



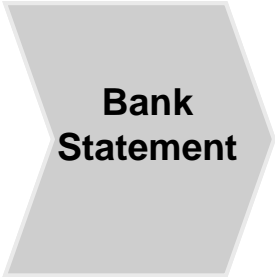
Two Minute Tips



Beverly Michaelis
Practice Management Advisor

How to Reconcile Your Trust Account

Step 1



This Form is Provided to Help You Balance Your Bank Statement

1. Bank Balance This statement balance	\$	2613.00
2. Add Deposits not shown on this statement (if any)	+	1000.00
3. Subtotal	\$	3613.00

Outstanding Checks and Other Withdrawals
Checks and withdrawals not shown on this statement

No.	\$ Amount
103	197.00
Total	\$197.00

4. Subtract Outstanding checks and other withdrawals (Total)	-	197.00
5. Balance Should agree with your check book ending balance	\$	3416.00

Step 2



Lawyer Trust Account

Date	Check #	Payee Name	Memo	Payment	Deposit	Balance
3/5/2010	DEP	John Smith	Retainer		\$3,000.00	3,000.00
3/10/2010	100	Jackson Co. Circuit Court	Filing Fee-John Smith	\$867.00		2,133.00
3/12/2010	DEP	Susan Jones	Retainer		\$500.00	2,633.00
3/15/2010	101	My Favorite Process Server	Service-John Smith	\$20.00		2,613.00
3/16/2010	DEP	Tom Taylor	Retainer		\$1,000.00	3,613.00
3/19/2010	103	Deschutes Co. Circuit Court	Filing Fee-Susan Jones	\$197.00		3,416.00

Client Ledgers

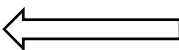
CLIENT LEDGER CARD

NAME: Tom Taylor MATTER: Taylor v. Doe FILE NO. 10-555 BUS
ADDRESS: 8888 SW Anywhere Court, Coos Bay, Oregon PHONE: 541-333-9999 ATTORNEY: JSW

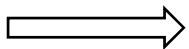
DATE	NAME	MEMO	CK. NO.	FEES		COSTS ADVANCED			TRUST		
				Charged	Received	A/R Bal.	Advanced	Received	Balance	Disbursed	Received
3/16/2010	Tom Taylor	Retainer								1000.00	1000.00

This Form is Provided to Help You Balance Your Bank Statement

1. Bank Balance		\$	2613.00
This statement balance			
2. Add		+	1000.00
Deposits not shown on this statement (if any)			
3. Subtotal		\$	3613.00



**Add
deposits not
shown on your
bank statement**



**Subtract
outstanding
checks and
withdrawals**

Outstanding Checks and Other Withdrawals
Checks and withdrawals not shown on this statement

No.	\$ Amount
103	197.00
Total	\$197.00

4. Subtract		-	197.00
Outstanding checks and other withdrawals (Total)			
5. Balance		\$	3416.00
Should agree with your check book ending balance			

Step 1

TRUST ACCOUNT RECONCILIATION

Lawyer Trust Account Reconciliation Sheet
For the Month Ended March 2010

	Amounts
Lawyer Individual Trust Account Ledger Balances ¹	
Client <u>Smith</u>	\$ 2113.00
Client <u>Jones</u>	303.00
Client <u>Taylor</u>	1000.00
Client _____	_____
Client _____	_____
Client _____	_____
Client _____	_____
Client _____	_____
Client _____	_____
Client _____	_____
Client _____	_____
Attorney Funds for Bank Charges, if any	Not Applicable
1. Total Lawyer Individual Trust Account Ledger Balances	\$ 3,416.00
2. Lawyer Trust Account Journal (or Check Register) Balance	\$ 3,416.00
Bank Statement Balance	\$ 2,013.00
Less Outstanding Checks	- 197.00
Plus In-Transit Deposits	+ 1,000.00
3. Reconciled Bank Statement Balance	\$ 3,416.00

All 3 balances
should agree

Tally client balances

Record your check register balance

Transfer the figures from your bank statement

Step 3

Common Mistakes

1. Bank error
2. Bank charges
3. IOLTA interest
4. Mathematical error
5. Bank deposit or check not recorded
6. Using wrong account
7. Billing or withdrawing funds out-of-cycle



Thank You!



Beverly Michaelis
Practice Management Advisor