

Monthly compliance checklist

Brokers of record are responsible for maintaining proper records, implementing effective compliance procedures, trust account management, monitoring advertising and trade documentation, and addressing any areas of non-compliance in a timely manner.

This monthly checklist below can be used to help the brokerage leadership stay compliant in their regulatory obligations.

- Complete monthly trust account reconciliations.
- Remit unclaimed trust monies.
- Verify all deposits and withdrawals are accurately recorded.
- Review outstanding cheques – make contact with the parties to the trade to ensure they have received the cheque if not cashed.
- Review and correct unresolved discrepancies in the monthly reconciliation. Any shortfall must be immediately corrected.
- Notify RECO of any shortfall identified that does not relate to bank fees that are corrected within one reconciliation cycle.
- Confirm all required brokerage records are complete and up to date.
- Ensure transaction files are properly organized and accessible. A monthly review of a sample of files is a great way to do this.
- Address outstanding compliance concerns or trade file deficiencies.
- Complete administrative staff training and agent training sessions.
- Conduct and document a monthly compliance review.
- Follow up on incomplete files and outstanding issues.