

Checkbook Register

Lists sequentially all trust account deposits and checks and reflects a current and accurate daily balance on the trust account.

TRUST ACCOUNT NO.: 123-456, ACCOUNT NAME: ABC Law Firm Client Trust Account,
 FINANCIAL INSTITUTION: Big City Bank
 Period 2/1/24 to 3/31/24
 Beginning Bank Statement Balance: \$7,000

CHECK or REF#	DATE	PAYEE OR DEPOSIT SOURCE	CASE/FILE #	AMOUNT OF CHECK	AMOUNT OF DEPOSIT	BALANCE
	2/01/24	Joan Smith	2024-123		\$1,000	\$8,000
	2/05/24	James Johnson	2023-365		\$2,000	\$10,000
	2/15/24	Peter Griffin	2024-210		\$3,500	\$13,500
633	2/23/24	ABC Law Firm	2024-210	\$500		\$13,000
634	3/01/24	Mrs. Johnson	2023-365	\$1,000		\$12,000
	3/03/24	Jack White	2024-133		\$400	\$11,600
635	3/17/24	RCS Records	2024-210	\$70		\$11,530
636	3/18/24	Cook County Clerk	2024-210	\$210		\$11,320

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	3/03/24	Jack White	2024-133		\$400	\$11,600
635	3/17/24	RCS Records	2024-210	\$70		\$11,530
636	3/18/24	Cook County Clerk	2024-210	\$210		\$11,320

Receipts Journal

Lists all receipts chronologically for all deposits in the trust account and identifies the date and source of each receipt

DATE	SOURCE	CLIENT	CASE OR FILE#	DEPOSIT	AMOUNT
Balance Fwd.					\$43,180
2/01/24	Smith Retainer Check #2398	Joan Smith	2024-123	\$1,000	\$44,180
2/05/24	Fed Refund	James Johnson	2023-365	\$2,000	\$46,180
2/15/24	Griffin Retainer Check #1048	Peter Griffin	2024-210	\$3,500	\$49,680
3/30/24	RE escrow Check #6035	Jack White	2024-133	\$400	\$50,080

Disbursements Journal

Lists all disbursements chronologically and identifies the recipient, purpose and date of each disbursement.

DATE	CHECK or REF#	PAYEE	PURPOSE	CLIENT	CASE or FILE #	AMOUNT OF DISB.	AMOUNT
Balance Fwd.							\$36,980
2/23/24	633	ABC Law Firm	Fees paid	Peter Griffin	2024-210	\$500	\$37,480
3/01/24	634	Mrs. Johnson	Ct. Order	James Johnson	2023-365	\$1,000	\$38,480
3/17/24	635	RCS Records	Med. Records	Peter Griffin	2024-210	\$70	\$38,550
3/18/24	636	Cook Co. Clerk	Filing Fee	Peter Griffin	2024-210	\$210	\$38,760

Client Ledger Page

Name of Client: Peter Griffin
 Legal Matter/Adverse Party: Bob Smith
 File/Case Number: 2024-210

Date	Description of Transaction	Payor/Payee	Ref	Funds Paid	Funds Received	Balance
2/15/24	Adv. Fee dep.				\$3,500.00	\$3,500.00
2/23/24	Attorney's fees	ABC Law Firm	#633	\$500.00		\$3,000.00
3/17/24	Med. records	RCS Records	#635	\$70		\$2,930
3/18/24	Filing fee	County Ct. Clerk	#636	\$210.00		\$2,720

Reconciliation Report

TRUST ACCOUNT RECONCILIATION REPORT	
ABC Law Firm Client Trust Account	
TRUST ACCOUNT NO. 111-456	
PERIOD OF 2/1/24 to 3/31/24	
CLIENT LEDGER BALANCES	Amount
Client <u>Griffin, Peter</u>	\$ 3,720.00
Client <u>Johanna Jones</u>	\$ 1,000.00
Client <u>Smith, Bob</u>	\$ 8,700.00
Client <u>Walker, Jack</u>	\$ 400.00
Client _____	\$ _____
Client _____	\$ _____
Client _____	\$ _____
Attorney Funds for Bank Charges, if any	\$ _____
Total Client Ledger Balances	\$ 11,320.00*
Trust Account Journals Balance (Receipts minus Disbursements)	\$ 11,320.00*
Trust Account Checkbook Balance	\$ 11,320.00*
BANK STATEMENT BALANCE	\$ 11,321.00
Less Outstanding Checks	- 210.00
Less net interest accrued	- 1.00
Plus In-Transit Deposits	- 40.00
Adjusted Bank Statement Balance	\$ 11,320.00*
* These amounts must be identical to each other.	