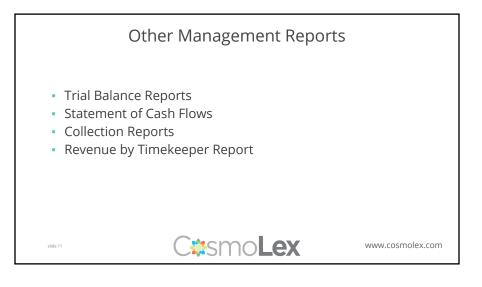


			General I	Ledger	
			Justice Law F General Le	edger	
DATE	ТҮРЕ	REF#	PAYEE	ACCOUNT	AMOUNT
6625:Rent (Exp 01/31/2015	ense) Debit		landlord	1001:Capital One Financial-Capital One Oper	2,000.00
06/23/2015	Debit		landlord	1001:Capital One Financial-Capital One Oper	1,000.00
07/10/2015	Debit		landlord	1001:Capital One Financial-Capital One Oper Total :	100.00 3,100.00
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Management Reports	; - Balan	ce Sh	eet	
Justice Law Balance 3/3/20	Sheet			
ASSETS	2016	2015	Difference	Percent
Current Assets				
Bank Accounts				
1003:Wells Fargo-Wells Fargo Operating	\$80.00	\$80.00	\$0.00	0.00
1002:U.S. Bancorp-U.S. Bancorp Operating	\$6,880.00	\$6,880.00	\$0.00	0.00
1084:Trustl-Trustl	(\$1.00)	\$0.00	(\$1.00)	0.00
1053:Trust Bank-Trust Acct	\$2,200.00	\$0.00	\$2,200.00	0.00
Total Bank Accounts	\$9,159.00	\$6,960.00	\$2,199.00	27.28
Other Current Assets				
1700:Advanced Client Costs	\$400.00	\$0.00	\$400.00	0.00
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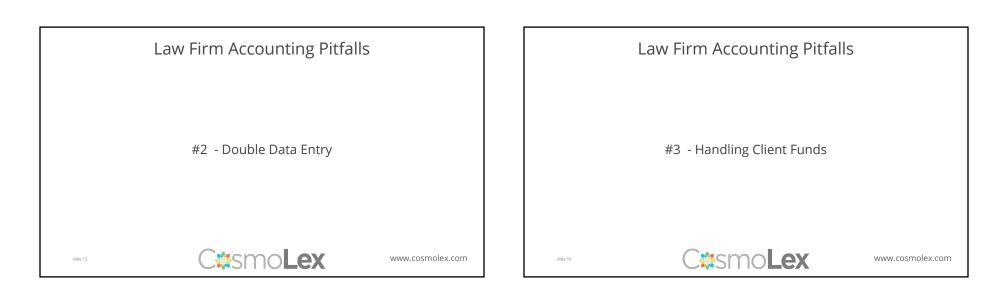
Management Reports - Profit & Loss

	2015	2014	Difference	Percent
Income				
4100:Fee Income	\$85,573	\$38,747.64	\$46,825.48	120.85
4101:Fee Income-Family Law Income	\$1,345	\$0.00	\$1,345.00	0.00
4103:Fee Income-Criminal Law	\$1	\$0.00	\$1.00	0.00
4104:Fee Income-Estate Planning	\$390	\$0.00	\$390.00	0.00
4125:Discounts	(\$298)	(\$106.25)	(\$191.75)	180.47
4150:Other Business Income	\$6,727	\$4,485.00	\$2,241.80	49.98
4200:Reimbursed Client Costs (Direct)	\$744	\$0.00	\$744.09	0.00
4250:Inhouse Reimbursed Costs (Indirect)	\$12,093	\$8,311.16	\$3,781.46	45.50
Total Income	\$106,574.63	\$51,437.55	\$55,137.08	107.19
Cost Of Goods Sold				
5000:Cost of Goods Sold	\$100.00	\$0.00	\$100.00	0.00
Total Cost Of Goods Sold	\$100.00	\$0.00	\$100.00	0.00
Gross Profit	\$106,474.63	\$51,437.55	\$55,237.08	396.80
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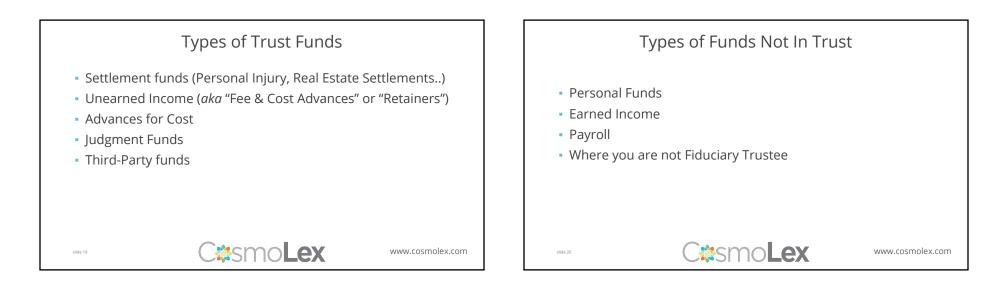


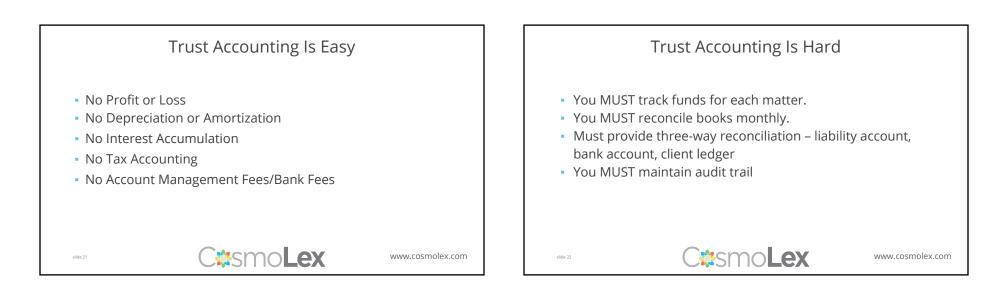












So What Goes Wrong?

- 1. Lack of trust-specific knowledge & rules
- 2. Small Law Firm Challenges
- 3. Manual Systems

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- 4. Trust Funds Gets Co-Mingled
- 5. Trust Ledger Overdrafts
- 6. Absence of Safeguards to Prevent Common Trust Mistakes
- 7. Un-cleared Funds Not Addressed
- 8. Bank Reconciliation is Sloppy
- 9. Separate Billing & Trust is kept separate
- 10. Lack of Controls & Data Protection

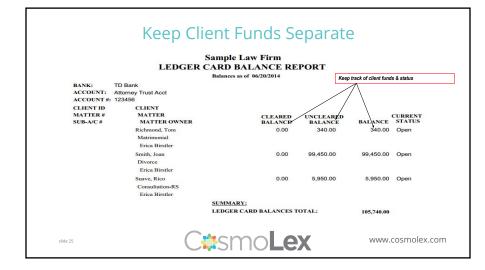


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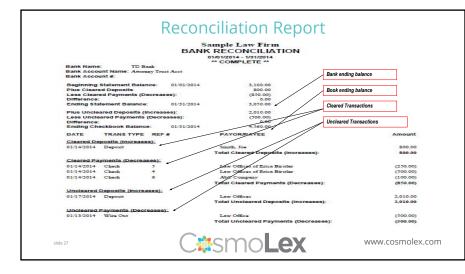
Trust Accounting Records

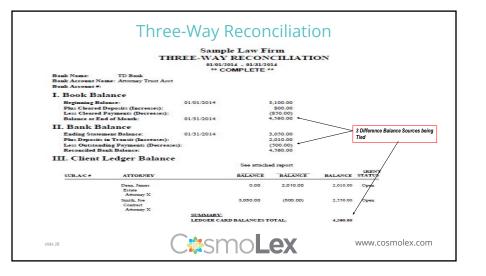
- Bank Ledger
- Receipts Journal
- Disbursements Book
- Client Ledger Balances
- Individual Client Trust Ledger
- Bank Reconciliations
- 3-Way Reconciliation

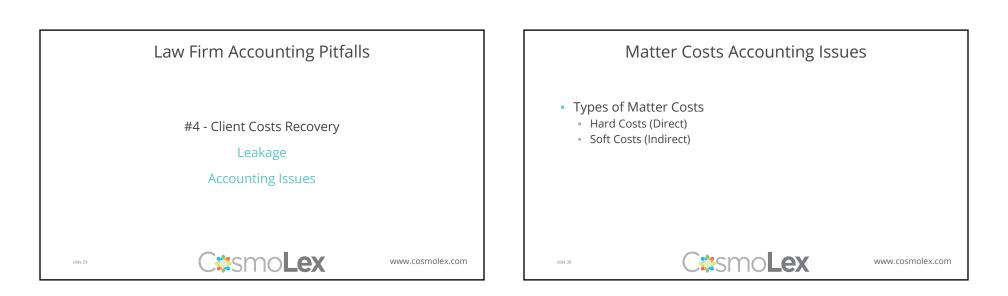












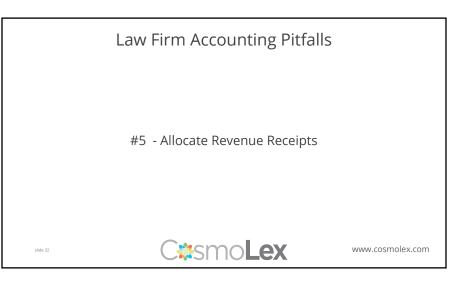
Matter Cost Accounting

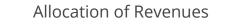
Hourly Matter

Matter Costs	Cost Posted to Expense
Filing Fees: \$57	Reimbursable Client Costs
Transcription Fees: \$1,125	Reimbursable Client Costs
Photocopying: \$23	Indirect Reimbursable Client Cost
Auto Mileage: \$65	Non-Reimbursable Client Cost



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- Allocation of Payments from Clients
 - Sales Tax payables
 - ACC
 - RCC hard costs
 - RCC soft costs
 - Finance charges and late fees
 - Fee Income

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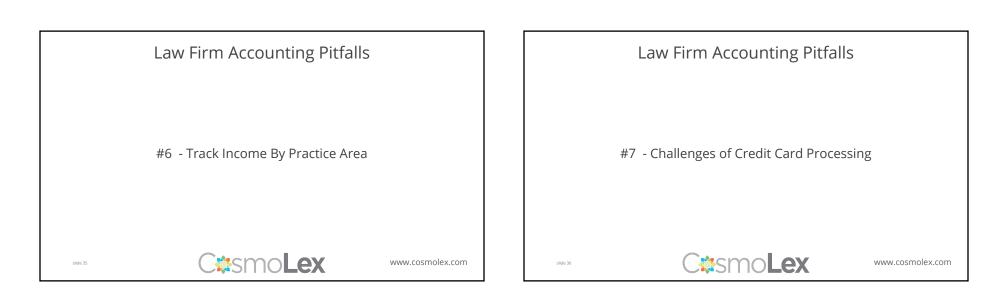
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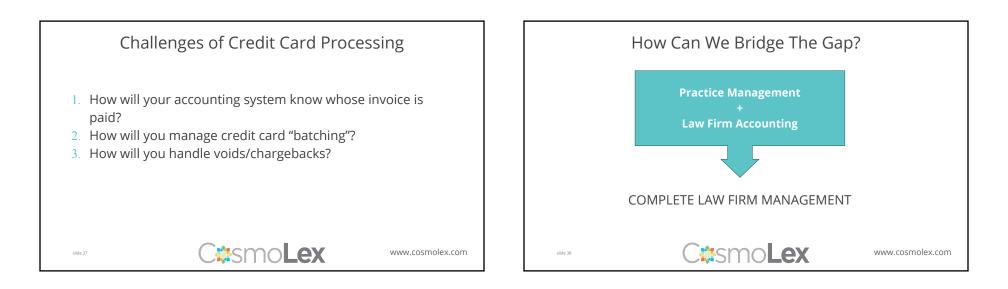
Matter Cost Accounting

Hourly Matter

Matter Costs	Posted to Expense	Payment Allocation to Income Account
Filing Fees: \$57	Reimbursable Client Costs	Reimbursed Client Cost
Transcription Fees: \$1,125	Reimbursable Client Costs	Reimbursed Client Cost
Photocopying: \$23	Indirect Reimbursable Client Cost	Reimbursed Client Cost (Indirect)
Auto Mileage: \$65	Non- Reimbursable Client Cost	NONE

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Integrated Practice Management, Billing AND Accounting System

- All transactions have impact on financial position of firm
 - Legal obligations are met within one General Ledger system
 - "Unique" nature of law firm activities are recognized and managed
 - Mitigate issues relevant to firm's bottom line

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