

TRUST ACCOUNT RECONCILIATION

Date of Statement: _____ **Date Reconciled:** _____

1.	Bank Statement Ending Balance:		
2.	Subtract: Outstanding Checks		
	Check No.	Amount	
3.	Total of Outstanding Checks:		
4.	Add: In-Transit Deposits:		
		Amount	
5.	Total of In-Transit Deposits:		
6.	Reconciled Bank Statement Balance: (Subtract Line 3 from Line 1, and Add Line 5)		

Make any necessary adjustments to the balance in your Transaction Register due to service charges and/or other deductions or credits to the account that are identified in the Bank Statement.		
7.	Transaction Register Balance:	

RECONCILIATION SHEET

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8.	Client Ledger Balance		
	Client Name:	Client Balance	
9.	Maintenance Account		
10.	Client Ledger Balance: (Total of Client Balances and Maintenance Account Balance)		

TO COMPLETE THE MONTHLY RECONCILIATION, THE FOLLOWING BALANCES MUST BE EQUAL:

Line 6	Reconciled Bank Statement Balance:	
Line 7	Transaction Register Balance:	
Line 10	Client Ledger Balance:	