

(firm name)

## Monthly Trust Reconciliation

**Restricted 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 Teranet Withdrawals or Cheque(s) to Pooled Trust Account:

Teranet confirmation or cheque date	Teranet confirmation or cheque number	File #	Payee	\$ Amount
Total				

**DEDUCT:** \$ \_\_\_\_\_ **(C)**  
(insert total outstanding withdrawals or cheques here)

Other Adjustments:

Date	Full details	\$ Amount
Total		

**ADD OR DEDUCT:** \$ \_\_\_\_\_ **(D)**  
(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: \_\_\_\_\_

