Trust account reconciliation checklist

CHECKLIST TEMPLATE

Check this template against your local regulations and your own policies before you use it.

Business _____ Location _____ Date _____

Monthly reconciliation

In the first days of each month

TASK	TIME	INITIALS
Gather		
☐ Download the trust account bank statement for the month		
☐ Print the cash book and the trial balance of ledgers		
Reconcile		
☐ Check the bank balance, less unpresented payments, plus unbanked deposits, equals the cash book		
☐ Check the cash book equals the total of all ledgers		
☐ List any unpresented or unidentified items and their dates		
☐ Check no ledger is overdrawn An overdrawn ledger must be fixed at once.		
Sign off		
☐ Have the licensee in charge review and sign the reconciliation		
☐ File the reconciliation and statements for audit		

Completed by _____ Checked by (manager) _____ Date _____ Notes _____