

# Sample Law Firm

## BANK ACTIVITY REPORT

12/01/2009 - 12/31/2009

**BANK:** Bank of America  
**ACCOUNT:** Attorney Trust Account  
**ACCOUNT #:** 951-357-123567

DATE	TRANS TYPE	REF #	PAYOR/PAYEE	INCREASE (DECREASE)	BALANCE
<b>Beginning Balance</b>					0.00
12/01/2009	Deposit		Sample Client 1	25,000.00	25,000.00
12/01/2009	Deposit		Sample Client 2	5,000.00	30,000.00
12/01/2009	Check	200000	Lead Attorney	(750.00)	29,250.00
12/01/2009	Check	200001	Surrogate's Office	(310.00)	28,940.00
<b>Ending Balance</b>					28,940.00

**SUMMARY:**

<b>BEGINNING BALANCE:</b>	0.00
<b>TOTAL CREDITS (INCREASES):</b>	30,000.00
<b>TOTAL DEBITS (DECREASES):</b>	(1,060.00)
<b>ENDING BALANCE:</b>	28,940.00

# Sample Law Firm

## LEDGER CARD BALANCE REPORT

Balances as of 12/31/2009

**BANK:** Bank of America  
**ACCOUNT:** Attorney Trust Account  
**ACCOUNT #:** 951-357-123567

<b>CLIENT ID</b>	<b>CLIENT</b>	<b>CLEARED</b>	<b>UNCLEARED</b>	<b>BALANCE</b>	<b>CURRENT</b>
<b>MATTER #</b>	<b>MATTER</b>	<b>BALANCE</b>	<b>BALANCE</b>		<b>STATUS</b>
<b>SUB-A/C #</b>	<b>ESCROW AGENT</b>				
123	Creig Jackson	0.00	24,250.00	24,250.00	Open
123-20093	Real Estate – Seller				
3493456	Escrow Agent 1				
124	Louis Rossi	0.00	4,690.00	4,690.00	Open
124-20092	Estate Planning				
124-2009216	Escrow Agent 1				

**SUMMARY:**

**LEDGER CARD BALANCES TOTAL: 28,940.00**

# Sample Law Firm LEDGER CARD DETAIL

For All dates

**CLIENT NAME:** Creig Jackson  
**CLIENT ID:** 123  
**MATTER:** Real Estate – Seller  
**MATTER FILE #:** 123-20093  
**ESCROW AGENT:** Escrow Agent 1

**BANK:** Bank of America  
**ACCOUNT:** Attorney Trust Account  
**ACCOUNT #:** 951-357-123567  
**SUB-A/C #:** 3493456

<b>DATE</b>	<b>TRANS TYPE</b> <b>REF #</b>	<b>PAYOR/PAYEE</b> <b>Memo1</b>	<b>INCREASE</b> <b>(DECREASE)</b>	<b>BALANCE</b>	<b>STATUS</b>
12/01/2009	Deposit	Sample Client 1 Residential Closing	25,000.00	25,000.00	Entered
12/01/2009	Check 200000	Lead Attorney Closing & Attorney fees	(750.00)	24,250.00	Entered

**Notes:**

**SUMMARY:**

**TOTAL CREDITS (INCREASES):** 25,000.00  
**TOTAL DEBITS (DECREASES):** (750.00)  
**ENDING BALANCE:** 24,250.00

**Sample Law Firm**  
**TRUST CLIENT BALANCE REPORT**

Balances as of 12/02/2009

**CLIENT:** Creig Jackson

<b>DATE OPENED</b>	<b>MATTER NAME</b>	<b>MATTER FILE #</b>	<b>ESCROW AGENT</b>	<b>TRUST BALANCE</b>
12/01/2009	Real Estate – Seller	123-20093	Escrow Agent 1	24,250.00
<b>TOTAL :</b>				24,250.00

**CLIENT:** Louis Rossi

<b>DATE OPENED</b>	<b>MATTER NAME</b>	<b>MATTER FILE #</b>	<b>ESCROW AGENT</b>	<b>TRUST BALANCE</b>
12/01/2009	Estate Planning	124-20092	Escrow Agent 1	4,690.00
<b>TOTAL :</b>				4,690.00

# Sample Law Firm

## BANK RECONCILIATION

12/01/2009 - 12/31/2009

\*\* COMPLETE \*\*

**Bank Name:** Bank of America  
**Bank Account Name:** Attorney Trust Account  
**Bank Account #:** 951-357-123567

<b>Beginning Statement Balance:</b>	12/01/2009	0.00
<b>Plus Cleared Deposits (Increases):</b>		5,000.00
<b>Less Cleared Payments (Decreases):</b>		(310.00)
<b>Difference:</b>		0.00
<b>Ending Statement Balance:</b>	12/31/2009	4,690.00

<b>Plus Uncleared Deposits (Increases):</b>		25,000.00
<b>Less Uncleared Payments (Decreases):</b>		(750.00)
<b>Difference:</b>		0.00
<b>Ending Checkbook Balance:</b>	12/31/2009	28,940.00

DATE	TRANS TYPE	REF #	PAYOR/PAYEE	Amount
<b><u>Cleared Deposits (Increases):</u></b>				
12/01/2009	Deposit		Sample Client 2	5,000.00
<b>Total Cleared Deposits (Increases):</b>				<b>5,000.00</b>
<b><u>Cleared Payments (Decreases):</u></b>				
12/01/2009	Check	200001	Surrogate's Office	(310.00)
<b>Total Cleared Payments (Decreases):</b>				<b>(310.00)</b>
<b><u>Uncleared Deposits (Increases):</u></b>				
12/01/2009	Deposit		Sample Client 1	25,000.00
<b>Total Uncleared Deposits (Increases):</b>				<b>25,000.00</b>
<b><u>Uncleared Payments (Decreases):</u></b>				
12/01/2009	Check	200000	Lead Attorney	(750.00)
<b>Total Uncleared Payments (Decreases):</b>				<b>(750.00)</b>

**Sample Law Firm**  
**THREE-WAY RECONCILIATION**

12/01/2009 - 12/31/2009

\*\* COMPLETE \*\*

**Bank Name:** Bank of America  
**Bank Account Name:** Attorney Trust Account  
**Bank Account #:** 951-357-123567

**I. Book Balance**

<b>Beginning Balance:</b>	12/01/2009	0.00
<b>Plus Cleared Deposits (Increases):</b>		5,000.00
<b>Less Cleared Payments (Decreases):</b>		(310.00)
<b>Balance at End of Month:</b>	12/31/2009	28,940.00

**II. Bank Balance**

<b>Ending Statement Balance:</b>	12/31/2009	4,690.00
<b>Plus Deposits in Transit (Increases):</b>		25,000.00
<b>Less Outstanding Payments (Decreases):</b>		(750.00)
<b>Reconciled Bank Balance:</b>		28,940.00

**III. Client Ledger Balance**

See attached report

**Sample Law Firm**  
**CLIENT LEDGER BALANCE REPORT**

Balances as of 12/31/2009

**BANK:** Bank of America  
**ACCOUNT:** Attorney Trust Account  
**ACCOUNT #:** 951-357-123567

<b>CLIENT ID</b>	<b>CLIENT</b>				
<b>MATTER #</b>	<b>MATTER</b>	<b>CLEARED</b>	<b>UNCLEARED</b>	<b>CURRENT</b>	
<b>SUB-A/C #</b>	<b>RESPONSIBLE ATTORNEY</b>	<b>BALANCE</b>	<b>BALANCE</b>	<b>BALANCE</b>	<b>STATUS</b>
123	Creig Jackson	0.00	24,250.00	24,250.00	Open
123-20093	Real Estate – Seller				
3493456	Escrow Agent 1				
124	Louis Rossi	4,690.00	0.00	4,690.00	Open
124-20092	Estate Planning				
124-2009216	Escrow Agent 1				

**SUMMARY:**

**LEDGER CARD BALANCES TOTAL: 28,940.00**