

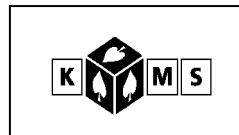
**Solicitors & Associates FEE-EARNER FEEDBACK REPORT™ FOR**

JULY

2001

TO: Busy Partner

FROM: Rob Knowsley - KMS



	Business Days Available			
	MONTH		YTD	
	Worked	Available	Worked	Available
Days you submitted time sheets	16	21	16	21

KMS Fax (02) 6337 5000

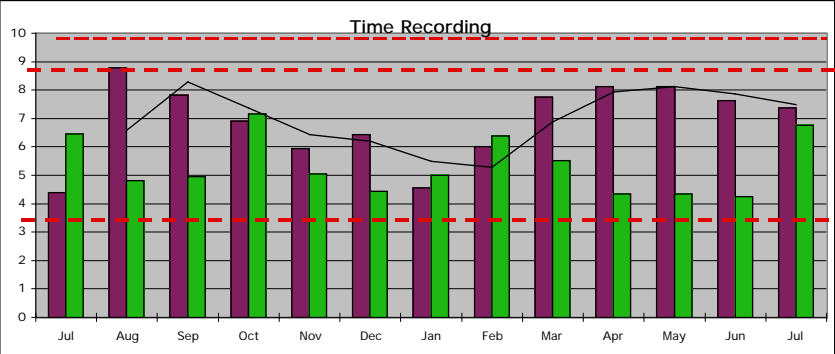
**TIME - RECORDING**

1 Your agreed time input target (WorkPlan™) is an average per day	8.00	Client Time
	3.00	Firm Time
	11.00	
2 During the past month you achieved:	7.38	Client Time
	6.75	Firm Time
	14.13	
3 Your performance against your input goal this month is:	92%	Client Time
	223%	Firm Time
	128%	
4 Overall YTD the value of your surplus (or shortfall) of input compared to WorkPlan™ target is:	Client Time	
	(\$1,319)	

MANAGEMENT COMMENTS:

\$ 31,138 - \$ 32,457  
(See graph bottom right hand corner)  
Your YTD WIP of \$31,138 was created in 16 Days. At this rate in a normal year of 220 days you will create around \$428,148. If you continue to realise at your current average of 84% this means you will at some point bill about \$359,654 from your WIP created. By comparison your budget for collectable WIP is \$419,760

Projected forward this is (\$82) per day or annually (\$18,120)



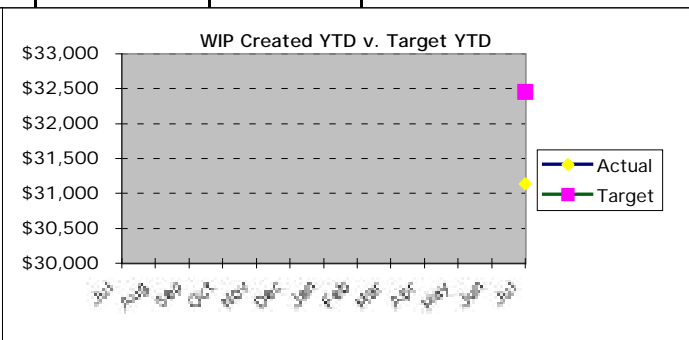
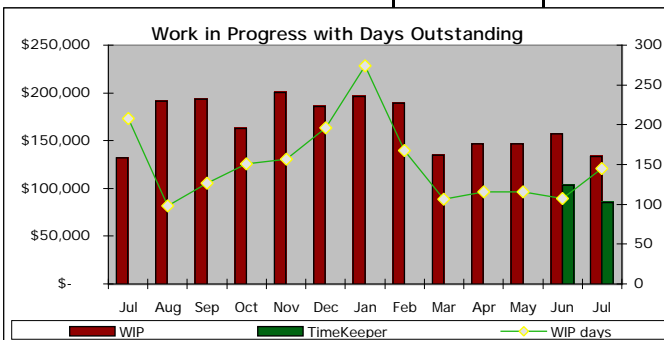
**WORK IN PROGRESS**

1 This month you created WIP of	\$ 31,138	\$ 31,138 is 16 days @ 925% Client Time
2 Tgt WIP given you worked the no. of days above	\$ 32,457	
3 Surplus (Shortfall) this month	(\$1,319)	
4 WIP Target in an Average Month (19.16) days	\$ 38,867	
5 Work in progress at month end (anyone's W.I.P. in matters under your control) amounted to:	\$133,239	
6 Such work in progress last month was:	\$157,425	
7 The above comparison represents an increase/(decrease) of:	(\$24,186)	
8 Your own (TimeKeeper) unbilled WIP is:	\$85,193	
9 Your own unbilled WIP at June 30 was	\$103,146	
10 It takes you these days to bill your W.I.P.on avge.	144.69	

MANAGEMENT COMMENTS:

11 WIP Realisation rate this month	84%	This is the % of your W.I.P. recorded that actually got into a bill...
12 WIP Realisation rate YTD	84%	Any shortfall had to be written off...surplus is write-up

Reserved for later support team members data



**DEBTORS:**

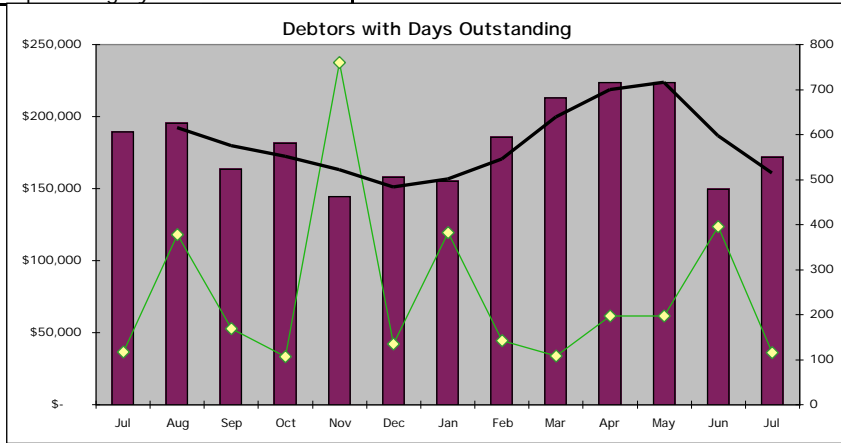
1 From your End-of-Month Trial Balance the total outstanding accounts in matters which appear to be under your control are:

\$171,589	The average time it takes to collect what you bill is:
This compares with the situation last month:	115.70
	Days

2 Your Debtors aging position at the end of the month was as follows:

90-120	60-90	30-60	CURRENT-30	TOTAL	WRITTEN-OFF THIS MONTH
\$55,936	\$50,532	\$15,172	\$49,949	\$171,589	\$289
Compared to the situation at the end of the previous month:					WRITTEN-OFF YEAR TO DATE
\$49,706	\$31,495	\$53,031	\$15,442	\$149,674	\$289
	31%	5%	2%		

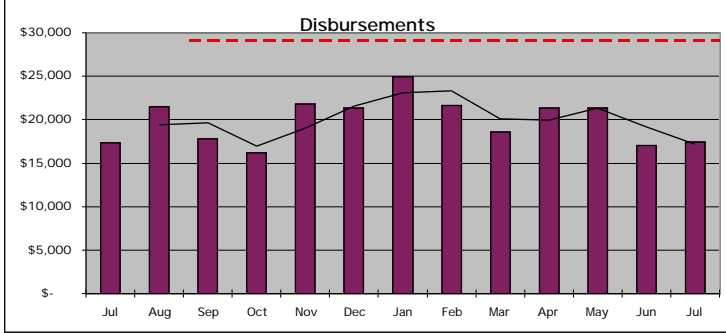
Percentage collected per category this month



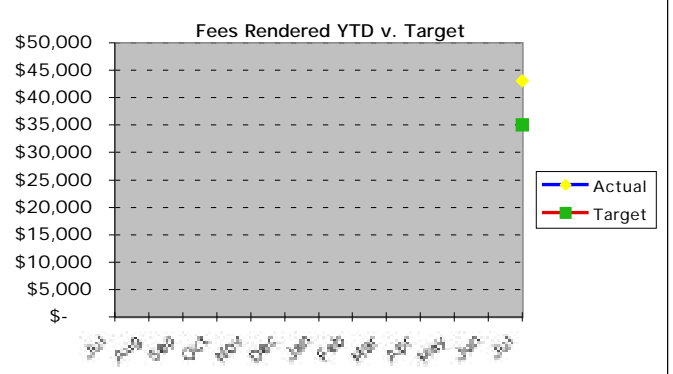
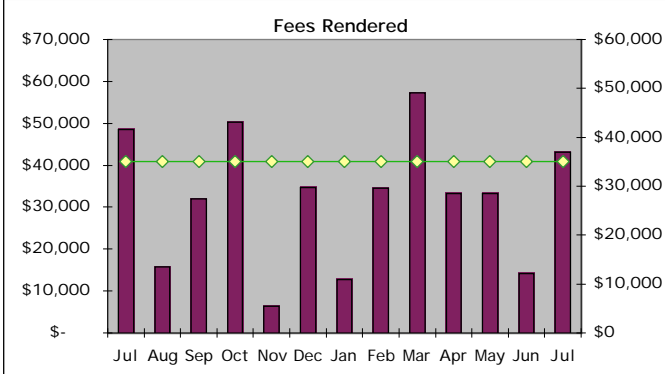
**DISBURSEMENTS**

- 1 Unbilled Disbursements at month end (in matters under your control) amounted to: \$17,428
- 2 Such disbursements last month were: \$17,010
- 3 The above comparison represents an increase/(decrease) of: \$418
- 4 Written off MTH \$8 Year to Date \$8

**MANAGEMENT COMMENTS (DEBTORS & UNBILLED DISB)**



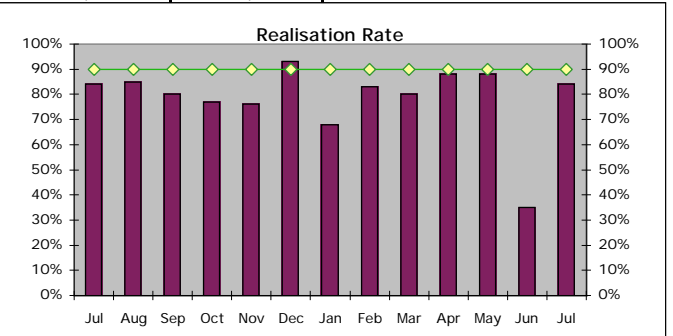
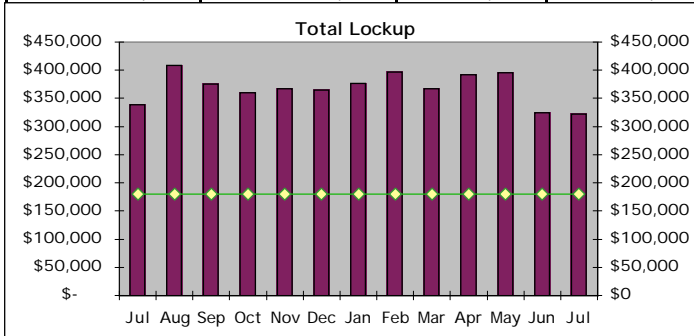
TARGET		FEES:		MANAGEMENT COMMENTS:	
1	Agreed average monthly target:		\$34,980		
2	Cumulative YTD target to the end of the mth:		\$34,980		
ACTUAL					
3	Your efforts reflected in bills last month:		\$43,040		
N.B. This reflects only the results of time <u>you</u> recorded as per your WorkPlan™ and KMS Calculation Sheet					
4	Your cumulative YTD total billed is:		\$43,040	Average billings per month YTD so far \$43,040	
			\$8,060	Surplus/(Shortfall)	Your Fees write-offs MTH \$289
			123%	of Budget	This Fin. YTD \$289
5	Cash Received for your bills this month		\$30,550	Received YTD	\$30,550



New Files you open	11	This month	Year to Date
Files you have open	165	84%	84%
Your WIP Realisation rate this month			
(Rate your removed WIP becomes Bills!)	Your Target Level for now is:	90%	
Reserved for your Support Team data to be added			

Funds locked up in files you manage ("Lockup")

Debtors	W.I.P.	Unbd/Disbs	Total Lockup	Lockup Goal	Lockup
\$171,589	\$133,239	\$17,428	\$322,756	\$180,000	\$142,756



MANAGEMENT COMMENTS: