

Standard Chart of Accounts for Smaller Law Offices

Assets

- 100 Cash in Bank
- 109 Petty Cash
- 120 Client Advances-Unbilled-CTRL
- 130 Client Advances-Billed-CTRL
- 140 Other Receivables, Deposits, etc.
- 150 Furniture, Fixtures & Equipment
- 160 Leasehold Improvements
- 170 Real Property
- 180 Reserve: Depreciation & Amortization
- 190 Other Assets
- 198 Client Billings-CTRL
- 199 Lawyer Billings-CTRL

Liabilities

- 200 Accounts Payable
- 210 Federal Income Tax Withheld
- 211 State Income Tax Withheld
- 212 Employee FICA Tax Withheld
- 220 Employee Medical/Retirement Withheld

Segregated Liabilities

- 298 Client Trust Funds-CTRL
- 299 Liability: Client Trust Funds-CTRL

Owners Equity

- 300 Equity Account: Owner #1 (et al.)
- 301 Drawing Account: Owner #1 (et al.)

Profit/Loss Accounts

- 400 Fees: Income from Clients-CTRL
- 460 Other Income/Receipts
- 480 Costs: Income-Producing Property

Compensation Costs

- 500 Secretarial
- 501 Word Processing
- 502 Paralegals/Clerks
- 503 Lawyers
- 504 Other Non-Owner Employees
- 510 FICA & Unemployment Taxes

- 514 Employee Retirement Benefits
- 518 Employee Training & Education
- 519 Other Employee Costs

Occupancy

- 520 Office Rent
- 521 Parking
- 523 Real Estate Taxes & Insurance
- 525 Utilities Other Than Telephone
- 527 Cleaning/Housekeeping -- Office
- 530 Depreciation/Amortization -- Office
- 531 Maintenance & Repairs -- Office

Office Operations

- 540 Supplies, Stationery & Printing
- 541 Postage & Delivery
- 542 Library & Subscriptions
- 543 Telephone/Communications
- 545 Photocopy Expense
- 546 Computer Equipment
- 548 Equipment Rental
- 550 Depreciation: Furniture, Fixtures & Equipment
- 551 Other Maintenance Repairs

Professional/Promotion

- 570 Travel & Related Expense
- 571 Professional Dues & CLE
- 572 Recruiting: Professional Staff
- 573 Entertainment
- 574 Promotion & Advertising

Other Costs/Expenses

- 580 Insurance: Professional/Other
- 581 Other Taxes and Similar Costs
- 582 Client Advances Written Off-CTRL
- 590 Miscellaneous Expenses