

RECONCILIATION SUMMARY REPORT - SAMPLE

1. Bank Statement Ending Balance as of 12/31/2007	\$	34,273.40
2. System Trial Balance as of 12/31/2007	\$	30,388.60
3. Trust Account Balance (Client Ledger Outstanding Trust Liability	\$	30,388.60
4. Deposit in transit 12/31/2007	\$	1,970.00
5. Outstanding Checks 12/31/2007 (Include a list)	\$	5,854.80

RECONCILIATION SUMMARY REPORT

End of Month 12/31/2007

A. MONTHLY BANK STATEMENT

Balance per bank statement as of 12/31/2007 (1) \$ 34,273.40

Add:

Deposits in transit 12/31/2007 (4)	\$	<u>1,970.00</u>
Adjustment (brief description)		
A.	\$	<u>-</u>
B.	\$	<u>-</u>
Subtotal	\$	<u>1,970.00</u>

Deduct:

Outstanding Checks 12/31/2007 (5)	\$	<u>(5,854.80)</u>
Adjustment (brief description)		
A.	\$	<u>-</u>
B.	\$	<u>-</u>
Subtotal	\$	<u>(5,854.80)</u>

Adjusted ending balance - BANK \$ 30,388.60

B. TRUST ACCOUNTING SYSTEM

Balance per system (book) 12/31/2007 (2) \$ 30,388.60

Add:

Adjustments (brief description)		
A.	\$	<u>-</u>
B.	\$	<u>-</u>
Subtotal	\$	<u>-</u>

Deduct:

Adjustments (brief description)		
A.	\$	<u>-</u>
B.	\$	<u>-</u>
Subtotal	\$	<u>-</u>

Adjusted ending balance, SYSTEM/BOOK \$ 30,388.60

C. CLIENT LEDGER TRIAL BALANCE

Total Balance from individual client ledgers as of: \$ 30,388.60

Prepared by: _____

Date Prepared: _____