

## Lawyer Trust Account Reconciliation Sheet

As of the Month Ended  
\_\_\_\_\_ 19 \_\_\_\_\_

	Amounts
Lawyer Individual Trust Account Ledger Balances	\$ _____
Note: Need separate line for each person's account as shown in the lawyer individual trust account ledger.	_____ _____
Attorney Funds for Bank Charges, if any	_____
1) Total Lawyer Individual Trust Account Ledger Balances	\$ _____*
2) Lawyer Trust Account Checkbook Register Balance	\$ _____*
Bank Statement Balance	\$ _____
less: outstanding checks	_____
add: in transit deposits	_____
3) Reconciled Bank Statement Balance	\$ _____*
* These amounts (1, 2 and 3) must be identical to each other.	

## Sample Checkbook Register

On Oct. 31, 1988, Meyer bills Joan Smith \$250 for dissolution work during October and issues a trust account check for that amount to herself.

### Client Subsidiary Ledger Page Trust Account No. 123456

Name of Client: Joan Smith  
Legal Matter/Adverse Party: Marital Dissolution  
File or Case Number: 88-1057

Date	Description of Transaction	Check#	Funds Paid	Funds Received	Balance
10/1/88	Retainer – Smith			\$1,000	\$1,000
10/31/88	Fees – S. Meyer	1011	\$250		\$750

**Checkbook Register Balance.** On Oct. 31, 1988, Meyer's checkbook register balance is \$16,450.

### Checkbook Register

Check No.	Date	Payee or Deposit Source	Check Amount	Deposit Amount	Balance
	9/30/88	Balance			\$10,200
	10/1/88	Joan Smith		\$1,000	\$11,200
	10/5/88	Johnson Tax Ref		\$2,000	\$13,200
	10/13/88	Ace Ins. Co.		\$15,000	\$28,200
1005	10/20/88	Court Reporter Inc.	\$400		\$27,800
1006	10/20/88	Process Server Inc.	\$60		\$27,740
1007	10/20/88	Dr. Bailey	\$340		\$27,400
1008	10/20/88	Bill Grey	\$9,200		\$18,200
1009	10/20/88	Susan Meyer	\$5,000		\$13,200
1010	10/21/88	Mrs. J. Johnson	\$1,500		\$11,700
	10/31/88	Sam Spade		\$5,000	\$16,700
1011	10/31/88	Susan Meyer	\$250		\$16,450

**Subsidiary Ledgers Trial Balance.** Meyer's subsidiary ledgers trial balance for October is calculated by totaling all of the subsidiary ledgers that have an outstanding balance on Oct. 31, 1988.

### Subsidiary Ledger Trial Balance Period of 10/1/88 – 10/31/88 Trust Account No. 123456

Client	Balance on 10/31/88
Susan Meyer	\$200
Ron Roper	\$10,000
Joan Smith	\$750
James Johnson	\$500
Sam Spade	\$5,000
<b>Trial Balance Total</b>	<b>\$16,450</b>

## Sample Monthly Trust Account Reconciliation

After the checkbook register, cash balance and subsidiary ledgers have been balanced, the October bank statement is reconciled with the October trial balances figure (\$16,450).

Susan Meyer  
 Attorney at Law  
 IOLTA Trust Account  
 125 Practice Avenue  
 New Justice, MN 00000-0000

Account Number: 123456

### Checking Account Summary for 10-01 thru 10-31/88

Opening Balance	Deposits	Interest	Withdrawals & Checks	Service Charge	Closing Balance
\$10,241.66	\$18,000.00	\$62.50	\$16,451.66	\$0.00	\$11,852.50

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### Checking Account Transactions

<u>Deposits</u>	<u>Date</u>	<u>Amount</u>
50062	10/1/88	\$1,000.00
50145	10/5/88	\$2,000.00
62001	10/13/88	\$15,000.00
Int. for Oct.	10/31/88	\$62.50

  

<u>Withdrawals</u>	<u>Date</u>	<u>Amount</u>
Interest paid to IOLTA for Sept.	10/31/88	\$41.66

\*\*\*\*\*Checks\*\*\*\*\*

<u>Item</u>	<u>Date</u>	<u>Amount</u>
1005	10/25/88	\$400.00
1006	10/24/88	\$60.00
1008*	10/21/88	\$9,200.00
1009	10/23/88	\$5,000.00
1010	10/26/88	\$1,500.00
1011	10/31/88	\$250.00

\*denotes gap in check sequence

## Monthly Reconciliation

Period of 10/1/88 – 10/31/88

Trust Account No. 123456

Checkbook Balance .....	\$16,450.00
Cash Balance from Journals .....	\$16,450.00
Subsidiary Ledger Trial Balance .....	\$16,450.00

### Bank Statement

Balance on 10/31/88	\$11,852.50
Plus monthly service charge	---0---
Plus outstanding deposits	\$5,000.00
Less interest accrued	(\$62.50)
Less outstanding checks	(\$340.00)

Adjusted Bank Statement Balance ..... \$16,450.00

