

Sample Dashboard "B"

FORM 07.05

REVENUES

Billings for the 15th of this Month:

Fee Billing \$ _____

Costs Billing \$ _____

Interest Billing \$ _____

TOTAL \$ _____

Amount Collected this Month:

Fee Income \$ _____

Costs \$ _____

Interest \$ _____

TOTAL \$ _____

HOURS BILLED PER ATTORNEY

_____ billed _____ hrs./collected _____ hrs.

_____ billed _____ hrs./collected _____ hrs.

_____ billed _____ hrs./collected _____ hrs.

_____ billed _____ hrs./collected _____ hrs.

_____ billed _____ hrs./collected _____ hrs.

MARKETING STATS

Activities: _____ Referral Source/Client: _____

Referred by: _____ Type of Case: _____

EXPENSES

Fixed Expenses: \$ _____

Variable Expenses \$ _____

Client Reimbursed \$ _____

Payroll \$ _____

Payroll Taxes \$ _____

TOTAL \$ _____

NEW BUSINESS

of Inquiry Calls: _____

of Initial Consultations _____

of E/A Given _____

of New Matters: _____

of Matters Closed _____

Open Inventory of Matters _____

ACCOUNTS RECEIVABLE

Aging Summary on 1st \$ _____

Aging Summary on 31st \$ _____

Amount over 90 days: \$ _____

Amount over 60 days: \$ _____

Amount over 30 days: \$ _____

Amount Current: \$ _____

FINANCIAL OPERATIONS

Operating Account Balance at month end: \$ _____

Cash requirements for expenses next month: \$ _____

Earned Trust Transferred \$ _____

Fixed & Variable Expenses as a % of Fee Income \$ _____

Income Statement Net Income Balance: \$ _____