

TRUST ACCOUNT RECONCILIATION STATEMENT

Monthly Reconciliation

Trust Account Name:		For the Period Ended:	
Bank Name:		Account Number:	

PART 1: TRUST LEDGER BOOK BALANCE

Description	Amount
Opening Trust Ledger Balance (beginning of month)	
Add: Total Trust Receipts for the month	
Less: Total Trust Disbursements for the month	
Closing Trust Ledger Balance (end of month) (A)	

PART 2: BANK STATEMENT RECONCILIATION

Description	Amount
Ending Balance per Bank Statement	
Add: Deposits in Transit (not credited by bank)	
Total Deposits in Transit	
Less: Outstanding Checks / Withdrawals	
Check No:	
Check No:	
Check No:	
Total Outstanding Checks	
Adjusted Bank Balance (B)	

PART 3: RECONCILIATION SUMMARY

Closing Trust Ledger Balance (A)	
Adjusted Bank Balance (B)	
Variance / Discrepancy (A - B)	

PART 4: INDIVIDUAL CLIENT TRUST LEDGER BALANCES

Client Reference / Matter	Description	Last Transaction Date	Balance
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Client Reference / Matter	Description	Last Transaction Date	Balance
Total Trust Trial Balance (Should equal Trust Ledger Balance A)			

CERTIFICATION

I hereby certify that I have prepared this Trust Account Reconciliation Statement and that the closing book balance reconciles with the adjusted bank balance, and the individual client ledger balances.

Prepared By (Signature / Name)

Date

Approved & Reviewed By (Signature / Name)

Date