



## Arizona Department of Real Estate (ADRE)

Auditing Division

[www.azre.gov](http://www.azre.gov)

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DOUGLAS A. DUCEY  
GOVERNOR

JUDY LOWE  
COMMISSIONER

### **PROPERTY MANAGEMENT TRUST ACCOUNT RECONCILIATION (Form AUD-101)** **INSTRUCTIONS BY FIELD**

*(NOTE: A separate monthly reconciliation should be prepared for each Property Management Trust Account.)*

- **THE ATTACHED PROPERTY MANAGEMENT TRUST ACCOUNT RECONCILIATION FORM IS IN PDF FORMAT; THE COMPLETED RECONCILIATION MAY NOT BE SAVED AND MUST BE PRINTED FOR RETENTION PURPOSES.**
- **FORM AUD-101 IS A FILLABLE FORM (PDF) AND PERFORMS AUTOMATIC CALCULATIONS.**
  1. ("Date") - Enter the date that the reconciliation was prepared.
  2. ("Prepared by") - Enter the name of the individual preparing the reconciliation.
  3. ("For Month of") - Enter the month and year that the reconciliation is being prepared for.
  4. ("Trust Account Title") - Enter the Property Management Trust Account title.
  5. ("Bank Name") - Enter the name of the bank where the Property Management Trust Account is located.
  6. ("Trust Acct No") - Enter the account number of the Property Management Trust Account.
  7. **Part I – Bank Statement**
    - a. ("Bank Statement Balance on") - Enter the date of the bank statement balance. **A date must be entered.**
    - b. Enter the amount of the end-of-month balance as shown on the bank statement.
    - c. Go to Schedule A (click on button) – Deposits not yet cleared on Bank Statement. Enter each deposit not cleared as follows:
      - i. Enter the Deposit Date
      - ii. Enter the Client File Number (if available)
      - iii. Enter a description of the deposit.
      - iv. Enter the amount of the deposit.
      - v. Once all deposits not cleared have been entered, return to Page 1 (Click "Back to Page 1" button). The total amount of all uncleared deposits will show in the field next to the "Schedule A" button.
    - d. Go to Schedule B (click on button) – Outstanding Checks & Withdrawals not yet cleared on Bank Statement. Enter each outstanding check and withdrawal as follows:
      - i. Enter the date of the check/withdrawal.
      - ii. Enter the Client File Number (if available).
      - iii. Enter the check/withdrawal number.
      - iv. Enter a description for the check/withdrawal.
      - v. Enter the amount of the check/withdrawal.
      - vi. Once all checks/withdrawals not cleared have been entered, return to Page 1 (Click "Back to Page 1" button). The total amount of all uncleared checks/withdrawals will automatically show in the field next to the "Schedule B" button.
    - e. ("Reconciled Bank Balance as of") - Enter the date of the Reconciled Bank Balance (should be the same as the date for the bank statement balance). **A date must be entered.**
    - f. The Reconciled Bank Balance will show in the next field and is automatically calculated.

8. **Part II – Check Register or Journal of Receipts and Disbursements (Checkbook Register)**
  - a. Enter the date of the Check Register or Journal of Receipts and Disbursements (Checkbook Register) balance (should be the same as the date for the bank statement balance). **A date must be entered.**
  - b. Enter the amount of the Check Register or Journal of Receipts and Disbursements (Checkbook Register) balance.
9. **Part III – Total of Owner /Tenant Ledgers and/or Tenant Security Deposits**
  - a. Enter the date of the Owner Ledgers or Owner Reserves Balances (should be the same as the date for the bank statement balance). **A date must be entered.**
  - b. Go to Schedule C (click on button) – Owner Ledgers or Owner Reserves Balances. Enter each Owner Ledger/Owner Reserves as follows:
    - i. Enter the Owner Ledger File Number (if available).
    - ii. Enter the Owner Name/Description.
    - iii. Enter the Owner Ledger/Owner Reserve amount (balance).
    - iv. Once all Owner Ledger/Owner Reserves have been entered, return to Page 1 (Click “Back to Page 1” button). The total amount of all Owner Ledger/Owner Reserves will automatically show in the field next to the “Schedule C” button. **(NOTE: IN THE ALTERNATIVE AND WITH APPROPRIATE BACK-UP DOCUMENTATION, THE TOTAL AMOUNT OF THE OWNER LEDGERS OR OWNER RESERVES MAY BE ENTERED BUT SHOULD BE CLEARLY IDENTIFIED.)**
  - c. Enter the date of the Tenant Ledgers or Tenant Security Deposits (should be the same as the date for the bank statement balance).
  - d. Go to Schedule D (click on button) – Tenant Ledgers and/or Tenant Security Deposits. Enter each Tenant Ledgers and/or Tenant Security Deposits as follows:
    - i. Enter the Tenant Ledger File Number (if available).
    - ii. Enter the Tenant Name/Description.
    - iii. Enter the Tenant Ledgers or Tenant Security Deposit amount (balance).
    - iv. Once all Tenant Ledgers/Tenant Security Deposits have been entered, return to Page 1 (Click “Back to Page 1” button). The total amount of all Tenant Ledgers or Tenant Security Deposits will automatically show in the field next to the “Schedule D” button. **(NOTE: IN THE ALTERNATIVE AND WITH APPROPRIATE BACK-UP DOCUMENTATION, THE TOTAL AMOUNT OF THE TENANT LEDGERS OR TENANT SECURITY OR OTHER CLEARLY IDENTIFIED TENANT DEPOSITS, I.E., PET DEPOSITS, CLEANING DEPOSITS, PRE-PAID RENT, MAY BE ENTERED.)**
10. **Part IV – Reconciliation Summary (*fields are automatically calculated*)**
  - a. The first line is the reconciliation between Part I (Reconciled Bank Balance) and Part II Check Register or Journal of Receipts and Disbursements (Checkbook Register). **This amount should be ZERO.**
  - b. The second line is the reconciliation between Part I (Reconciled Bank Balance) and Part III (Total of Owner /Tenant Ledgers and/or Tenant Security Deposits). **This amount should be ZERO.**
11. Explanation of differences and details of corrective action taken: This field can be used to explain any differences and/or discrepancies in Part IV – Reconciliation Summary. Explanations should also be provided detailing any corrective action taken regarding the differences and/or discrepancies.
12. Enter the name of the Designated Broker (Reviewed by at the bottom of Page 1).
13. Enter the date that the Designated Broker reviewed and signed the Property Management Trust Account Reconciliation (this may be entered in handwriting by the Designated Broker).
14. Print a copy of the reconciliation, using the “Print” button at the top of Page 1. **PLEASE REMEMBER THAT YOU CANNOT SAVE A COPY OF THE COMPLETED RECONCILIATION.**

Disclaimer: The Arizona Department of Real Estate is not responsible for the accuracy of the information on the downloaded, completed form. The Designated Broker is responsible for the accuracy, truthfulness and completeness of the trust account reconciliation performed using this form.



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PROPERTY MANAGEMENT TRUST ACCOUNT RECONCILIATION (Form AUD-101)

Date:	Prepared by:	For Month of:
Trust Account Title:		
Bank Name:	Trust Acct No:	

Part I – Bank Statement

Bank Statement Balance on:	
Plus Deposits not yet credited to bank statement (Total from Schedule A, Page 2)	
Less Outstanding Checks & Withdrawals. (Total from Schedule B, Page 3)	
Reconciled Bank Balance as of:	

Part II – Check Register or Journal of Receipts and Disbursements

Check Register or Journal of Receipts and Disbursements Balance as of:	
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Part III – Total of Owner/Tenant Ledgers or Security Deposits

Owner Ledgers or Owner Reserves Balance (From Schedule C, Page 4) as of:	
Tenant Ledgers or Tenant Security Deposits Balance (From Schedule D, Page 5) as of:	
Total of Owner Ledgers/Reserve and Tenant Ledgers/Tenant Security Deposits as of:	

Part IV – Reconciliation Summary

(Parts I, II & III should be reconciled on the same date to the same amount)

Amount of difference in Totals of Parts I & II (Should be zero)	
Amount of difference in Totals of Parts I & III (Should be zero)	

Explanation of differences and details of corrective action taken:

Reviewed by (Designated Broker):	<b>X</b>	Date:
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