



# CONFIDENTIAL

## Monthly Review

Month: \_\_\_\_\_

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

### Bank Accounts:

What was my adjusted end-of-the-month trust account balance?

What was my adjusted end-of-the-month general account balance?

What was the change in my general bank account balance this month?

### WIP, Billings and Collections this month:

Budget

Actual

How much work did I book?

How much work did I bill?

How much do I have in unbilled work? (Schedule "C")

How much did my inventory of unbilled work change?

How much did I bill in fees?

How much did I bill in disbursements?

How much did I collect from all sources?

How much do my clients owe me? (Schedule "D")

How did my accounts receivable change?

### WIP, Billings and Collections so far this fiscal year:

How much work have I booked?

How much work have I billed?

How has my inventory of unbilled work changed?

How much have I billed in fees?

How much have I collected?

How have my accounts receivable changed?

**Debt:**

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

What was the change this month?

What has the change been so far this year?

How has my long-term debt changed so far this year?

**Payables:**

What amounts are payable by the end of next month? (Schedule "E")

**Major Unbilled Disbursements:**

How much do I have in major\* unbilled disbursements? (Schedule "F")

What was the change in my major\* unbilled disbursements this month?

How have my major\* unbilled disbursements changed so far this year?

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

Budget

Actual

How much was my revenue?

How much were my expenses?

How much was my profit? (Schedule "B")

How much were my draws?

**Revenue, Expenses, Profit and Draws so far this year:**

How much was my revenue?

How much were my expenses?

How much was my profit? (Schedule "B")

How much were my draws?

**Capital Expenditures:**

Were there any capital expenditures this month?

How much have I spent on capital items this year?

**Unbilled Retainers in Trust:**

How much is there in trust for retainers I can't bill yet? (Schedule "G")

## Schedules

Schedule "A": Trust and General Bank Reconciliations

Schedule "B": Operating Statement and Budget Variance Report

Schedule "C": Aged WIP Report

Schedule "D": Aged Accounts Receivable Report

Schedule "E": Aged Payables Report, indicating which are to be paid

Schedule "F": Aged Major Unbilled Disbursements Report

Schedule "G": Unbillable Retainers List