

# TRUST ACCOUNT RECONCILIATION

## Lawyer Trust Account Reconciliation Sheet

For the Month Ended December 2010

	<u>Amounts</u>
<b>Lawyer Individual Trust Account Ledger Balances<sup>1</sup></b>	
Client <u>Anna Brown</u>	\$ <u>10,000.00</u>
Client <u>George Carlin</u>	<u>8,000.00</u>
Client <u>Sandy Smith</u>	<u>5,000.00</u>
Client <u>Phil Townsend</u>	<u>7,500.00</u>
Client <u>Wendy Wilson</u>	<u>2,150.00</u>
Client _____	_____
Client _____	_____
Client _____	_____
Client _____	_____
Client _____	_____
	\$ <u>32,650.00*</u>
<b>1. + Total above Lawyer Individual Trust Account Ledger Balances</b>	
(1) + <b>Attorney Funds for Bank Charges, if any</b> (e.g., attorney's money for bank minimum balance requirement)	<u>50.00</u>
<b>2. = Lawyer Trust Account Journal (or Check Register) Balance</b>	<b>\$ <u>32,700.00 *</u></b>
<b>(3) Bank Statement Balance</b>	\$ <u>30,850.00</u>
<b>- Less Outstanding Checks, if any</b>	- <u>300.00</u>
<b>+ Plus In-Transit Deposits, if any</b>	+ <u>2,150.00</u>
<b>3. = Reconciled Bank Statement Balance</b>	<b>\$ <u>32,700.00 *</u></b>

*\*These amounts (1, 2, and 3) must be identical to each other for the trust account to balance.*

**Source: Provided as a courtesy by the Oregon State Bar Professional Liability Fund**

<sup>1</sup> Note: Need separate line for each person's account as shown on a separate ledger card/page.