

Monthly Trust Account Reconciliation and Review Certification

*REQUIRED BY STANDARD (1)(d) IN ACCORDANCE WITH SUBDIVISIONS (d)(3) and (e) OF RULE 1.15.

Firm Name	
Bank Name	
Account Name	
Account Number	

Month and Year	
Account Open Date	
Account Close Date	
Reconciliation Date	

INSTRUCTIONS

For each account, use the following documents to complete the form and attach a copy: (1) account journal; (2) individual ledgers; (3) bank statement with check copies; (4) client ledger summary with balances; (5) list of outstanding deposits; and (6) list of outstanding disbursements.

FIRM RECORDS - ACCOUNT BALANCES

1	1. TRUST ACCOUNT JOURNAL BALANCE	
	Does each entry contain the information required by Standard (1)(b), adopted pursuant to rule 1.15(e)? (client name, date, amount, payor/payee, current balance) (Y/N)	<input type="text"/>
2	2. TOTAL OF ALL INDIVIDUAL LEDGER BALANCES	
	A. Total Individual Client Ledger Balances, including all undisbursed funds pursuant to rule 1.15(c)(2)	<input type="text"/>
	Do all of the client ledgers have a positive or zero balance? (Y/N)	<input type="text"/>
	— If no, attach an explanation, including any corrective action taken.	
	Does each entry contain the information required by Standard (1)(b), adopted pursuant to rule 1.15(e)? (date, amount, payor/payee, purpose, current balance) (Y/N)	<input type="text"/>
	— If no, attach an explanation, including any corrective action taken.	
	B. Total Bank Charges Balance in Trust Account	+ <input type="text"/>
	In compliance with rule 1.15(c)(1), are the firm funds in the account no more than reasonably sufficient to pay bank charges? (Y/N)	<input type="text"/>
	TOTAL 2. INDIVIDUAL LEDGERS (A+B) (automatically calculated)	= <input type="text"/>

BANK RECORDS - ACCOUNT BALANCE

3	3. ADJUSTED BANK STATEMENT BALANCE	
	A. Bank Statement Ending Balance	<input type="text"/>
	B. Add Outstanding Deposits (total deposits made to the account through the end of bank statement period, but not reflected on bank statement)	+ <input type="text"/>
	C. Less Outstanding Disbursements (checks and other disbursements made through the end of the bank statement period, but not reflected in bank statement)	- <input type="text"/>
	TOTAL 3. (A+B-C) ADJUSTED BANK STATEMENT BALANCE (automatically calculated)	= <input type="text"/>
	DO TOTAL BALANCE OF 1, 2 and 3 AGREE? (Y/N)	<input type="text"/>
	— If no, your account is not reconciled. Identify the error(s) and re-reconcile the account.	

RECONCILIATION PREPARED BY

Preparer Name	Position	Signature	Date

ATTORNEY CERTIFICATION

I certify that I personally reviewed the above trust account reconciliation report and all supporting documents listed above, and understand this reconciliation is not deemed complete until all discrepancies are resolved and balances agree. I acknowledge that I have a nondelegable duty and bear responsibility to ensure all funds are properly held, regardless of who prepared the reconciliation.

Attorney Name	Bar Number	Signature	Date