



CONFIDENTIAL

Monthly Review

Month: _____

Date Prepared: _____

Bank Accounts:

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

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

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

WIP, Billings and Collections this month:

Budget

Actual

How much work did the firm book?

How much work did the firm bill?

How much does the firm have in WIP? (Schedule "C")

How much did the firm's inventory of WIP change?

How much did the firm bill in fees?

How much did the firm bill in disbursements?

How much did the firm collect from all sources?

How much do the firm's clients owe? (Schedule "D")

How did the firm's accounts receivable change?

WIP, Billings and Collections so far this fiscal year:

How much work has the firm booked?

How much work has the firm billed?

How has the firm's inventory of WIP changed?

How much has the firm billed in fees?

How much has the firm collected?

How have the firm's accounts receivable changed?

Debt:

| | |
|-------------------------------------------------------------|----------------------|
| How much does the firm owe on its line of credit/overdraft? | <input type="text"/> |
| What was the change this month? | <input type="text"/> |
| What has the change been so far this year? | <input type="text"/> |
| How much does the firm owe on its long-term debt? | <input type="text"/> |
| What was the change this month? | <input type="text"/> |
| How has the firm's long-term debt changed so far this year? | <input type="text"/> |

Payables:

| | |
|-------------------------------------------------------------------|----------------------|
| What amounts are payable by the end of next month? (Schedule "D") | <input type="text"/> |
|-------------------------------------------------------------------|----------------------|

Major Unbilled Disbursements:

| | |
|-----------------------------------------------------------------------|----------------------|
| How much does the firm have in unbilled disbursements? (Schedule "E") | <input type="text"/> |
| What was the change in the firm's unbilled disbursements this month? | <input type="text"/> |
| How have the firm's unbilled disbursements changed so far this year? | <input type="text"/> |

Revenue, Overhead, Profit and Draws this month:

Budget Actual

| | | |
|------------------------------------------------|----------------------|----------------------|
| How much was the firm's total revenue? | <input type="text"/> | <input type="text"/> |
| How much were the firm's total expenses? | <input type="text"/> | <input type="text"/> |
| How much was the firm's profit? (Schedule "A") | <input type="text"/> | <input type="text"/> |
| How much was taken out in draws? | <input type="text"/> | <input type="text"/> |

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

| | | |
|------------------------------------------------|----------------------|----------------------|
| How much was the firm's revenue? | <input type="text"/> | <input type="text"/> |
| How much were the firm's expenses? | <input type="text"/> | <input type="text"/> |
| How much was the firm's profit? (Schedule "A") | <input type="text"/> | <input type="text"/> |
| How much was taken out in draws? | <input type="text"/> | <input type="text"/> |

Capital Expenditures:

| | | |
|---------------------------------------------------------|----------------------|----------------------|
| Were there any capital expenditures this month? | <input type="text"/> | <input type="text"/> |
| How much has the firm spent on capital items this year? | <input type="text"/> | <input type="text"/> |

Unbilled Retainers in Trust:

| | |
|----------------------------------------------------------------------------------|----------------------|
| How much is there in trust for retainers the firm can't bill yet? (Schedule "E") | <input type="text"/> |
|----------------------------------------------------------------------------------|----------------------|

Individual Lawyer Reports

Lawyer: _____

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 "B")

How much did my inventory of WIP 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 "C")

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 WIP changed?

How much have I billed in fees?

How much have I collected?

How have my accounts receivable changed?

Major Unbilled Disbursements:

How much do I have in unbilled disbursements? (Schedule "E")

What was the change in my unbilled disbursements this month?

How have my unbilled disbursements changed so far this year?

Profit and Draws:

How much profit did I contribute?

How much were my draws?

Unbilled Retainers in Trust:

How much do I have in trust for retainers I can't bill yet? (Schedule "F")

Schedules

Schedule "A": Operating Statement and Budget Variance Report

Schedule "B": Aged WIP Report

Schedule "C": Aged Accounts Receivable Report

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

Schedule "E": Aged Major Unbilled Disbursements Report

Schedule "F": Unbillable Retainers List