Bank Reconciliation Summary – Firm Account

Bank Account _____

Month/Year _____

Reconciled by _____

Date Reconciled _____

Bank Statement Ending Balance **$**
Reconciled Bank Balance **$**

Attorney Review – please check off and acknowledge each Task

✓	**Task**
	Reviewed check images included in the bank statement (Signature, Payee, Amount, etc.)
	Reviewed Outstanding Checks (Outstanding checks should be dealt with when they are 90-120 days old)
	Reviewed Outstanding Receipts (there should be no outstanding receipts unless a deposit made on the last day of the month did not get to the bank until after 2:00)
	Reviewed Cashed Checks
	Reviewed Cleared Receipts

Attorney Comments or Concerns:

Attorney Signature _____ Date: _____

File with the bank statement, the reconciliation report, and a report that includes all checks and receipts for that period