

(firm name)

## Monthly Trust Reconciliation

### Specific Trust Investment Account

(savings institution name and account number)

Month of \_\_\_\_\_, 20\_\_

Balance per statement:

\$\_\_\_\_\_ (A)

**NOTE: If the savings institution holds more than one investment for individual client matters, the total of all investments can be added together and included in "A" above. Please include copies of adding machine tapes or similar (i.e. excel sheet) to support the additions.**

Outstanding Deposits:

Date recorded in book of original entry	File #	Investment #	\$ Amount
Total			

**ADD:** \$\_\_\_\_\_ (B)

(insert total outstanding deposits here)

Outstanding Redemptions:

Redemption date	File #	Investment #	\$ Amount
Total			

**DEDUCT:** \$\_\_\_\_\_ (C)

(insert total outstanding 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. Total Client Trust Ledgers (see separate list on page 3): \$ \_\_\_\_\_

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: \_\_\_\_\_

