



**STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY
REAL ESTATE DIVISION**

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TRUST ACCOUNT RECONCILIATION

Date _____

Trust Account Title _____ Prepared by _____

_____ For month of _____

_____ Bank _____

_____ Trust Account No. _____

Office Phone: _____ Office Fax: _____

PART I:

Bank Statement Balance _____	\$ _____
Plus: Deposits not yet recorded on bank statement but posted to check register & ledgers (Total of Schedule A)	\$ _____
SUBTOTAL	\$ _____
Less: Outstanding checks (Total of Schedule B)	\$ _____
Plus or Minus: Other adjusting entries (Total of Schedule C)	\$ _____
Reconciled bank balance as of _____	TOTAL \$ _____

PART II:

Checkbook, Check Register or Journal of Receipts and Disbursements: Balance as of _____	TOTAL	\$ _____
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PART III:

Ledger Cards: As of _____		
(Total of Schedule D)	TOTAL	\$ _____

*Totals of Parts I, II and III must be reconciled to the same date and must be identical

Amount of difference between these totals, if any: \$ _____

Explanation of difference and corrective action taken to bring Parts I, II and III into balance:

Broker Validation: _____ Date _____

NOTE: Trust accounts must be reconciled at least monthly. This form is utilized by Real Estate Division auditors for trust account reconciliation. It may be copied.

MAIL COMPLETED FORMS TO THE LAS VEGAS ADDRESS LISTED ABOVE.

Recommended format or headings for schedules

SCHEDULE "A" (Deposits not yet posted by bank)

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

SCHEDULE "B" (Outstanding checks)

<u>Date</u>	<u>Check No.</u>	<u>Amount</u>	<u>Date</u>	<u>Check No.</u>	<u>Amount</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

SCHEDULE "C" (Adjusting entries)

<u>Date</u>	<u>Amount</u>	<u>Explanation</u>	<u>Corrective Action Taken</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SCHEDULE "D" (Ledgers)

<u>Account I.D. (Name or No.)</u>	<u>Ledger Balance</u>	<u>Account I.D. (Name or No.)</u>	<u>Ledger Balance</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Note: This form may be copied and utilized for lower volume accounts. For higher volume accounts, it may be necessary to prepare separate schedules.