# 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 | **$** |