

Sample Law Firm

BANK ACTIVITY REPORT

01/01/2014 - 01/31/2014

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

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

SUMMARY:

BEGINNING BALANCE:	\$3,100.00
TOTAL CREDITS (INCREASES):	800.00
TOTAL DEBITS (DECREASES):	(1,350.00)
ENDING BALANCE:	\$2,550.00

Sample Law Firm
LEDGER CARD BALANCE REPORT

Balances as of 01/16/2014

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

CLIENT ID	CLIENT	CLEARED	UNCLEARED	CURRENT
MATTER #	MATTER	BALANCE	BALANCE	BALANCE
SUB-A/C #	ATTORNEY			STATUS
	Smith, Joe	3,100.00	(550.00)	2,550.00
	Contract			Open
	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 REF #	PAYOR/PAYEE Memo1	INCREASE (DECREASE)	BALANCE	STATUS
12/11/2013	Deposit	Smith, Joe Fee	2,000.00	2,000.00	Reconciled
12/13/2013	Check 1	Law Offices of Erica Birstler	(250.00)	1,750.00	Reconciled
12/17/2013	Check 2	ABC Company fees	(150.00)	1,600.00	Reconciled
12/18/2013	Check 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 4	Law Offices of Erica Birstler	(500.00)	2,900.00	Reconciled
01/14/2014	Check 5	Law Offices of Erica Birstler	(250.00)	2,650.00	Reconciled
01/14/2014	Check 6	AbC Company	(100.00)	2,550.00	Reconciled

SUMMARY:

TOTAL CREDITS (INCREASES): **4,800.00**
TOTAL DEBITS (DECREASES): **(2,250.00)**
ENDING BALANCE: **2,550.00**

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 OPENED	MATTER NAME	MATTER FILE #	ATTORNEY	TRUST BALANCE
01/09/2014	Estate		Attorney X	2,010.00
TOTAL :				2,010.00

CLIENT: Smith, Joe

DATE OPENED	MATTER NAME	MATTER FILE #	ATTORNEY	TRUST 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 #:

Beginning Statement Balance:	01/01/2014		3,100.00
Plus Cleared Deposits			800.00
Less Cleared Payments (Decreases):			(850.00)
Difference:			0.00
Ending Statement Balance:	01/31/2014		3,050.00
Plus Uncleared Deposits (Increases):			2,010.00
Less Uncleared Payments (Decreases):			(500.00)
Difference:			0.00
Ending Checkbook Balance:	01/31/2014		4,560.00

DATE	TRANS TYPE	REF #	PAYOR/PAYEE	Amount
<u>Cleared Deposits (Increases):</u>				
01/14/2014	Deposit		Smith, Joe	800.00
Total Cleared Deposits (Increases):				800.00
<u>Cleared Payments (Decreases):</u>				
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)
Total Cleared Payments (Decreases):				(850.00)
<u>Uncleared Deposits (Increases):</u>				
01/17/2014	Deposit		Law Offices	2,010.00
Total Uncleared Deposits (Increases):				2,010.00
<u>Uncleared Payments (Decreases):</u>				
01/13/2014	Wire Out		Law Office	(500.00)
Total Uncleared Payments (Decreases):				(500.00)

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

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

II. Bank Balance

Ending Statement Balance:	01/31/2014	3,050.00
Plus Deposits in Transit (Increases):		2,010.00
Less Outstanding Payments (Decreases):		(500.00)
Reconciled Bank Balance:		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 #:

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

SUMMARY:

LEDGER CARD BALANCES TOTAL: 4,560.00