

# Financial Goals

Financial Goal or Objective	Time Frame: Immediate, Short, Mid, or Long Term	Amount Needed to Save	Deadline	Investment Vehicle	Action Plan
1.					
2.					
3.					
4.					





## “Where is my money?”

Complete this form and then transfer the information to your budget.

**Step #2: Determine your MONTHLY income (examples: your income, significant (or insignificant) income, other income.**

Income Source:	Amount	Frequency: (Monthly, Weekly, Semi-Weekly)	TOTAL AMOUNT
Income Source 1:			
Income Source 2:			
Income Source 3:			
<b>TOTALS:</b>	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	\$

**Step #3: Determine your FIXED expenses: (Examples: mortgage, rent, car payments, etc.)**

Fixed Expense (don't change from one month to the next):	Amount
Fixed Expense 1:	
Fixed Expense 2:	
Fixed Expense 3:	
Fixed Expense 4:	
Fixed Expense 5:	
Fixed Expense 6:	
Fixed Expense 7:	
<b>MONTHLY TOTALS:</b>	\$

**Step #4: Determine your FLEXIBLE expenses: (Examples: clothes, fast food, entertainment)**

Flexible Expense (change from one month to the next):	Amount
Flexible Expense 1:	
Flexible Expense 2:	
Flexible Expense 3:	
Flexible Expense 4:	
Flexible Expense 5:	
Flexible Expense 6:	
Flexible Expense 7:	
<b>MONTHLY TOTALS:</b>	\$

**Step #5: Determine your VARIABLE expenses: (Examples: auto & home insurance, holiday shopping, utilities)**

Variable Expense (get a bill once a quarter, every six months, once a year)	Amount per "billing cycle"	"Length of "billing cycle" (Ex. 3, 6, 12 months)	Amount to set aside each month (divide amount by the length of the "billing cycle")
Variable Expense 1:			
Variable Expense 2:			
Variable Expense 3:			
Variable Expense 4:			
Variable Expense 5:			
Variable Expense 6:			
Variable Expense 7:			
<b>MONTHLY TOTALS:</b>	\$		

**Step #6: We all have expenses that somehow we just don't think about. Categorize yours:**

Possible Expenses	Fixed Expense	Flexible Expense	Variable Expense
Mortgage or Rent			
Cell Phone			
Landline Phone			
Internet			
Streaming Service #1			
Streaming Service #2			
Cable			
Water			
Garbage			
Electricity			
HOA			
Maintenance or repairs			
Car Payment			
Gasoline			
Car Registration			
Property Taxes			
Auto Maintenance			
Auto Insurance			
Home / Renters Insurance			
Health Insurance			

Possible Expenses	Fixed Expense	Flexible Expense	Variable Expense
Groceries			
Dining Out			
Pet Food			
Pet Medical			
Pet Grooming			
Medical Care			
Clothing			
Dry Cleaning			
Children			
Tuition			
Entertainment			
Classroom Supplies			
Gym Membership			
Personal Loan			
Student Loans			
Charity			
Sporting Events			
Other			
Other			
Other			

# Personal Monthly Budget

PROJECTED MONTHLY INCOME	Income 1	
	Extra income	
	Total monthly income	

ACTUAL MONTHLY INCOME	Income 1	
	Extra income	
	Total monthly income	

PROJECTED BALANCE (Projected income minus expenses)	
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ACTUAL BALANCE (Actual income minus expenses)	
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DIFFERENCE (Actual minus projected)	
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HOUSING	Projected Cost	Actual Cost	Difference
Mortgage or rent			
Phone			
Electricity			
Gas			
Water and sewer			
Cable			
Waste removal			
Maintenance or repairs			
Supplies			
Other			
Subtotals			

TRANSPORTATION	Projected Cost	Actual Cost	Difference
Vehicle payment			
Bus/taxi fare			
Insurance			
Licensing			
Fuel			
Maintenance			
Other			
Subtotals			

INSURANCE	Projected Cost	Actual Cost	Difference
Home			
Health			
Life			
Other			
Subtotals			

FOOD	Projected Cost	Actual Cost	Difference
Groceries			
Dining out			
Other			
Subtotals			

PETS	Projected Cost	Actual Cost	Difference
Food			
Medical			
Grooming			
Toys			
Other			
Subtotals			

PERSONAL CARE	Projected Cost	Actual Cost	Difference
Medical			
Hair/nails			
Clothing			
Dry cleaning			
Health club			
Organization dues or fees			
Other			
Subtotals			

ENTERTAINMENT	Projected Cost	Actual Cost	Difference
Video/DVD			
CDs			
Movies			
Concerts			
Sporting events			
Live theater			
Other			
Other			
Other			
Subtotals			

LOANS	Projected Cost	Actual Cost	Difference
Personal			
Student			
Credit card			
Credit card			
Credit card			
Other			
Subtotals			

TAXES	Projected Cost	Actual Cost	Difference
Federal			
State			
Local			
Other			
Subtotals			

SAVINGS OR INVESTMENTS	Projected Cost	Actual Cost	Difference
Retirement account			
Investment account			
Other			
Subtotals			

GIFTS AND DONATIONS	Projected Cost	Actual Cost	Difference
Charity 1			
Charity 2			
Charity 3			
Subtotals			

LEGAL	Projected Cost	Actual Cost	Difference
Attorney			
Alimony			
Payments on lien or judgment			
Other			
Subtotals			

TOTAL PROJECTED COST	
TOTAL ACTUAL COST	
TOTAL DIFFERENCE	

# Personal Balance Sheet – Net Worth Statement

## ASSETS

Cash Equivalent \_\_\_\_\_  
 Checking Accounts \_\_\_\_\_  
 Savings & Credit Union Accounts \_\_\_\_\_  
 Money Market Accounts \_\_\_\_\_  
 Other \_\_\_\_\_  
**Subtotal** \_\_\_\_\_

Investments  
 Stocks \_\_\_\_\_  
 Bonds \_\_\_\_\_  
 Government Securities \_\_\_\_\_  
 Mutual Funds \_\_\_\_\_  
 Real Estate \_\_\_\_\_  
 Investment Collectibles \_\_\_\_\_  
 Certificates of Deposit \_\_\_\_\_  
 Other \_\_\_\_\_  
**Subtotal** \_\_\_\_\_

Personal Property  
 Home \_\_\_\_\_  
 Automobiles \_\_\_\_\_  
 Household Furnishings \_\_\_\_\_  
 Art/Antiques/Collectibles \_\_\_\_\_  
 Clothing/Furs \_\_\_\_\_  
 Jewelry \_\_\_\_\_  
 Metalware \_\_\_\_\_  
 Other \_\_\_\_\_  
**Subtotal** \_\_\_\_\_

**TOTAL ASSETS** \_\_\_\_\_

## LIABILITIES

Short Term \_\_\_\_\_  
 Credit Card \_\_\_\_\_  
 Bills Payable \_\_\_\_\_  
 Short Term Loans \_\_\_\_\_  
 Property Taxes \_\_\_\_\_  
 Other \_\_\_\_\_  
**Subtotal** \_\_\_\_\_

Long Term  
 Home Mortgage \_\_\_\_\_  
 Other Mortgage \_\_\_\_\_  
 Automobile Loans \_\_\_\_\_  
 Education Loans \_\_\_\_\_  
 Life Insurance Loans \_\_\_\_\_  
 Other \_\_\_\_\_  
**Subtotal** \_\_\_\_\_

**TOTAL LIABILITIES** \_\_\_\_\_

Total Assets \_\_\_\_\_  
 Minus Liabilities \_\_\_\_\_  
 Equals *Net Worth* \_\_\_\_\_

One of the difficulties facing your heirs after your death will be locating all the relevant documents to help dispose of your estate in the manner your directed. This Personal Document Locator will help you record the location of your valuable papers, assets and other important items. It will prove invaluable to others in locating these items after your passing.

Should you keep all your important documents in a safe deposit box? No. Safe deposit boxes are excellent for most important financial and legal documents, but there are some documents you shouldn't keep there.

Keep your will and life insurance policies somewhere else. Generally, your safe deposit box will be locked upon your death – just when these important documents will be needed most.

## Personal Information

Name \_\_\_\_\_ Date \_\_\_\_\_  
Residence address \_\_\_\_\_  
Office address \_\_\_\_\_  
Safe deposit box \_\_\_\_\_  
Number Bank  
Address

## Personal Papers

Birth certificate \_\_\_\_\_  
Baptismal certificate \_\_\_\_\_  
Medical records \_\_\_\_\_  
Burial records \_\_\_\_\_  
Letter of last instruction \_\_\_\_\_  
Other \_\_\_\_\_

## Insurance Policies

Life \_\_\_\_\_  
Disability \_\_\_\_\_  
Health/Medical \_\_\_\_\_  
Long-term health care \_\_\_\_\_  
Homeowner's/rental \_\_\_\_\_  
Other \_\_\_\_\_

**Legal Documents**

- Marriage certificate \_\_\_\_\_
- Divorce papers \_\_\_\_\_
- Social Security card \_\_\_\_\_
- Power of Attorney \_\_\_\_\_
- Will and trust agreements \_\_\_\_\_
- Veteran's papers \_\_\_\_\_
- Living will and health care proxy \_\_\_\_\_
- Other \_\_\_\_\_

**Financial Documents**

- Mortgage papers \_\_\_\_\_
- Bank/brokerage house Account papers \_\_\_\_\_
- Stock/bond certificates \_\_\_\_\_
- Income tax returns \_\_\_\_\_
- Gift tax returns \_\_\_\_\_
- Employee benefit data \_\_\_\_\_
- Other \_\_\_\_\_

**Titles and Deeds**

- Automobile \_\_\_\_\_
- House \_\_\_\_\_
- Other real estate \_\_\_\_\_
- Cemetery plot \_\_\_\_\_
- Other \_\_\_\_\_



**Important People**

Accountant

\_\_\_\_\_  
Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
Phone

Attorney

\_\_\_\_\_  
Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
Phone

Banker

\_\_\_\_\_  
Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
Phone

Employer

\_\_\_\_\_  
Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
Phone

Financial management professional

\_\_\_\_\_  
Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
Phone

Insurance agent

\_\_\_\_\_  
Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
Phone

Stock Broker

\_\_\_\_\_  
Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
Phone

Primary Physician

\_\_\_\_\_  
Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
Phone

Other

\_\_\_\_\_  
Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
Phone

Other

\_\_\_\_\_  
Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
Phone

## Institutions

Bank (*savings*)

\_\_\_\_\_

Name

\_\_\_\_\_

Address

\_\_\_\_\_

Phone

Bank (*checking*)

\_\_\_\_\_

Name

\_\_\_\_\_

Address

\_\_\_\_\_

Phone

Credit union

\_\_\_\_\_

Name

\_\_\_\_\_

Address

\_\_\_\_\_

Phone

Money market fund

\_\_\_\_\_

Name

\_\_\_\_\_

Address

\_\_\_\_\_

Phone

Savings and loan

\_\_\_\_\_

Name

\_\_\_\_\_

Address

\_\_\_\_\_

Phone

Other

\_\_\_\_\_

Name

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Address

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Name

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Address

\_\_\_\_\_

Phone

## **Finish Rich File Folder System**

I would like to share with you a simple yet powerful way to organize your financial affairs at home. This information comes from the book, Smart Women Finish Rich, by David Bach.

First, you will need a box of 50 manila file folders and a dozen hanging folders for your file cabinet. I want you to label your hanging folders as follows:

- 1. Tax Returns:** Inside put eight manila folders, one for each of the past seven years, and one for the current year. Mark the year on each folder and put all your important tax documents for that year in each folder. As a rule, you should keep old tax records for at least 7 years.
- 2. Retirement Accounts:** This is where you keep all of your retirement account statements. You should create a file for each retirement account you have. This most important thing to keep in these folders is the quarterly statements. At the end of each year you can throw away the quarterly's and keep just the annual statement.
- 3. Social Security:** You should keep the most recent Social Security Benefits Statement in each folder. If you haven't gotten one recently you can go online at [www.ssa.gov](http://www.ssa.gov) and request one.
- 4. Investment Accounts:** In this folder put files for each investment account that you have that is not a retirement account.
- 5. Checking and Savings Accounts:** If you have separate checking and savings accounts, create separate folders for each of them. Keep your monthly statements in here.
- 6. Household Accounts:** If you own your home, you should have the following folders: Home title (this should contain your title information), Home Improvements (this should contain all receipts for work you do on your home...home improvement costs can be added to the cost basis of your home when you sell it), Home Mortgage (for all mortgage statements). If you are a renter, this folder should contain your lease, all of your security deposit information, and receipts for rental payments.
- 7. Credit Card Debt:** You should create a file folder for each credit card account you have (hopefully, this will not be one of your larger files).
- 8. Other liabilities:** This file should contain separate folders for such things as college loans, car loans, personal loans, etc. They should contain the loan notes and your payment receipts.
- 9. Insurance:** You should create a folder for each insurance policy you have, including health, life, car, homeowners or renters, disability, long term care, etc. In these folders put the appropriate policy and all related payment records.
- 10. Family Will or Trust:** This should contain the most current copy of your will or living trust documents. You should also have a business card of the attorney who set them up.
- 11. Children's Accounts:** It should contain all statements and other records of college savings accounts and other investments that you have made for your kids.
- 12. Finish Rich Inventory Planner:** This folder will contain the Finish Rich worksheet that will help you determine your net worth. This folder will also contain a file in which you keep a running semiannual total of your net worth- a vital record that will help you keep track of your financial progress.