

**Sample Law Firm**  
**BANK ACTIVITY REPORT**

01/01/2014 - 01/31/2014

**BANK:** TD Bank  
**ACCOUNT:** Attorney Trust Acct  
**ACCOUNT #:**

| DATE                     | TRANS TYPE<br>REF #<br>SUB-A/C # | PAYOR/PAYEE<br>CLIENT<br>MATTER                         | INCREASE<br>(DECREASE) | BALANCE    |
|--------------------------|----------------------------------|---|------------------------|------------|
| <b>Beginning Balance</b> |                                  |   |                        | \$3,100.00 |
| 01/13/2014               | Wire Out                         | Law Office<br>Smith, Joe<br>Contract                    | (500.00)               | 2,600.00   |
| 01/14/2014               | Deposit                          | Smith, Joe<br>Smith, Joe<br>Contract                    | 800.00                 | 3,400.00   |
| 01/14/2014               | Check<br>4                       | Law Offices of Erica Birstler<br>Smith, Joe<br>Contract | (500.00)               | 2,900.00   |
| 01/14/2014               | Check<br>5                       | Law Offices of Erica Birstler<br>Smith, Joe<br>Contract | (250.00)               | 2,650.00   |
| 01/14/2014               | Check<br>6                       | AbC Company<br>Smith, Joe<br>Contract                   | (100.00)               | 2,550.00   |
| <b>Ending Balance</b>    |                                  |   |                        | \$2,550.00 |

**SUMMARY:**

|                                   |            |
|-----------------------------------|------------|
| <b>BEGINNING BALANCE:</b>         | \$3,100.00 |
| <b>TOTAL CREDITS (INCREASES):</b> | 800.00     |
| <b>TOTAL DEBITS (DECREASES):</b>  | (1,350.00) |
| <b>ENDING BALANCE:</b>            | \$2,550.00 |

# Sample Law Firm

## LEDGER CARD BALANCE REPORT

Balances as of 01/16/2014

**BANK:** TD Bank  
**ACCOUNT:** Attorney Trust Acct  
**ACCOUNT #:**

| <b>CLIENT ID</b> | <b>CLIENT</b>   | <b>CLEARED</b> | <b>UNCLEARED</b> | <b>CURRENT</b> |
|------------------|-----------------|----------------|------------------|----------------|
| <b>MATTER #</b>  | <b>MATTER</b>   | <b>BALANCE</b> | <b>BALANCE</b>   | <b>STATUS</b>  |
| <b>SUB-A/C #</b> | <b>ATTORNEY</b> |                |                  |                |
|                  | Smith, Joe      | 3,100.00       | (550.00)         | 2,550.00 Open  |
|                  | Contract        |                |                  |                |
|                  | Attorney X      |                |                  |                |

### SUMMARY:

**LEDGER CARD BALANCES TOTAL:** 2,550.00

# Sample Law Firm

## LEDGER CARD DETAIL

For All dates

**CLIENT** Smith, Joe  
**CLIENT ID:**  
**MATTER:** Contract  
**MATTER FILE #:**  
**ATTORNEY:** Attorney X

**BANK:** TD Bank  
**ACCOUNT:** Attorney Trust Acct  
**ACCOUNT #:**  
**SUB-A/C #:**

| DATE       | TRANS TYPE<br>REF # | PAYOR/PAYEE<br>Memo1          | INCREASE<br>(DECREASE) | BALANCE  | STATUS     |
|------------|---------------------|-------------------------------|------------------------|----------|------------|
| 12/11/2013 | Deposit             | Smith, Joe<br>Fee             | 2,000.00               | 2,000.00 | Reconciled |
| 12/13/2013 | Check<br>1          | Law Offices of Erica Birstler | (250.00)               | 1,750.00 | Reconciled |
| 12/17/2013 | Check<br>2          | ABC Company<br>fees           | (150.00)               | 1,600.00 | Reconciled |
| 12/18/2013 | Check<br>3          | Law Offices of Erica Birstler | (500.00)               | 1,100.00 | Reconciled |
| 12/19/2013 | Deposit             | Smith, Joe                    | 2,000.00               | 3,100.00 | Reconciled |
| 01/13/2014 | Wire Out            | Law Office                    | (500.00)               | 2,600.00 | Reconciled |
| 01/14/2014 | Deposit             | Smith, Joe                    | 800.00                 | 3,400.00 | Reconciled |
| 01/14/2014 | Check<br>4          | Law Offices of Erica Birstler | (500.00)               | 2,900.00 | Reconciled |
| 01/14/2014 | Check<br>5          | Law Offices of Erica Birstler | (250.00)               | 2,650.00 | Reconciled |
| 01/14/2014 | Check<br>6          | AbC Company                   | (100.00)               | 2,550.00 | Reconciled |

**SUMMARY:**

|                                   |                   |
|-----------------------------------|-------------------|
| <b>TOTAL CREDITS (INCREASES):</b> | <b>4,800.00</b>   |
| <b>TOTAL DEBITS (DECREASES):</b>  | <b>(2,250.00)</b> |
| <b>ENDING BALANCE:</b>            | <b>2,550.00</b>   |

**Sample Law Firm**  
**LEDGER CARD DETAIL**

**For All dates**

# Sample Law Firm

## TRUST CLIENT BALANCE REPORT

Balances as of 01/17/2014

**CLIENT:** Dean, James

| DATE<br>OPENED | MATTER NAME | MATTER<br>FILE # | ATTORNEY   | TRUST<br>BALANCE |
|----------------|-------------|------------------|------------|------------------|
| 01/09/2014     | Estate      |                  | Attorney X | 2,010.00         |
| TOTAL :        |             |                  |            | 2,010.00         |

**CLIENT:** Smith, Joe

| DATE<br>OPENED | MATTER NAME | MATTER<br>FILE # | ATTORNEY   | TRUST<br>BALANCE |
|----------------|-------------|------------------|------------|------------------|
| 01/13/2014     | Contract    |                  | Attorney X | 2,550.00         |
| TOTAL :        |             |                  |            | 2,550.00         |

# Sample Law Firm

## BANK RECONCILIATION

01/01/2014 - 1/31/2014

**\*\* COMPLETE \*\***

**Bank Name:** TD Bank  
**Bank Account Name:** Attorney Trust Acct  
**Bank Account #:**

|   |            |          |
|---|------------|----------|
| <b>Beginning Statement Balance:</b>       | 01/01/2014 | 3,100.00 |
| <b>Plus Cleared Deposits</b>              |            | 800.00   |
| <b>Less Cleared Payments (Decreases):</b> |            | (850.00) |
| <b>Difference:</b>                        |            | 0.00     |
| <b>Ending Statement Balance:</b>          | 01/31/2014 | 3,050.00 |

|   |            |          |
|---|------------|----------|
| <b>Plus Uncleared Deposits (Increases):</b> |            | 2,010.00 |
| <b>Less Uncleared Payments (Decreases):</b> |            | (500.00) |
| <b>Difference:</b>                          |            | 0.00     |
| <b>Ending Checkbook Balance:</b>            | 01/31/2014 | 4,560.00 |

| DATE | TRANS TYPE | REF # | PAYOR/PAYEE | Amount |
|------|------------|-------|-------------|--------|
|------|------------|-------|-------------|--------|

**Cleared Deposits (Increases):**

|            |         |  |            |        |
|------------|---------|--|------------|--------|
| 01/14/2014 | Deposit |  | Smith, Joe | 800.00 |
|------------|---------|--|------------|--------|

|  |               |
|--|---------------|
| <b>Total Cleared Deposits (Increases):</b> | <b>800.00</b> |
|--|---------------|

**Cleared Payments (Decreases):**

|            |       |   |                               |          |
|------------|-------|---|-------------------------------|----------|
| 01/14/2014 | Check | 5 | Law Offices of Erica Birstler | (250.00) |
| 01/14/2014 | Check | 4 | Law Offices of Erica Birstler | (500.00) |
| 01/14/2014 | Check | 6 | AbC Company                   | (100.00) |

|  |                 |
|--|-----------------|
| <b>Total Cleared Payments (Decreases):</b> | <b>(850.00)</b> |
|--|-----------------|

**Uncleared Deposits (Increases):**

|            |         |  |             |          |
|------------|---------|--|-------------|----------|
| 01/17/2014 | Deposit |  | Law Offices | 2,010.00 |
|------------|---------|--|-------------|----------|

|  |                 |
|--|-----------------|
| <b>Total Uncleared Deposits (Increases):</b> | <b>2,010.00</b> |
|--|-----------------|

**Uncleared Payments (Decreases):**

|            |          |  |            |          |
|------------|----------|--|------------|----------|
| 01/13/2014 | Wire Out |  | Law Office | (500.00) |
|------------|----------|--|------------|----------|

|  |                 |
|--|-----------------|
| <b>Total Uncleared Payments (Decreases):</b> | <b>(500.00)</b> |
|--|-----------------|

**Sample Law Firm**  
**THREE-WAY RECONCILIATION**

01/01/2014 - 01/31/2014

**\*\* COMPLETE \*\***

**Bank Name:** TD Bank

**Bank Account Name:** Attorney Trust Acct

**Bank Account #:**

**I. Book Balance**

|   |            |          |
|---|------------|----------|
| <b>Beginning Balance:</b>                 | 01/01/2014 | 3,100.00 |
| <b>Plus Cleared Deposits (Increases):</b> |            | 800.00   |
| <b>Less Cleared Payments (Decreases):</b> |            | (850.00) |
| <b>Balance at End of Month:</b>           | 01/31/2014 | 4,560.00 |

**II. Bank Balance**

|   |            |          |
|---|------------|----------|
| <b>Ending Statement Balance:</b>              | 01/31/2014 | 3,050.00 |
| <b>Plus Deposits in Transit (Increases):</b>  |            | 2,010.00 |
| <b>Less Outstanding Payments (Decreases):</b> |            | (500.00) |
| <b>Reconciled Bank Balance:</b>               |            | 4,560.00 |

**III. Client Ledger Balance**

See attached report

**Sample Law Firm**  
**CLIENT LEDGER BALANCE REPORT**

Balances as of 01/31/2014

**BANK:** TD Bank  
**ACCOUNT:** Attorney Trust Acct  
**ACCOUNT #:**

| <b>CLIENT ID<br/>MATTER #<br/>SUB-A/C #</b> | <b>CLIENT<br/>MATTER<br/>ATTORNEY</b> | <b>CLEARED<br/>BALANCE</b> | <b>UNCLEARED<br/>BALANCE</b> | <b>BALANCE</b> | <b>CURRENT<br/>STATUS</b> |
|---|---------------------------------------|----------------------------|------------------------------|----------------|---------------------------|
|   | Dean, James<br>Estate<br>Attorney X   | 0.00                       | 2,010.00                     | 2,010.00       | Open                      |
|   | Smith, Joe<br>Contract<br>Attorney X  | 3,050.00                   | (500.00)                     | 2,550.00       | Open                      |

**SUMMARY:**

**LEDGER CARD BALANCES TOTAL: 4,560.00**