



# CONFIDENTIAL

## Monthly Plan

For the Year of: \_\_\_\_\_

Date Prepared: \_\_\_\_\_

### WIP, Billings, Collections, Disbursements:

How much will I bill in fees?

How much will I bill in disbursements?

How much will I collect from all sources?

How much will my clients owe me at the end of the month?

How much billable work will I book?

What will my inventory of unbilled work be?

### Payables:

What will I pay? (Schedule "A")

### Revenue, Overhead, Profit and Draws this month:

How much will my expenses be?

How much will my profit be?

Will there be any capital expenditures or expenses?

How much will I draw?

### Targeted Changes:

What will the change in unbilled disbursements be?

What will the change in accounts receivable be?

How much will my inventory of unbilled work change?

What will the change in my line of credit/overdraft be?