



## LEGAL SUPPORT STAFF TRAINING

### LEGAL BOOKKEEPING

#### ***DURATION***

3 Days

#### ***PURPOSE OF THIS COURSE***

The main aim of this course is to give learners the basic accounting knowledge for application in the attorneys firm. Course participants will gain an overall insight and understanding into the legal bookkeeping systems. This will enable them to provide a more effective service and the ability to provide partners guidance in maintaining the books of the firm.

#### ***CERTIFICATION***

On successful completion of the programme, the learner will receive the Law Society of SA/L.E.A.D's Certificate in Legal Bookkeeping.

#### ***WHO SHOULD ATTEND***

- ❖ Support staff
- ❖ Prospective legal bookkeepers
- ❖ Those would like to improve their bookkeeping skills
- ❖ Individuals who want to educate themselves further with the intention of seeking employment in the legal field.





### **WHAT PREVIOUS STUDENTS SAID**

- ❖ "It highlighted parts of Legal Bookkeeping that was vague on normal accounting work for me."
- ❖ "It outlined everything regarding Legal Bookkeeping. The bank reconciliations were amazing."
- ❖ "I will now provide the attorney /bank with correct feedback because one have a much better understanding."
- ❖ "After attending the course I've got a better understanding about Legal Bookkeeping and the trail balance will be correct."
- ❖ "I've learned a lot. I will now be able to do recons."

### **LEARNING OUTCOMES**

After completion of this training the learner should be able to:

- ❖ Understand the basic business control principles and the practical running of a business.
- ❖ Explain the principles and importance of bookkeeping
- ❖ Define the term "bookkeeping"
- ❖ Explain the principle of debits and credits
- ❖ Distinguish between books of prime entry and ledgers
- ❖ Distinguish between cash and non-cash transactions
- ❖ Understand the posting process
- ❖ Distinguish between the trust and business principles
- ❖ Identify trust and business accounts and transactions
- ❖ Demonstrate an understanding of the differences between trust and business money and trust and business creditors
- ❖ Determine which book should be used for every transaction
- ❖ Explain the principle of trust and business cashbooks
- ❖ Distinguish between the receipts and payments side of the cashbook
- ❖ Explain the purpose of a bank reconciliation
- ❖ List the various reconciling items





- ❖ Explain the principle of a petty cash book
- ❖ Write up and balance a petty cash book
- ❖ Explain when a journal is used
- ❖ List the various journals and describe their separate functions
- ❖ Prepare a journal entry
- ❖ Understand the use of a fees journal
- ❖ Explain the reasons for using a ledger
- ❖ List the various ledgers
- ❖ Explain when a ledger account is debited or credited
- ❖ Do the posting of a transaction from books of prime entry to the ledger accounts
- ❖ Balance a ledger account
- ❖ Interpret a ledger account
- ❖ Extract a trial balance
- ❖ Prepare a listing(s) of trust creditors
- ❖ Explain the function of the transfer journal
- ❖ Define the objectives of transfer procedures
- ❖ Distinguish between "transfer of cash" and "transfer of value"
- ❖ Demonstrate knowledge of the Attorneys Act 53 of 1979 and the Law Societies' Rules (and rulings where applicable)
- ❖ Demonstrate knowledge of the various applicable rules of the Law Societies (Cape Province-Rules 13 and 20, Free State-Rules 16, 16A, 16B and 160, KwaZulu Natal-Rules 17, 20, 21, 21A and 21B, Northern Provinces - Rules 68, 69, 70, 77 and 77A)
- ❖ Indicate important subsections of section 78 of the Attorneys' Act (sub-sections 78(1), 78(2), 78(3), 78(4) and 78(6))
- ❖ Explain and where applicable, apply section 78 of the Attorneys' Act to a given set of facts
- ❖ Describe the process of recovering trust account bank charges and audit fees from the Attorneys' Fidelity Fund
- ❖ Distinguish between a section 78(2)(a) and 78(2A) investment
- ❖ Indicate the difference between a section 78 investment and an investment practice





- ❖ Explain how the interest received is dealt with in each case
- ❖ Identify the beneficiary of investment interest
- ❖ Record trust investment transactions in the accounting records
- ❖ Distinguish between a disbursement and the recovery of an expense
- ❖ Know what entries to make when receiving and paying accounts on behalf of clients for:
  - Counsel's fee;
  - Tracing agents;
  - Witness fees; and
  - Any other recoverable disbursements which may be a multitude of things (e.g. Sheriffs fees)
- ❖ Define the term "correspondent"
- ❖ Distinguish between the instructing and instructed correspondent
- ❖ Demonstrate an understanding of correspondent allowances
- ❖ Record all correspondent transactions
- ❖ Explain the basic accounting principles in conveyancing transactions
- ❖ Explain the term pro-forma account and the components thereof
- ❖ Know when and how to account to the purchaser and the seller
- ❖ Demonstrate an understanding of the principles and application of VAT
- ❖ List and explain relevant VAT terminology
- ❖ Calculate the amount of VAT applicable
- ❖ Record all VAT transactions

### *LEARNING THAT IS ASSUMED TO BE IN PLACE*

Although no prior accounting knowledge is required, students should be literate in mathematics and the English language.

### *COURSE OUTLINE*

- ❖ Basic business control principles and the practical running of a business
- ❖ Introduction to Bookkeeping



- ❖ Trust and business principles
- ❖ Accounting records, systems and procedures
- ❖ Cash Books – Trust and Business
- ❖ Petty cash book
- ❖ Journals
- ❖ Ledgers
- ❖ Transfer journal and transfer procedures
- ❖ Statutory
- ❖ Trust Investments
- ❖ Disbursement/Billing
- ❖ Correspondent transactions and accounts
- ❖ Conveyancing transactions
- ❖ VAT
- ❖ Month end procedures and requirements

### **METHODOLOGY**

The transmission of subject knowledge is made easy to understand and simple examples and terminology are used to illustrate the concepts. The course contains the basic bookkeeping terms and concepts and students will be taught how to handle documents and to use them in a manual accounting system. The course requires a large degree of learner participation. Skills are practiced throughout the 3 days of training by the use of numerous exercises.