

Reconciliation Report

Rule 1.15(a)(7)

(Done at least quarterly)

Balance in the Trust Account Journals:
Receipts Journal ó Disbursement Journal

Balance in Client Ledger Pages:
Amount of all client ledger pages

Balance in Checkbook Register

É All three balances should be the same and equal to the bank statement (less for outstanding checks & net interest for IOLTA accounts, plus in-transit deposits)

TRUST ACCOUNT RECONCILIATION REPORT

TRUST ACCOUNT NO. _____

PERIOD OF _____ to _____

CLIENT LEDGER BALANCES

Amount

Client _____ \$ _____

Client _____ \$ _____

Client _____ \$ _____

Client _____ \$ _____

Client _____ \$ _____

Client _____ \$ _____

Client _____ \$ _____

Attorney Funds for Bank Charges, if any \$ _____

Total Client Ledger Balances \$ _____ *

Trust Account Journals Balance
(Receipts minus Disbursements) \$ _____ *

Trust Account Checkbook Balance \$ _____ *

BANK STATEMENT BALANCE

\$ _____

Less Outstanding Checks - _____

Less net interest accrued - _____

Plus In-Transit Deposits + _____

Adjusted Bank Statement Balance \$ _____ *

* These amounts must be identical to each other.