



# CONFIDENTIAL

## Monthly 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 month?

How much billable work will the firm book?

What will the inventory of WIP be?

### Payables:

What bills will the firm pay? (Schedule "A")

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

How much will the expenses be?

How much will the profit be?

Will there be any capital expenditures in the next 6 months?

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 the line of credit/overdraft be?

# Individual Lawyer Plans

Lawyer:

## **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 clients owe me at the end of the month?

How much billable work will I book?

What will my inventory of unbilled work be?

How much will I take out in draws?

## **Targets for Change:**

What will the change in my unbilled disbursements be?

What will the change in my accounts receivable be?

How much will my inventory of WIP change?