



# CONFIDENTIAL

## Weekly Cash & Credit Review

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

### Trust

How much did I receive in trust last week?

How much did I disburse from trust last week?

What is the adjusted\* balance in my trust account?

### General

How much did I receive in my general account last week?

How much did I disburse from my general account last week?

What is the adjusted\* balance in my general bank account?

### Billings and Collections

How much did I bill in fees last week?

How much did I bill in disbursements last week?

How much did I collect from all sources last week?

How much have I billed in fees to date this month?

How much do my clients owe me?

How much did my accounts receivable change last week?

### Line of Credit/Overdraft

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

How much did my line of credit/overdraft change last week?

### Major Unbilled Disbursements

How much do I have in major\*\* unbilled disbursements?

### Goal Setting

What do I have to do to meet my targets for this month?

## Endnotes

\* adjusted means taking into account deposits and withdrawals not yet processed

\*\* major means files with over \$50.00 in unbilled disbursements