_____
(firm name)

Monthly Trust Reconciliation

Pooled Trust Account _____
(savings institution name and account number)

Month of _____**, 20**__

Balance per bank statement $_____**(A)**

Outstanding Deposits:

Date recorded in book of original entry	$ Amount
Total	

                                                        ADD: $_____**(B)**
                                                        (insert total outstanding deposits here)

Outstanding Cheques:

Chq date	Chq #	File #	Payee	$ Amount
Total				

                                        DEDUCT: $_____**(C)**
                                        (insert total outstanding cheques here)

Other Adjustments:

Date	Full details	$ Amount
Total		

                                        ADD OR $_____**(D)**
                                        DEDUCT: *(insert total other adjustments here)*

1.   Reconciled Bank Balance = (A)+(B)-(C)+/-(D)   _____

2. Book of Original Entry Balance at Month End: $_____

3. Client Trust Ledgers, list attached: $_____

I have prepared the above reconciliation, and observe that the balances for category 1, 2, and 3 above all agree.

Prepared by:

     Name: _____

     Date: _____

Reviewed by:

     Name: _____

     Date: _____

NOTE: Please include copies of adding machine tapes or similar (*i.e.* excel sheet) to support the additions.

Client Trust Ledgers Listing

File #	Client Name	Matter Description	Last Entry Date	$ Amount
Total				