



## Client Review Checklist

Reconciliation for Month Ended \_\_\_\_\_, 20\_\_ Bank Account Number \_\_\_\_\_

- 1) Review the Three-Way Balance section of the Reconciliation Analysis Report, and the associated Three-Way Reconciliation Report. *(Monthly)*  
\_\_\_\_\_ Ensure your reconciliation does balance three ways.  
\_\_\_\_\_ If your reconciliation does not balance three ways, take appropriate action.
- 2) Review the Outstanding Deposits section of the Reconciliation Analysis Report. *(Monthly)*  
\_\_\_\_\_ Determine why each item on the report remains outstanding.  
\_\_\_\_\_ Contact each party from whom funds are due, as appropriate.
- 3) Review the Outstanding Disbursements section of the Reconciliation Analysis Report. *(Monthly)*  
\_\_\_\_\_ Determine why each item on the report remains outstanding.  
\_\_\_\_\_ Contact each party to whom funds are due, as appropriate.
- 4) Review the Funds Transfer Report. *(Monthly)*  
\_\_\_\_\_ Determine the propriety of each inter-ledger transfer on this report, and take action.
- 5) Review the Voided Transactions Report. *(Monthly)*  
\_\_\_\_\_ Determine the propriety of each voided transaction appearing on this report.
- 6) Review the Pending Deposits Report. *(Monthly)*  
\_\_\_\_\_ Determine the propriety of each pending deposit appearing on this report.
- 7) Review the Missing Checks section of the Reconciliation Analysis Report, and the associated Missing Checks Report. *(Monthly)*  
\_\_\_\_\_ Analyze any gaps identified and take necessary actions to correct.
- 8) Review the Files with Negative Balances section of the Reconciliation Analysis Report. *(Monthly)*  
\_\_\_\_\_ Determine why each file listed in this section has a negative balance.  
\_\_\_\_\_ Take action as appropriate on each file with a negative balance.
- 9) Review the Files with Retained Funds section of the Reconciliation Analysis Report. *(Monthly)*  
\_\_\_\_\_ Determine why each file on this report has an outstanding balance.  
\_\_\_\_\_ Verify all files on this report to the Escrow Agreement on file.
- 10) Review the Bank-Only Matches section of the Reconciliation Analysis Report. *(Monthly)*  
\_\_\_\_\_ Assess the propriety of each transaction listed in this section.  
\_\_\_\_\_ Record each transaction in your software, as appropriate.
- 11) Review the Bank Statement and Cancelled Checks. *(Monthly)*  
\_\_\_\_\_ The bank statement and all cancelled (cleared) checks have been reviewed for propriety.
- 12) Review statement of costs and receipts, client ledger and cancelled checks of a random sample of representative transactions completed during the quarter. *(Quarterly)*  
\_\_\_\_\_ Verify that the disbursements were properly made.

Signed \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_