



CONFIDENTIAL

Weekly Cash & Credit Review

Date: _____

Trust

How much did we receive in trust last week?

How much did we disburse from trust last week?

What is the adjusted* balance in the trust account?

General

How much did we receive in the general account last week?

How much did we disburse from the general account last week?

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

Billings and Collections

How much did the firm bill in fees last week?

How much did the firm bill in disbursements last week?

How much did the firm collect from all sources last week?

How much has the firm billed in fees to date this month?

How much do clients owe the firm?

How much did the firm's accounts receivable change last week?

Line of Credit/Overdraft

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

How much did the firm's line of credit/overdraft change last week?

Major Unbilled Disbursements

How much do the firm 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

Individual Lawyer Reports

Name: _____

How much did this lawyer bill in fees last week?

How much did this lawyer bill in disbursements last week?

How much did this lawyer collect from all sources last week?

How much has this lawyer billed in fees to date this month?

How much do clients owe this lawyer?

How much did this lawyer's accounts receivable change last week?

How much does this lawyer have in major unbilled disbursements?

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