# 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). The rule permits you to maintain the records 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.

# Receipts Journal
# Rule 1.15A(b)(1)

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

## TRUST ACCOUNT RECEIPTS JOURNAL

**TRUST ACCOUNT NO. _____**
**ACCOUNT NAME:_____**
**FINANCIAL INSTITUTION: _____**

| DATE | SOURCE | CLIENT | CASE OR FILE NO. | AMOUNT OF DEPOSIT | TOTAL DAILY BALANCE |
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# Disbursements Journal
# Rule 1.15A(b)(1)

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

## TRUST ACCOUNT DISBURSEMENTS JOURNAL

**TRUST ACCOUNT NO. _____**
**ACCOUNT NAME:_____ ____**
**FINANCIAL INSTITUTION: _____**

**Period _____ to _____**
**Beginning Bank Statement Balance: _____**

| DATE | CHECK # | PAYEE | PURPOSE | CLIENT | CASE OR FILE NO. | AMOUNT |
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# Client Ledger
# Rule 1.15A(b)(2)

A separate page for each client/matter showing chronologically all receipts, disbursements and balances for each client/matter.

## TRUST ACCOUNT CLIENT LEDGER PAGE

**Name of Client: _____**

**Legal Matter/Adverse Party: _____**

**File or Case Number: _____ _____**

| DATE | DESCRIPTION OF TRANSACTION | PAYOR/PAYEE | REF | FUNDS PAID | FUNDS RECEIVED | BALANCE |
|---|---|---|---|---|---|---|
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# Checkbook Register
# Rule 1.15A(b)(4)

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

## TRUST ACCOUNT CHECKBOOK REGISTER

**TRUST ACCOUNT NO. _____**
**ACCOUNT NAME:_____**
**FINANCIAL INSTITUTION: _____**

| DATE | CHECK # | PAYEE OR DEPOSIT SOURCE | CASE OR FILE NO. | AMOUNT OF CHECK | AMOUNT OF DEPOSIT | TOTAL DAILY BALANCE |
|---|---|---|---|---|---|---|
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# Reconciliation Report
# Rule 1.15A(b)(7)
(Done at least quarterly)

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

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

Balance in Checkbook Register

Å 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 _____ | $ _____ |
| Client _____ | $ _____ |
| Client _____ | $ _____ |
| Client _____ | $ _____ |
| Client _____ | $ _____ |
| Client _____ | $ _____ |
| 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 _____