

**Client Account Reconciliation Statement**  
**As at - 30/1/2015**

**1. Banks**

General Client Account (01234567)

Bank Statement balance as at 30/1/2015 <i>(copy attached)</i>	£38,967.15
Less unpresented cheques (relating to B Bates)	£ 267.15
Plus any late lodgements/credits	£ Nil
Sub total	£38,700

Plus: Other Client Bank Accounts (if any)

Designated deposit accounts – statements as at 30/1/15

John Smith – Client Account (987654321)	£14,079
Jane Jones – Client Account (65439870)	£11,101

**Total reconciled bank(s) balance** **£63,880**

**2. Total of Client Ledgers (copies of ledgers attached)**

	Ledgers	£63,880	
(inc.money on deposit)	Deposit	£ _____	
			<b>£63,880</b>

**3. Cash Book**

Client Account Current Balance	£38,700
Plus High Interest Client Balance	£
Plus Designated Deposit Accounts	£25,180
<b>Total Cash Book Balance</b>	<b>£63,880</b>

Checked by *D Pope*

Date *2/2/2015*

*Note: Total of items 1, 2 and 3 must be equal and any difference explained*  
Reference should be made to the CILEx Accounts Rules, particularly sections 7 - Accounting Records and section 8 - Reconciliation of Client Account for guidance.