

## TRUST BANK RECONCILIATION SUMMARY

Bank Account \_\_\_\_\_  
 Month/Year \_\_\_\_\_  
 Reconciled by \_\_\_\_\_  
 Date Reconciled \_\_\_\_\_

### **Mandatory Three Way Reconciliation for the Trust Account:**

<i>Bank Statement Balance</i>	\$
<i>Reconciled Bank Balance</i>	\$
<i>Matter Balance Report (NO NEGATIVE BALANCES!)</i>	\$

<b>MUST MATCH</b>
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### **Attorney Review**

✓	Task
	Reviewed check images included in the bank statement
	Reviewed Outstanding Checks (Outstanding checks should be dealt with when they are 90-120 days old)
	Reviewed Outstanding Receipts (there should be no outstanding receipts unless a deposit made on the last day of the month did not get to the bank until after 2:00)
	Reviewed Cashed Checks
	Reviewed Cleared Receipts
	Reviewed Matter Balance Report ( <b>Review for matters where funds should not be in Trust, or balances that are old. THERE SHOULD NEVER BE A MATTER WITH A NEGATIVE BALANCE!</b> )

Attorney Comments or Concerns:

Attorney Signature and date \_\_\_\_\_

***File this with the bank statement, the reconciliation report, a report that includes all checks and receipts for that period, and the matter balances report.***