



CONFIDENTIAL

Annual Plan

For the Year of: _____

Date Prepared: _____

WIP, Billings, Collections, Disbursements:

How much will the firm bill in fees?

How much will the firm bill in disbursements?

How much will the firm collect from all sources?

How much will clients owe at the end of the year?

How much billable work will the firm book?

What will my inventory of WIP be?

Revenue, Overhead, Profit and Draws (see budget):

How much will the expenses be?

How much will the profit be?

Will there be any capital expenditures in the next year?

How much will be taken out in draws?

Targeted Changes:

What will the change in unbilled disbursements be?

What will the change in accounts receivable be?

How much will my inventory of WIP change?

What will the change in short-term debt be?

What will the change in long-term debt be?