



CONFIDENTIAL

Annual Review

Year: _____

Date Prepared: _____

WIP, Billings and Collections:

Last Year

Year Before

How much did the firm bill in fees?

How much did the firm collect from all sources?

What was the change in the firm's accounts receivable?

How much is the accounts receivable carry-forward*?

How much is the WIP carry-forward*?

Debt:

How much is owing on the line of credit/overdraft?

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

How much is owing on long-term debt?

What was the change in long-term debt?

Payables:

How much is the payables carry-forward?

Major Unbilled Disbursements:

How much is the unbilled disbursements carry-forward?

What was the change in the unbilled disbursements?

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

How much were the firm's revenues?

How much were the firm's expenses?

How much was the firm's profit?

How much was taken out in draws?

Capital Expenditures

How much did the firm spend on capital?

Individual Lawyer Reports

Lawyer: _____

WIP, Billings and Collections:	Last Year	Year Before
How much did I bill in fees?	<input type="text"/>	<input type="text"/>
How much did I collect from all sources?	<input type="text"/>	<input type="text"/>
What was the change in my accounts receivable?	<input type="text"/>	<input type="text"/>
How much is my accounts receivable carry-forward*?	<input type="text"/>	<input type="text"/>
How much is my WIP carry-forward*?	<input type="text"/>	<input type="text"/>
Major Unbilled Disbursements:		
How much is my unbilled disbursements carry-forward?	<input type="text"/>	<input type="text"/>
What was the change in my unbilled disbursements?	<input type="text"/>	<input type="text"/>
Profit and Draws:		
How much were my revenues?	<input type="text"/>	<input type="text"/>
How much were my expenses?	<input type="text"/>	<input type="text"/>
How much did I contribute to the firm's profit?	<input type="text"/>	<input type="text"/>
How much did I take out in draws?	<input type="text"/>	<input type="text"/>

Endnote

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