

Monthly Trust Account Reconciliation

Firm name:
Account:
Date:

Bank statement balance as at reconciliation date	Amount
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Plus: Outstanding deposits	Date recorded in Trust Journal	Amount
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	Total of outstanding deposits	+
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Minus: Outstanding cheques	Date	Cheque #	File #	Payee		Amount
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	Total of outstanding cheques	-
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Plus/minus: Other adjustments

	Total of adjustments	+/-
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A. Adjusted bank balance

B. Trust ledger total as at reconciliation date

C. Client trust listing

- Attach a copy of the bank statement for the reconciliation date.
- Attach a copy of the trust ledger showing the total client balances as at the reconciliation date.
- Attach Client trust listing showing total and client balances at the reconciliation date.

I have prepared the above reconciliation and observe that the adjusted bank balance, trust ledger total, and client trust listing total all agree.

Name:

Date: