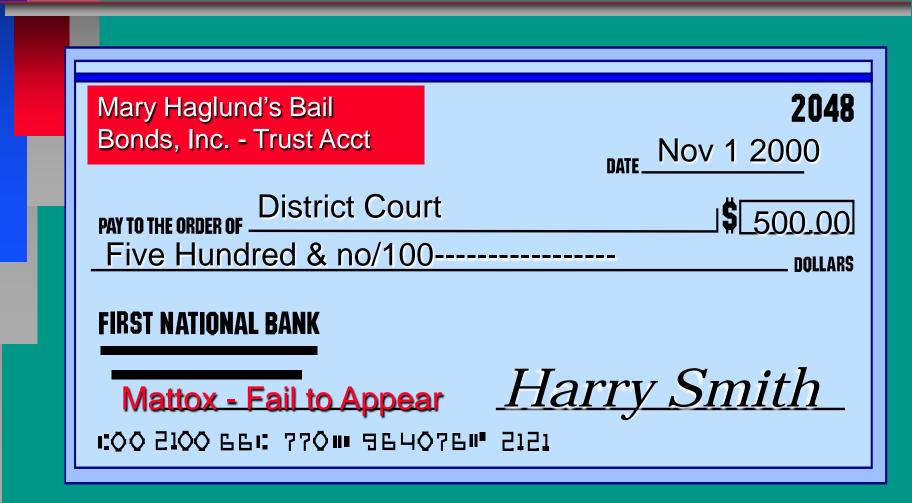
2. *On Check Itself - Identify specific ledger.*

3. *Client Ledger - Document date of check, payee and item covered.*

Sample Check Register

Check Register or Disbursment Journal

#	Date	Check #	Payee	Purpose	Deposit Amount	Check Amount	Balance
1	07/01/2000		Deposit	Mattox Case # XXXX	$500.00		$28,000.00
2	10/06/2000		Deposit	Jones Case # 1111	$1,000.00		$29,000.00
3	10/14/2000		Deposit	Clark Case # 2222	$5,000.00		$34,000.00
4	10/14/2000	2046	King County Dist.	Heanke Case #1212		$1,000.00	$33,000.00
5	10/21/2000	2047	Buckley	Refund Case # 2177		$4,000.00	$29,000.00
6	11/01/2000	2048	District Court	Mattox Case # XXXX		$500.00	$28,500.00
7							
8							
9							
10							

Sample Check

Mary Haglund's Bail
Bonds, Inc. - Trust Acct

2048

DATE _Nov 1 2000_

PAY TO THE ORDER OF _District Court_ $ 500.00

Five Hundred & no/100------------------   DOLLARS

FIRST NATIONAL BANK

Mattox - Fail to Appear   *Harry Smith*

⑈OO 2100 66⑈ 770⑈ 964076⑈ 2121

Sample Client Ledger

Client Ledger

#	Date	Received/ Paid to	For	Receipt #; Check #	Debit	Credit	Balance
1	07/01/2000	Greg Mattox	Case # XXXX	3985		$500.00	$500.00
2	11/01/2000	District Court	Fail to appear	2048	$500.00		$0.00
3							
4							
5							
6							
7							
8							
9							
10							

Trust Account Reconciliation
These 3 must agree monthly!

1. Reconciled bank statements.

2. Checkbook or check register.

3. Trial Balance - *A monthly list of individual client ledgers.*

Sample Trial Balance

Client	Amount
Jones	$1,000
Dotson	500
Smith	2,000
Clark	5,000
Renner	20,000
Mattox	-0-
Total	$28,500

Total must agree with reconciled bank balance & check register balance!

Trust Bank Reconciliation

Date of Reconciliation: __11/30/00_____
Bank: ___First National Bank_____
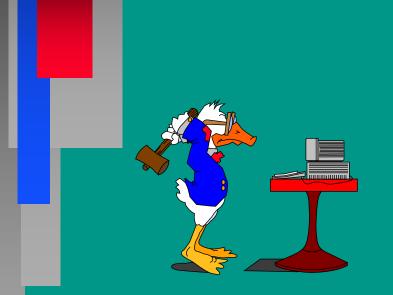Account #: _____770964076_____

Bank Balance - last statement (Date: _12/05/00__)	$29,000.00
Deposits in transit:	0
Subtotal	$29,000.00
Prior month outstanding checks: (From ck #___NA_____ to ck #_____)	$0.00
Subtotal	$29,000.00
Current months deposits: (From Receipt # ___NA_____ to # _____)	0
Subtotal	$29,000.00
Current month outstanding checks: (From ck #_____ to ck #__2045___)	$500.00
Subtotal	$28,500.00
Cash on hand/adjustments:	0
TOTAL Trust Account Cash on Hand:	$28,500.00
TOTAL Trust Funds Accountable for: (Client Liability)	$28,500.00
Difference (Over or Short)	0

Credit Cards

VISA

Credit Cards

n *Client funds must be maintained in a trust account.*

n *Split deposits are acceptable. (All deposits must be identified to the source.)*

Inventory

n *Recommendations:*

- *Maintain an agreement between you and the client as to the storage, insurance, safety of the personal property pledged as collateral held in trust.*

- *Keep a physical copy of your monthly inventory*