

Sample Law Firm Budget

Law Firm Budget Spreadsheet

	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Total
Cash Receipts:	105,698	46,195	59,570	115,680	49,782	89,254	54,244	42,950	71,146	51,719	54,300	15,350	\$ 755,887
Total Operating Expenses:	(60,470)	(64,825)	(62,693)	(54,075)	(50,434)	(47,135)	(49,107)	(51,992)	(57,613)	(48,703)	(47,083)	(32,483)	(\$626,613)
Net Cash Recpts less Exp.	45,228	(18,630)	(3,123)	61,606	(652)	42,118	5,136	(9,042)	13,532	3,016	7,217	(17,133)	\$ 129,274
Draws	(17,025)	(11,582)	(15,595)	(36,970)	(16,914)	(19,541)	(16,329)	(16,690)	(27,049)	(5,512)	4,634	19,547	(\$159,028)
Wages & Employee Costs:													
Associate Compensation	16,722	16,112	17,136	11,936	14,347	14,935	14,347	14,327	14,363	14,486	14,486	7,947	\$ 171,144
Paralegal Compensation	8,635	6,723	7,486	5,142	6,662	5,893	7,035	5,844	5,909	6,915	5,641	4,329	\$ 76,214
Support Staff Comp.	12,288	10,563	11,138	9,551	9,039	7,926	9,048	7,891	7,940	9,246	7,135	5,511	\$ 107,276
Other Employee Costs	619	155	460	886	155	155	232	155	155	32	155	155	\$ 3,312
Total Wages & Costs	38,265	33,552	36,219	27,515	30,203	28,909	30,662	28,217	28,366	30,679	27,417	17,942	\$ 357,946
Rent (office & storage)	7,119	11,354	15,417	5,406	10,267	5,257	6,757	10,000	12,034	5,589	7,000	6,261	\$ 102,461
Equipment Costs	798	1,457	718	718	718	718	933	0	1,412	718	0	0	\$ 8,189
Library Books & Subscrip	1,304	831	876	3,315	451	1,222	1,103	1,176	1,448	565	1,740	242	\$ 14,273
Professional Liability Ins.	948	948	948	948	948	948	1,843	1,108	1,108	1,108	1,108	1,108	\$ 13,069
Advertising & Bus. Promo	2,817	9,252	1,469	3,415	2,401	2,021	1,756	1,569	4,560	1,847	2,359	1,704	\$ 35,170
Professional Activities	22	1,268	1,144	1,059	(33)	1,395	924	3,673	831	2,480	672	469	\$ 13,905
Acct & Legal	0	0	0	1,700	750	0	0	600	600	0	800	0	\$ 4,450
Auto Costs	(89)	44	91	685	(89)	138	(49)	334	44	352	310	380	\$ 2,153
Bank & Credit Card Fees	1,761	2,028	845	3,307	948	1,110	997	1,310	1,901	2,743	1,172	910	\$ 19,031
Employee Relations	12	50	0	668	500	413	86	535	0	0	0	0	\$ 2,264
Interest on N/P	2,063	599	198	215	163	233	1,497	950	817	181	323	621	\$ 7,861
Insurance (Casualty)	2,675	669	701	1,046	805	805	805	805	805	0	782	782	\$ 10,679
Postage	215	260	983	863	0	250	71	67	48	319	31	70	\$ 3,177
Office Expense	867	1,175	405	1,070	696	596	262	262	767	349	763	552	\$ 7,763
Taxes-Property & Other	570	0	91	0	0	0	179		0	0	561	0	\$ 1,401
Telephone (cell & LD)	1,844	737	2,005	1,285	1,296	1,512	1,339	1,371	1,315	1,694	1,593	1,440	\$ 17,429
Travel	0	318	410	501	44	1,410	(75)	0	942	0	381	0	\$ 3,932

Postage	200	363	400	400	400	400	400	400	400	400	400	400	400	\$	4,563
Office Expense	323	562	500	500	500	500	500	500	500	500	500	500	500	\$	5,885
Taxes-Property & Other	587	93	100	100	100	100	100	100	100	100	100	100	100	\$	1,680
Telephone (cell & LD)	1,566	1,413	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	\$	16,979
Travel	695	0	350	350	350	350	350	350	350	350	350	350	350	\$	4,195
Reimb. % of Fees	491	508	125	125	125	125	125	125	125	125	125	125	125	\$	2,248
Total Overhead Exp.	34,263	22,943	24,526	24,426	24,426	24,426	24,426	24,426	24,426	24,426	24,426	24,426	24,426	\$	301,567
Total Wages & Overhead	62,390	41,863	34,414	34,315	29,606	29,607	29,608	29,609	29,610	29,611	29,612	29,613	\$	409,862	
Net Cash Recpts less Exp.	4,110	12,137	19,586	19,685	24,394	24,393	24,392	24,391	24,390	24,389	24,388	24,387	\$	250,638	