SAMPLE ADMINISTRATIVE FORM

***[Practice Resource Center Note: Law firms are required by the IRS to maintain accounting books on a cash basis. Nonetheless, law firm management may wish to do additional internal reporting.]***

Chart of Accounts for Law Firms

**Accounts Used for Additional Modified Cash Basis Statements**

# Assets

## 100.XX Cash

--101.00 Checking accounts

101.10 Checking accounts #1

101.20 Checking accounts #2

--102.00 Savings accounts

102.10 Savings accounts #1

102.20 Savings accounts #2

--109.00 Petty cash

109.10 Petty cash account #1

109.20 Petty cash account #2

## 100.XX Reserved

--111.00 Reserved

--112.00 Reserved

## 120.XX Short-term investments

--121.00Short-term investments

121.00 Treasury securities

121.20 Other marketable securities

## 130.XX Costs recoverable from clients

--131.00 Costs recoverable from clients - unbilled

--132.00 Costs recoverable from clients - billed

## 140.XX Other Receivables

--141.00 Expense advances

--142.00 Receivables from partners (officers) and employees (other than loans to fund partners' capital - see Partners' Equity)

142.10 Short-term notes and loans receivable from partners (officers) and employees

142.20 Other receivables from partners (officers) and employees

--143.00 Miscellaneous receivables and deposits

143.10 Deposits (refundable)

143.90 Miscellaneous receivable

## 150.XX Other current assets

--151.00 Prepaid Insurance

--159.00 Other current assets

## 160.XX Fixed assets

--161.00 Furniture and Fixtures

--162.00 Leasehold improvements

--163.00 Library books

--164.00 Equipment

164.10 Reprographic equipment

164.20 Communications equipment

164.30 Computer equipment

164.90 Other equipment

--165.00 Building(s)

--167.00 Other depreciable fixed assets

--168.00 Land

--169.00 Non depreciable fixed assets

## 170.XX Accumulated depreciation and amortization

--171.00 Accumulated depreciation - furniture and fixtures

--172.00 Accumulated amortization - leasehold improvements

--173.00 Accumulated depreciation - library books

--174.00 Accumulated depreciation - equipment

174.10 Reprographic equipment

174.20 Communications equipment

174.30 Computer equipment

174.90 Other equipment

--175.00 Accumulated depreciation - buildings

--177.00 Accumulated depreciation - other depreciable fixed assets

## 190.XX Other long-term assets

**--**191.00 Cash surrender value of life insurance

--192.00 Miscellaneous securities

--193.00 Other long-term investments

--194.00 IRS tax deposits

--199.00 Other long-term assets

# Liabilities

## 200.XX Employee payroll tax liability

--201.00 Federal income tax withheld

--202.00 State income tax withheld

--203.00 Employee FICA tax withheld

## 210.XX Short-term loans payable

--211.00 Short-term loans payable

211.10 Short-term loans from financial institutions

211.90 Other short-term loans

## 220.XX Portion of long-term loans due within one year

--221.00 Long-term loans due within one year

--222.00 Amounts payable to decreased and retired partners within one year

## 230.XX Reserved

--231.00 Reserved

## 240.XX Other current liabilities

--241.00 Accrued expenses-billable to clients

--242.00 Payroll deductions

242.10 Hospitalization plan deductions

242.20 Life insurance withholdings

242.30 Employee pension plan contributions withheld

242.90 Other payroll deductions

--249.00 Other current liabilities

## 250.XX Long-term loans payable

--251.00 Long-term loans payable

251.10 Long-term loans from financial institutions

251.90 Other long-term loans

# Partners' (Shareholders') Equity (for a Partnership)

## 300.XX Partners' capital accounts

--301.XX Partners' capital accounts balances at beginning of year

301.10 Partner A

301.20 Partner B

Etc.

--302.XX Current year contributions and other additions to partners' capital

302.10 Partner A

302.20 Partner B

Etc.

--303.XXCurrent year withdrawals and other deductions from partners' capital

303.10 Partner A

303.20 Partner B

Etc.

## 310.XX Partners' income accounts

--311.XX Undistributed income from prior years

311.10 Partner A

311.20 Partner B

Etc.

--312.XX Current year's interest on partners' capital

312.10 Partner A

312.20 Partner B

Etc.

--313.XX Allocation of current year's income

313.10 Partner A

313.20 Partner B

Etc.

## 320.XX Income payments to or on behalf of partners

--321.XXCash drawings from prior years' income

321.10 Partner A

321.20 Partner B

Etc.

--322.XX Cash drawings from current year's income

322.10 Partner A

322.20 Partner B

Etc.

--323.XX Payments to partner retirement plans

323.10 Partner A

323.20 Partner B

Etc.

--324.XX Other payments on behalf of partners from current year's income

324.10 Partner A

324.20 Partner B

Etc.

## 380.XX Loans to partners to fund capital accounts

380.10 Partner A

380.20 Partner B

Etc.

## 390.XX Amounts payable to former/inactive partners

390.10 Partner A

390.20 Partner B

Etc.

# Partners' (Shareholders') Equity (for a Professional Corporation)

## 300.XX Capital stock

--301.00 Common stock

--302.00 Preferred stock

## 310.XX Paid-in capital

## 320.XX Treasury stock

## 330.XX Retained earnings

# Revenue

## 400.XX Fees from professional services

--401.00 Fees from legal services

401.10 Corporate and business

401.20 Taxation

401.30 Real estate

401.40 Labor

401.50 Litigation-general

401.60 Litigation-product liability

Etc.

--402.00 Commissions and other fees

--403.00 Directors' Fees

--409.00 Other professional service income

## 410.XX Revenue from other personal services

--411.00 Document creation charges (word processing and secretarial)

--412.00 Librarian and other internal research charges

--413.00 Internal messenger charges

--414.00 Overtime recovered from clients

414.10 Secretarial overtime recovered from clients

414.20 Word processing overtime recovered from clients

414.30 Messenger overtime recovered from clients

414.90 Other overtime recovered from client

# Employee Costs

## 500.XX Compensation-officers

--\*501.00 Officer Compensation

\*501.10 Salaries

\*501.20 Bonuses

## 510.XX Compensation-associates, of counsel, and contract lawyers

--511.00 Associate compensation

511.10 Salaries

511.20 Bonuses

--512.00 Of counsel compensation

512.10 Full-time of counsel compensation

512.20 Part-time of counsel compensation

--513.00 Contract associate compensation

513.10 Salaries

513.20 Bonuses

## 520.XX Compensation-nonlawyer legal staff

--521.00 Summer associate compensation

--522.00 Legal assistant (paralegal) compensation

522.10 Salaries

522.20 Bonuses

522.30 Overtime

--529.00 Other nonlawyer staff compensation

529.10 Salaries

529.20 Bonuses

529.30 Overtime

## 530.XX Compensation-secretaries and word processors

--531.00 Secretary compensation

531.10 Salaries

531.20 Bonuses

531.30 Overtime

--532.00 Word processor compensation

532.10 Salaries

532.20 Bonuses

532.20 Overtime

## 540.XX – Compensation-other Administrative Support staff

--541.00 Administrative compensation

541.10 Salaries

541.20 Bonuses

541.30 Overtime

--542.00 Professional recruiting compensation

542.10 Salaries

542.20 Bonuses

542.30 Overtime

--543.00 Personal compensation

543.10 Salaries

543.20 Bonuses

543.30 Overtime

**--**544.00 Accounting compensation

544.10 Salaries

544.20 Bonuses

544.30 Overtime

--545.00 Data processing compensation

545.10 Salaries

545.20 Bonuses

545.30 Overtime

--546.00 Library compensation

546.10 Salaries

546.20 Bonuses

546.30 Overtime

--547.00 Reception and switchboard compensation

547.10 Salaries

547.20 Bonuses

547.30 Overtime

--548.00 Reproduction compensation

548.10 Salaries

548.20 Bonuses

548.30 Overtime

--549.00 Mail and messenger compensation

549.10 Salaries

542.20 Bonuses

549.30 Overtime

--550.00 File room compensation

550.10 Salaries

550.20 Bonuses

550.30 Overtime

--559.00 Other office services compensation

559.10 Salaries

559.20 Bonuses

559.30 Overtime

## 560.XX Mandatory employee benefits

--561.00 FICA taxes

\*561.10 Officers

561.20 Associates and contract lawyers

561.30 Other nonlawyer staff

561.40 Secretaries and word processors

561.90 Other administrative support staff

--562.00 Federal unemployment insurance

\*562.10 Officers

562.20 Associates and contract lawyers

562.30 Other nonlawyer legal staff

562.40 Secretaries and word processors

562.90 Other administrative support staff

--563.00 State unemployment insurance

\*563.10 Officers

563.20 Associates and contract lawyers

563.30 Other nonlawyer legal staff

563.40 Secretaries and word processors

563.90 Other administrative support staff

--568.00 Worker’s compensation insurance

\*568.10 Officers

568.20 Associates and contract lawyers

568.30 Other nonlawyer legal staff

568.40 Secretaries and word processors

568.90 Other administrative support staff

## 570.XX Discretionary employee benefits

--\*571.00 Officer discretionary benefits

\*571.10 Group life insurance

\*571.20 Group medical/dental insurance

\*571.30 Group disability insurance

\*571.40 Pension and profit-sharing plan contributions

--572.00 Associate discretionary benefits

572.10 Group life insurance

572.20 Group medical/dental insurance

572.30 Group disability insurance

572.40 Pension and profit-sharing plan contribution

--573.00 Other nonlawyer legal staff discretionary benefits

573.10 Group life insurance

573.20 Group medical/dental insurance

573.30 Group disability insurance

573.40 Pension and profit-sharing plan contributions

--574.00 Office staff discretionary benefits

574.10 Group life insurance

574.20 Group medical/dental insurance

574.30 Group disability insurance

574.40 Pension and profit-sharing plan contributions

## 580.XX Temporary service

--581.00 Temporary lawyers

--582.00 Temporary nonlawyer legal staff

--583.00 Temporary secretaries and word processing staff

--584.00 Other temporary administrative support staff

## 590.XX Other employee expenses

--591.00 Employee parking allowances

--599.00 Other employee costs

# Occupancy Expenses

## 600.XX Space costs

--601.00 Rent expenses

--602.00 Depreciation of owned premises

--603.00 Interest on debt associated with owned premises

--604.00 Insurance, real estate taxes, and other costs associated with owned premises

--605.00 Amortization of leasehold improvements

--606.00 Utilities

--607.00 Maintenance and repairs to premises

--609.00 Occupancy charged to clients for overtime

## 610.XX Other occupancy expenses

--611.00 Office housekeeping expenses

--612.00 Offsite storage

--613.00 Office relocation

--614.00 Office security

--619.00 Other occupancy expenses

## 620.XX Sublease income

# Office Operating Expenses

## 700.XX Stationary, printing, and supplies

--701.00 Stationary, printing, and supplies

701.10 Stationary

701.20 Printing

701.30 Paper and supplies

701.40 Computer supplies and software

## 710.XX Furniture and equipment rental

--711.00 Office furniture and fixtures

--712.00 Reprographic equipment

--713.00 Computer equipment

--714.00 Communications equipment

--719.00 Other equipment

## 720.XX Depreciation of furniture and equipment

--721.00 Depreciation of furniture and equipment

721.10 Office furniture and fixtures

721.20 Reprographic equipment

721.30 Computer equipment

721.40 Communications equipment

721.90 Other equipment

## 730.XX Interest on debt associated with purchased furniture and equipment

--731.00 Interest on debt associated with purchased furniture and equipment

731.10 Office furniture and fixtures

731.20 Reprographic equipment

731.30 Computer equipment

731.40 Communications equipment

731.90 Other equipment

## 740.XX Maintenance and repair of furniture and equipment

--741.00 Maintenance and repair of furniture and equipment

741.10 Office furniture and fixtures

741.20 Reprographic equipment

741.30 Computer equipment

741.40 Communications equipment

741.90 Other equipment

## 750.XX Administrative expenses

--751.00 Administrative expenses

751.10 Administrative travel and accommodations

751.20 Administrative travel-related meals

751.30 Administrative education

751.40 Overtime meals charged to firm

751.50 Overtime parking and transportation charged to firm

751.60 Employee lunchroom and coffee expenses

751.70 Office entertainment expenses

751.80 Gifts and flowers for employees

## 760.XX Nonlawyer hiring expenses

--761.00 Nonlawyer hiring expenses

761.10 Nonlawyer agency fees

761.20 Nonlawyer employment advertising

761.30 Relocation of new nonlawyer employees

761.40 Nonlawyer hiring meals and entertainment

## 770.XX Communications expenses

--771.00 Telephone expense

771.10 Local and recurring expenses

771.20 Long distance charges

--772.00 Client reimbursement for telephone costs

--773.00 Telex, facsimile, and electronic mail costs

--774.00 Client reimbursement for telex and facsimile costs

--775.00 Postage expense

--776.00 Client reimbursement for postage expense

--777.00 Outside messenger services

--778.00 Client reimbursement for outside messenger services

## 780.XX Miscellaneous office expenses

--781.00 Miscellaneous office expenses

781.10 Plant care and rental

781.20 Moving expenses for interoffice transfer of administrative staff

781.30 Outside computer services

781.40 Miscellaneous small equipment purchases

781.90 Other offices expenses

## 790.XX Client reimbursement of multiple cost categories

--791.00 Reimbursement for reprographics

--792.00 Reimbursement for computer costs

# Professional and Other Expenses

## 800.XX Professional activities

--801.00 Association expenses

801.10 Bar association dues

801.20 Professional association dues

801.30 Association travel and accommodations

801.40 Association meals and entertainment

801.90 Other association expenses

--802.00 Firm meeting expenses

802.10 Firm meeting and retreat travel and accommodations

802.20 Firm meeting and retreat meals and entertainment

802.90 Other firm meeting and retreat costs

--803.00 Continuing legal education expenses

803.10 CLE tuition and fees

803.20 CLE travel and accommodations

803.30 CLE meals and entertainment

803.90 Other CLE expenses

## 810.XX Practice development

--811.00 Practice development

811.10 Club dues and expenses

811.20 Attendance/speaking at industry and civic meetings

811.30 Advertising and listings in publications and directories

811.40 Public relations

811.50 Practice development meals and entertainment

811.60 Firm publications

811.90 Other practice development expenses (not chargeable to clients)

## 820.XX Professional recruiting and legal staff moving expenses

--821.00 Professional staff recruiting travel and accommodations

--822.00 Professional staff recruiting meals and entertainment

--823.00 Summer associate meals and entertainment

--824.00 Other summer associate program costs

--825.00 Other professional staff recruiting expenses

825.10 Recruiting publications

825.20 Recruiting agency fees and advertising

825.30 Relocation of new lawyer hires

825.90 Other recruiting

--826.00 Moving expenses for interoffice transfer of legal staff

826.10 Moving expenses for partner interoffice transfers

826.20 Moving expenses for associate interoffice transfers

## 830.XX Library and other reference materials and services

--831.00 Book purchases

--832.00 Depreciation of capitalized books

--833.00 Periodical subscriptions

--834.00 Library supplies

--838.00 Outside data base research services

--839.00 Client reimbursement of outside data base research

# Other Operating Expenses

## 840.XX Insurance

--841.00 Professional liability insurance

--842.00 Property insurance

--849.00 Other insurance

849.10 Other liability insurance

849.90 Bonds and other insurance

## 850.XX Taxes

--851.00 Taxes

851.10 Personal property taxes

851.20 State and local business taxes and fees

851.30 Unincorporated business taxes

851.90 Other professional services

## 860.XX Professional services

--861.00 Professional services

861.10 Accounting, auditing, and tax services

861.20 Management consulting services

861.30 Marketing consulting services

861.40 Outside legal services (for the firm)

861.50 Outside pension plan administration services

861.90 Other professional services

## 870.XX Client expenses

--871.00 Costs recoverable from clients, written off

871.10 Unbilled costs recoverable from clients, written off

871.20 Billed costs recoverable from clients, written off

871.30 Recovery of client costs previously written off

--878.00 Business meals and entertainment chargeable to clients

--879.00 Business meals and entertainment charged to clients (offset)

# Non-operating Income and Expenses

## 880.XX Non-operating income and expenses

**--**881.00 Interest income

881.10 Interest income on securities

881.20 Other interest income

--882.00 Interest expense

882.10 Interest expense on working capital loans

882.90 Other interest expense

--883.00 Gains (losses) on sale of assets

883.10 Gain (loss) on sale of securities

883.90 Gain (loss) on sale of other assets

--884.00 Investment real estate property tax

--885.00 Charitable contributions

--888.00 Other nonoperating income

--889.00 Other nonoperating expenses

## 890.XX Income taxes

--\*891.00 Federal income taxes

--\*892.00 State income taxes

--\*893.00 Local income taxes

## 899.XX Profits distributable to former/inactive partners