

Example
of

Quickbooks

3-WAY
Reconciliation
Package

- ① Bank Statement
Summary Page
Detail cleared item pages
Detail outstanding item pages
- ② Trial Balance / List of Open liabilities held
- ③ Check book register page (Book Balance)



000632 000
 CLIENTS TRUST FUND (IOLTA)

June 30, 2015 - July 31, 2015

Days in stmt period: 31

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People's United Bank, N.A.

Direct Inquiries to:
 CALL CENTER
 1-800-894-0300

Summary of Account Balance

Account	Number	Ending Balance
CLIENT FUNDS BUSINESS CHECKING		\$1,615,329.51

CLIENT FUNDS BUSINESS CHECKING

Account Summary

Beginning Balance		\$1,021,486.67	①
Average Ledger Balance *			
Average Collected Balance **			
Ending Balance		\$1,615,329.51	④
Total Debits	195	\$6,743,611.07	②
Total Credits	33	\$7,337,453.91	③
Total Checks	177	\$3,098,131.86	

* Calculated when statement cycles. Does not include interest posted at month end.
 ** Calculated using calendar month. Does not include interest posted at month end.

Stamped +
 Initialed to
 Support Mgmt
 Review.

177 Enclosures

Number	Date	Amount	Number	Date	Amount	Number	Date	Amount
0	07-14	\$3,795.00	38 *	07-13	\$387.30	85	07-27	\$30.00
140 *	07-27	\$143.55	45 *	07-27	\$856.50	87 *	07-27	\$148.50
145 *	07-27	\$155.92	51 *	07-20	\$93.15	89 *	07-23	\$1,030.00
157 *	07-27	\$97.51	64 *	07-27	\$442.50	91 *	07-09	\$1,196.65
166 *	07-27	\$183.15	72 *	07-07	\$3,167.06	300 *	07-27	\$311.00
172 *	07-20	\$75.00	77 *	07-08	\$683.36	301	07-08	\$794.53
174 *	07-20	\$75.00	578	07-27	\$808.50	307 *	07-27	\$90.00
179 *	07-27	\$99.49	581 *	07-27	\$211.50	609 *	07-08	\$762.80
193 *	07-13	\$115.95	584 *	07-09	\$2,413.63	618 *	07-29	\$365.40

* Skip in check sequence

Continued on next page

8/17/2015


Reconciliation Summary

BANK STATEMENT -- CLEARED TRANSACTIONS

Previous Balance:			1,021,486.67	✓ ①
Checks and Payments:	195	Items	-6,743,611.07	✓ ②
Deposits and Other Credits	62	Items	7,337,453.91	✓ ③
Service Charge	1	Item	-247.47	
Interest Earned	1	Item	247.47	
Ending Balance of Bank Statement:			1,615,329.51	✓ ④

YOUR RECORDS -- UNCLEARED TRANSACTIONS

Cleared Balance:			1,615,329.51	
Checks and Payments	76	Items	-1,143,644.38	ⓐ
Deposits and Other Credits	2	Items	245,842.25	ⓑ
<u>Register Balance as of 7/31/2015:</u>			<u>717,527.38</u>	ⓒ
Checks and Payments	141	Items	-5,905,464.50	
Deposits and Other Credits	23	Items	5,187,937.12	
Register Ending Balance:			0.00	



 ↳ Initialed + Dated to support mgmt review.

8/17/2015

Cleared Transaction Detail

Date	Num	Payee	Memo	Category	Cir	Amount
7/30/2015	38863	**VOID**	[REDACTED]	[REDACTED]	R	0.00
7/30/2015	38868	**VOID**	[REDACTED]	[REDACTED]	R	0.00
7/30/2015	38870	**VOID**	[REDACTED]	[REDACTED]	R	0.00
7/30/2015	38872	**VOID**	[REDACTED]	[REDACTED]	R	0.00
7/31/2015	DEP	Leader Bank	[REDACTED]	[REDACTED]	R	377,932.52
7/31/2015	DEP	[REDACTED]	[REDACTED]	[REDACTED]	R	82,542.96
7/31/2015	DEP	[REDACTED]	[REDACTED]	[REDACTED]	R	46,384.70
7/31/2015	DEP	[REDACTED]	[REDACTED]	[REDACTED]	R	5,000.00
7/31/2015	DEP	[REDACTED]	[REDACTED]	[REDACTED]	R	665,000.00
7/31/2015	Interest Earned	[REDACTED]	[REDACTED]	INTEREST	R	247.47
7/31/2015	38890	**VOID**	[REDACTED]	[REDACTED]	R	0.00
8/4/2015	38907	**VOID**	[REDACTED]	[REDACTED]	R	0.00
8/4/2015	38908	**VOID**	[REDACTED]	[REDACTED]	R	0.00
8/4/2015	38909	**VOID**	[REDACTED]	[REDACTED]	R	0.00
8/4/2015	38910	**VOID**	[REDACTED]	[REDACTED]	R	0.00
8/4/2015	38936	**VOID**	[REDACTED]	[REDACTED]	R	0.00
8/5/2015	38735	**VOID**	[REDACTED]	[REDACTED]	R	0.00
8/5/2015	38913	**VOID**	[REDACTED]	[REDACTED]	R	0.00
8/5/2015	38945	**VOID**	[REDACTED]	[REDACTED]	R	0.00
8/5/2015	38946	**VOID**	[REDACTED]	[REDACTED]	R	0.00
Total Cleared Deposits and Other Credits				63 Items		7,337,701.38
Total Cleared Transactions				3 Items		593,842.84

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'OUTSTANDING'

8/17/2015

Uncleared Transaction Detail up to 7/31/2015

Date Num Payee Memo Category Clr Amount

Uncleared Checks and Payments

over 90 DAYS OLD

Need to be researched & removed

cleared in Aug

Date	Num	Payee	Memo	Category	Clr	Amount
2/4/2003		Opening Balance				
2/5/2003	1523					
7/8/2014	Hold					
8/15/2014	Hold					
12/31/2014	Hold					
6/1/2015	Hold					
6/12/2015	38597					
6/24/2015	38656					
6/26/2015	38679					
6/26/2015	38693					
6/30/2015	38713					
6/30/2015	38722					
7/2/2015	38733					
7/7/2015	38738					
7/8/2015	38755					
7/8/2015	38762					
7/10/2015	38777					
7/10/2015	38779					
7/13/2015	38785					
7/13/2015	38792					
7/13/2015	38795					
7/13/2015	38796					
7/15/2015	38807					
7/17/2015	38812					
7/17/2015	38817					
7/17/2015	38821					
7/22/2015	38829					
7/23/2015	38847					
7/27/2015	38848					
7/27/2015	38849					
7/27/2015	38851					
7/27/2015	38852					
7/27/2015	38853					
7/27/2015	38854					
7/27/2015	38855					
7/28/2015	Wire					
7/28/2015	38856					
7/28/2015	38857					
7/28/2015	38858					
7/28/2015	38859					
7/28/2015	38860					
7/30/2015	38862					
7/30/2015	38864					
7/30/2015	38865					
7/30/2015	38866					
7/30/2015	38867					
7/30/2015	38869					
7/30/2015	38871					
7/30/2015	38874					
7/30/2015	38875					
7/30/2015	38876					
7/30/2015	38877					
7/30/2015	38878					
7/30/2015	38880					
7/30/2015	38881					
7/30/2015	38882					
7/30/2015	38883					
7/30/2015	38884					
7/30/2015	38885					
7/31/2015	38886					

firm \$ ->

-1,000.00
-6,000.00
-1,500.00
-1,000.00
-2,000.00
-10,000.00
-150.00
-147.15
-291.00
-750.00
-467.70
-1,438.00
-243.00
-1,174.78
-126.00
-640.50
-903.92
-81.90
-1,080.00
-874.00
-665.14
-342.00
-189.00
-355.00
-22.88
-833.70
-490.50
-15.12
-1,251.80
-187.20
-1,418.00
-1,165.10
-54,271.04
-175.00
-177.90
-209,109.49
-1,017.70
-108.30
-210.00
-15,650.50
-12,509.61
-1,596.00
-2,532.50
-165.00
-315.00
-1,131.00
-82,704.60
-400.00
-196.76
-1,755.60
-2,400.50
-165.00
-510.00
-514.50
-75.86
-1,279.28
-253,045.09
-225.00
-525.00
-120,209.93

8/17/2015

Uncleared Transaction Detail up to 7/31/2015

Date	Num	Payee	Memo	Category	Clr	Amount
7/31/2015	✓ 38887	[REDACTED]	[REDACTED]	[REDACTED]		-216,564.37
7/31/2015	✓ 38888	[REDACTED]	[REDACTED]	[REDACTED]		-97,423.26
7/31/2015	✓ 38889	[REDACTED]	[REDACTED]	[REDACTED]		-14,036.15
7/31/2015	✓ 38891	[REDACTED]	[REDACTED]	[REDACTED]		-2,892.50
7/31/2015	✓ 38892	[REDACTED]	[REDACTED]	[REDACTED]		-622.50
7/31/2015	✓ 38893	[REDACTED]	[REDACTED]	[REDACTED]		-2,166.00
7/31/2015	✓ 38894	[REDACTED]	[REDACTED]	[REDACTED]		-365.00
7/31/2015	✓ 38895	[REDACTED]	[REDACTED]	[REDACTED]		-4,750.00
7/31/2015	✓ 38896	[REDACTED]	[REDACTED]	[REDACTED]		-165.00
7/31/2015	✓ 38897	[REDACTED]	[REDACTED]	[REDACTED]		-1,000.00
7/31/2015	✓ 38898	[REDACTED]	[REDACTED]	[REDACTED]		-205.05
7/31/2015	✓ 38899	[REDACTED]	[REDACTED]	[REDACTED]		-265.00
7/31/2015	✓ 38900	[REDACTED]	[REDACTED]	[REDACTED]		-725.00
7/31/2015	✓ 38901	[REDACTED]	[REDACTED]	[REDACTED]		-60.00
7/31/2015	✓ 38902	[REDACTED]	[REDACTED]	[REDACTED]		-1,125.00
7/31/2015	✓ 38903	[REDACTED]	[REDACTED]	[REDACTED]		-1,500.00
Total Uncleared Checks and Payments				76 Items		-1,143,644.38 ✓ (A)
Uncleared Deposits and Other Credits						[REDACTED]
7/28/2015	Wire	[REDACTED]	[REDACTED]	[REDACTED]		* 238,605.60
7/31/2015	DEP	[REDACTED]	[REDACTED]	[REDACTED]		* 7,236.65
Total Uncleared Deposits and Other Credits				2 Items		245,842.25 ✓ (B)
Total Uncleared Transactions				78 Items		-897,802.13

✓ cleared in August

* Both cleared in August

PEOPLES 2019 REG BAL JULY 2015

8/17/2015

Date	Num	Transaction	Payment	C	Deposit	Balance
7/31/2015	886	[REDACTED] cat: [REDACTED] memo: [REDACTED]	120,209.93			1,061,392.21
7/31/2015	887	[REDACTED] cat: [REDACTED] memo: [REDACTED]	216,564.37			844,827.84
7/31/2015	888	[REDACTED] cat: [REDACTED] memo: [REDACTED]	97,423.26			747,404.58
7/31/2015	889	[REDACTED] cat: [REDACTED] memo: [REDACTED]	14,056.15			733,368.43
7/31/2015	890	**VOID** [REDACTED] cat: [REDACTED] memo: [REDACTED]		R		733,368.43
7/31/2015	891	[REDACTED] cat: [REDACTED] memo: [REDACTED]	2,892.50			730,475.93
7/31/2015	892	[REDACTED] cat: [REDACTED] memo: [REDACTED]	622.50			729,853.43
7/31/2015	893	[REDACTED] cat: [REDACTED] memo: [REDACTED]	2,166.00			727,687.43
7/31/2015	894	[REDACTED] cat: [REDACTED] memo: [REDACTED]	365.00			727,322.43
7/31/2015	895	[REDACTED] cat: [REDACTED] memo: [REDACTED]	4,750.00			722,572.43
7/31/2015	896	[REDACTED] cat: [REDACTED] memo: [REDACTED]	165.00			722,407.43
7/31/2015	897	[REDACTED] cat: [REDACTED] memo: [REDACTED]	1,000.00			721,407.43
7/31/2015	898	[REDACTED] cat: [REDACTED] memo: [REDACTED]	205.05			721,202.38
7/31/2015	899	[REDACTED] cat: [REDACTED] memo: [REDACTED]	265.00			720,937.38
7/31/2015	900	[REDACTED] cat: [REDACTED] memo: [REDACTED]	725.00			720,212.38
7/31/2015	901	[REDACTED] cat: [REDACTED] memo: [REDACTED]	60.00			720,152.38
7/31/2015	902	[REDACTED] cat: [REDACTED] memo: [REDACTED]	1,125.00			719,027.38
7/31/2015	903	[REDACTED] cat: [REDACTED] memo: [REDACTED]	1,500.00			717,527.38

(C) 717,527.38

Last page of checkbook Register

Must be printed same day as reconciliation