

## Sample Law Firm Chart of Accounts

Balance Sheet Accounts	
<b>Assets</b>	Pooled Trust Account
	Separate Interest Bearing Trust Account
	Bank Account
	Accounts Receivable
	Prepaid Expenses
	Refundable Deposits
	Furniture
	Office Equipment
	Less: Accumulated Depreciation on Office Equipment
	Investments
	Less: Accumulated Depreciation on Computer Equipment
	Land
	Intangible Assets
	Less: Accumulated Amortization on Intangible Assets
<b>Liabilities</b>	Liability for Client Funds Held in Trust
	Accounts Payable
	Unpaid Expense Claims
	Wages Payable
	Payroll Wages Payable
	Sales Tax Payable
	Employee Tax Payable
	Income Tax Payable
	Trust Administration Fee Payable
	Loan #1
	Loan #2
<b>Equity</b>	Owners Contribution
	Owners/Attorney Draw (One for each attorney)
	Retained Earnings (One for each attorney)

Income Statement Accounts	
<b>Revenue</b>	Fees Earned
	Interest Income
	Other Income
<b>Expenses</b>	Advertising
	Bad Debts
	Bank Service Charges
	Bookkeeping & Accounting
	Charitable Contributions
	Dues & Subscriptions
	Income Tax Expense
	Insurance
	Insurance - Practice
	Janitorial & Cleaning Expenses
	Lease Expense
	Legal Expenses
	Licenses & Permits
	Meals & Entertainment - 100%
	Meals & Entertainment - 50%
	Office Expenses
	Associate Salary
	Staff Salary
	Payroll Tax Expense
	Postage & Delivery
	Printing & Stationery
	Rent
	Repairs and Maintenance
	Telephone & Internet
	Training & Education
	Travel
	Utilities
	Amortization
<b>Other</b>	Depreciation
	Bank Revaluations
	Interest Expense

The Chart of Accounts can change as circumstances change, but it is important to set it up correctly from the beginning. Recording transactins will be easier and more accurate when the accounts are set up correctly.