

Sample Small Law Firm Chart of Accounts

Account	Type
Operating	Bank
Trust Account	Bank
Accounts Receivable	Accounts Receivable
Advanced Client Costs	Other Current Asset
Advanced Client Costs: Court Costs	Other Current Asset
Advanced Client Costs: Filing Fees	Other Current Asset
Undeposited Funds	Other Current Asset
Accumulated Depreciation	Fixed Asset
Furniture and Equipment	Fixed Asset
Client Trust Liability	Other Current Liability
Client Trust Liability: Firm Funds	Other Current Liability
Client Trust Liability: IOLTA Interest	Other Current Liability
Loan - Big City Bank	Other Current Liability
Payroll Liabilities	Other Current Liability
Capital Stock	Equity
Opening Balance Equity	Equity
Retained Earnings	Equity
Shareholder Distributions	Equity
Legal Fee Income	Income
Reimbursed Client Expenses Income	Income
Accounting Fees	Expense
Advertising and Promotion	Expense
Automobile Expense	Expense
Bank Service Charges	Expense
Client Cost	Expense
Computer and Internet Expenses	Expense
Continuing Legal Education	Expense
Depreciation Expense	Expense
Dues and Subscriptions	Expense
Insurance Expense	Expense
Insurance Expense: Disability	Expense
Insurance Expense: Professional Liability	Expense
Interest Expense	Expense
Legal Library	Expense
Meals and Entertainment	Expense
Office Supplies	Expense
Payroll Expenses	Expense
Postage and Delivery	Expense
Professional Fees	Expense
Rent Expense	Expense
Repairs and Maintenance	Expense
Research Services	Expense
Telephone Expense	Expense



Travel Expense	Expense
Utilities	Expense
Ask My Accountant	Other Expense

Sample Law Firm Chart of Accounts Grouped – With Account Numbers

Account	Type
10100 • Operating	Bank
10900 • Client Trust Account	Bank
12300 • Advanced Client Costs	Other Current Asset
12300 • Advanced Client Costs:12310 • Court Costs	Other Current Asset
12300 • Advanced Client Costs:12320 • Expert Witness Fees	Other Current Asset
12300 • Advanced Client Costs:12330 • Filing Fees	Other Current Asset
15000 • Furniture and Equipment	Fixed Asset
17000 • Accumulated Depreciation	Fixed Asset
18700 • Security Deposits Asset	Other Asset
21000 • Client Trust Liability	Other Current Liability
21000 • Client Trust Liability: Client A	Other Current Liability
24000 • Payroll Liabilities	Other Current Liability
30000 • Opening Balance Equity	Equity
30700 • Owner Draw	Equity
32000 • Owner Equity	Equity
45400 • Legal Fee Income	Income
45500 • Reimbursed Client Expenses Income	Income
61000 • Operating Expenses	Expense
61000 • Operating Expenses:61100 • Advertising and Promotion	Expense
61000 • Operating Expenses:61200 • Automobile Expense	Expense
61000 • Operating Expenses:61400 • Bank Service Charges	Expense
61000 • Operating Expenses:61500 • Depreciation Expense	Expense
61000 • Operating Expenses:61600 • Interest Expense	Expense
61000 • Operating Expenses:61700 • Postage and Delivery	Expense
61000 • Operating Expenses:61900 • Taxes & Licenses	Expense
63000 • Office Expense	Expense
63000 • Office Expense:63100 • Computer and Internet Expenses	Expense
63000 • Office Expense:63200 • Equipment Rental/Lease	Expense
63000 • Office Expense:63300 • Maintenance & Repair-Equipment	Expense
63000 • Office Expense:63400 • Office Supplies	Expense
63000 • Office Expense:63500 • Rent Expense	Expense
63000 • Office Expense:63600 • Stationery & Printing	Expense
63000 • Office Expense:63700 • Telephone Expense	Expense
63000 • Office Expense:63800 • Utilities	Expense
64000 • Insurance Expense	Expense
64000 • Insurance Expense:64100 • General Business & Liability	Expense
64000 • Insurance Expense:64200 • Key-Man Insurance	Expense
64000 • Insurance Expense:64300 • Professional Liability	Expense
64000 • Insurance Expense:64500 • Worker's Comp Insurance	Expense
64000 • Insurance Expense:64600 • Other	Expense



65000 • Payroll Expenses	Expense
65000 • Payroll Expenses:65100 • Lawyer Salary	Expense
65000 • Payroll Expenses:65200 • Paralegals & Legal Secretaries	Expense
65000 • Payroll Expenses:65300 • Administrative Staff Wages	Expense
65000 • Payroll Expenses:65400 • Payroll Taxes	Expense
66000 • Employee Benefits	Expense
66000 • Employee Benefits:66100 • Employee Disability Insurance	Expense
66000 • Employee Benefits:66200 • Employee Health Insurance	Expense
66000 • Employee Benefits:66300 • Officer Disability Insurance	Expense
66000 • Employee Benefits:66400 • Officer Health Insurance	Expense
67000 • Professional Expenses	Expense
67000 • Professional Expenses:67100 • Continuing Legal Education	Expense
67000 • Professional Expenses:67200 • Dues and Subscriptions	Expense
67000 • Professional Expenses:67300 • Library & Reference Materials	Expense
67000 • Professional Expenses:67400 • Research Services	Expense
68000 • Other Expenses	Expense
68000 • Other Expenses:68100 • Contracted Services	Expense
68000 • Other Expenses:68200 • Meals and Entertainment	Expense
68000 • Other Expenses:68400 • Travel Expense	Expense
80000 • Ask My Accountant	Other Expense

