

## Sample Recordkeeping Account Forms for Client Trust Accounts

The following forms, taken from the ARDC publication, *The Client Trust Account Handbook*, can be used as a guide to establishing the records required by Rule 1.15A(b). Rule 1.15 allows you to maintain the records required by this Rule by electronic, photographic, or other media provided that printed copies can be produced, and the records are readily accessible to the lawyer.

Trust Account Receipts Journal

Trust Account Disbursements Journal

Trust Account Client Ledger Page

Trust Account Checkbook Register

Trust Account Monthly Reconciliation Report

Trust Account Record Retention Checklist

Rule 1.15A(b) also requires that complete records of client trust account funds and other property be kept by the lawyer and preserved for a period of seven years after termination of the representation.

Finally, Rule 1.15A(b)(8) requires that appropriate arrangements be made by the lawyer for the maintenance of the records in the event of the closing, sale, dissolution, or merger of a law practice. This means that the lawyer must maintain the account records in a way that ensures that trust funds are readily identifiable, accessible and protected during transitions in the lawyer's practice, particularly in the event of death disability or retirement.









# Reconciliation Report

## Rule 1.15A(b)(7)

(Done at least quarterly)

Balance in the Trust Account Journals:  
Receipts Journal ó Disbursement Journal

Balance in Client Ledger Pages:  
Amount of all client ledger pages

Balance in Checkbook Register

É All three balances should be the same and equal to the bank statement (less for outstanding checks & net interest for IOLTA accounts, plus in-transit deposits)

# TRUST ACCOUNT RECONCILIATION REPORT

TRUST ACCOUNT NO. \_\_\_\_\_

PERIOD OF \_\_\_\_\_ to \_\_\_\_\_

## CLIENT LEDGER BALANCES

Amount

Client \_\_\_\_\_ \$ \_\_\_\_\_

Attorney Funds for Bank Charges, if any \$ \_\_\_\_\_

**Total Client Ledger Balances** \$ \_\_\_\_\_ \*

**Trust Account Journals Balance**  
(Receipts minus Disbursements) \$ \_\_\_\_\_ \*

**Trust Account Checkbook Balance** \$ \_\_\_\_\_ \*

## BANK STATEMENT BALANCE

\$ \_\_\_\_\_

Less Outstanding Checks - \_\_\_\_\_

Less net interest accrued - \_\_\_\_\_

Plus In-Transit Deposits + \_\_\_\_\_

**Adjusted Bank Statement Balance** \$ \_\_\_\_\_ \*

\* These amounts must be identical to each other.

# Trust Account Record Retention Checklist

## Account Information:

**Name of Client Trust Account:** \_\_\_\_\_

**Trust Account #:** \_\_\_\_\_

**Financial Institution:** \_\_\_\_\_

### Type of Account:

IOLTA Account: \_\_\_\_\_

Non-IOLTA Account: \_\_\_\_\_

Client: \_\_\_\_\_

Tax I.D.#: \_\_\_\_\_

**Location of Records:** \_\_\_\_\_

### **Account Journals**

Check Register \_\_\_\_\_ to \_\_\_\_\_

Receipts Journal \_\_\_\_\_ to \_\_\_\_\_

Disbursements Journal \_\_\_\_\_ to \_\_\_\_\_

Client Ledger Journal \_\_\_\_\_ to \_\_\_\_\_

Reconciliation Report \_\_\_\_\_ to \_\_\_\_\_

**Bank Statements** \_\_\_\_\_ to \_\_\_\_\_

**Deposit Slips** \_\_\_\_\_ to \_\_\_\_\_

**Time/Billing Records** \_\_\_\_\_ to \_\_\_\_\_

**Reconciliations** \_\_\_\_\_ to \_\_\_\_\_