



CONFIDENTIAL

Annual Review

Year: _____

Date Prepared: _____

WIP, Billings and Collections:

Last Year Year Before

How much did I bill in fees?

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How much did I collect from all sources?

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What was the change in my accounts receivable?

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How much is my accounts receivable carry-forward*?

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How much is my unbilled work carry-forward*?

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Debt:

How much do I owe on my line of credit/overdraft?

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What was the change in my line of credit/overdraft?

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How much do I owe on my long-term debt?

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What was the change in my long-term debt?

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Payables:

How much is my payables carry-forward?

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Major Unbilled Disbursements:

How much is my major unbilled disbursements carry-forward?

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What was the change in my major unbilled disbursements?

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Revenue, Overhead, Profit and Draws (from financial statements):

How much were my revenues?

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How much were my expenses?

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How much was my profit?

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How much were my draws?

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Capital Expenditures

How much did I spend on capital?

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Endnote

* carry-forward means the amount carried forward to the next fiscal year