# THREE-WAY RECONCILIATION

# Attorney Trust Account, Month of \_\_\_\_\_\_\_

# Receipt & Disbursement Journal Balance

|  |  |
| --- | --- |
| 1. Balance from Previous Month
 | $ |
| 1. Receipts
 |  |
| 1. Disbursements
 | ( ) |
| 1. Balance at the End of the Month
 | **$** |

# Reconciled Bank Balance

|  |  |
| --- | --- |
| 1. Balance on Bank Statement
 | $ |
| 1. Add: Deposits Pending Clearance
 |
| date:  |  |
| 1. Subtract: Your Outstanding Checks
 |
| check #:  | ( ) |
| 1. Reconciled Bank Balance
 | **$** |

# Subsidiary Client Ledger Balance

|  |
| --- |
| 1. Client
 |
|  | $ |
|  |  |
|  |  |
| Attorney Funds to Cover Bank Fees |  |
| 1. Total for all Subsidiary Client Ledgers
 | **$** |