

# BALANCE<sup>SM</sup>



FINANCIAL FITNESS PROGRAM

## Money Management Planner



The Money Management Planner is a guide to help you take control of your finances. It will help you determine your net worth, set goals, monitor your cash flow and track expenses. A sound spending and savings plan is the foundation for your long-term financial success.

Examine your past finances to create a plan for all future spending and savings. In other words, a review of your expenses and spending habits will enable you to design a realistic monthly budget. Be prepared to make some changes, though, if those habits have kept you from achieving your financial goals.

If your expenses exceed your income, call BALANCE to schedule a money management session. One of our professional counselors can help you design a realistic spending and savings plan that will help you get back on track and achieve your financial goals

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## Financial Goals

Your financial goals are specific things you want to do with your money within a certain time period. Short range goals are accomplished within one year, mid-range goals are accomplished within 2 to 5 years and long range goals generally take more than 5 years to achieve.

	Target Date	Total Needed	Current Savings	Additional Savings Needed	Pay Periods Until Target Date	Savings Needed Per Pay Period	Savings Needed Per Month
Short Range Goals							
Mid Range Goals							
Long Range Goals							

## Net Worth

In order to evaluate your progress as you work toward your goals, you must determine what your overall financial picture looks like today. Your net worth is simply the difference between what you own and what you owe. To make sure you are staying on track, it's a good idea to calculate your assets and liabilities annually. If you conscientiously follow your plan you should see a gradual, steady increase in your net worth.

What You Own	Amount
Checking/Saving Accounts	
Investment Accounts	
Stocks & Bonds	
IRA/401(k)	
Home/Real Estate	
Automobile(s)	
Other Assets	
<b>Total Owned</b>	<b>(A)</b>

What You Owe	Amount
Mortgage	
Credit Cards	
Student Loan(s)	
Auto Loan(s)	
Other Loan(s)	
Income Tax Due	
Other Debt(s)	
<b>Total Owed</b>	<b>(B)</b>

To figure your net worth, subtract the total owed from the total owned:

Total Owned (A)	Total Owed (B)	Net Worth
	-	=

## Essential Expenses

Household expenses are categorized into essential and discretionary. Since many expenses are variable, such as utilities and groceries, it is important to average these expenses. Other expenses are periodic (such as insurance or vehicle registration). Again, calculate the annual amount and divide by 12.

Category	Expense	Average Per Month	Goal Per Month
HOUSING	Rent/Mortgage		
	2nd Mortgage/Equity Line		
	Homeowner's/Renter's Insurance		
	Condo Fees/HOA Dues		
	Home Maintenance		
	Gas/Electric		
	Water/Sewer/Garbage		
	Telephone		
FOOD	Groceries/Household Items		
	At Work/School		
INSURANCE (Exclude payroll deducted amounts)	Health/Dental/Vision		
	Life/Disability		
MEDICAL CARE (Exclude payroll deducted amounts)	Doctor/Chiropractor		
	Optometrist/Lenses		
	Dentist/Orthodontist		
	Prescriptions		
TRANSPORTATION (Exclude payroll deducted amounts)	Car Payment #1		
	Car Payment #2		
	Auto Insurance		
	Registration		
	Gasoline/Oil		
	Maintenance/Repairs		
	Public Transportation/Tolls/Parking		
CHILD CARE (Exclude payroll deducted amounts)	Daycare		
	Child Support/Alimony		
MISCELLANEOUS	Banking Fees		
	Laundry		
	Union Dues		
	Other		
INCOME TAXES	Prior Year		
	Estimated Tax Payments (Self-Employed)		
SAVINGS	Emergency		
	Goals		
<b>TOTALS</b>			

## Discretionary Expense

Category	Expense	Average Per Month	Goal Per Month
PERSONAL	Beauty/Barber		
	Clothing/Jewelry		
	Cosmetics/Manicure		
ENTERTAINMENT	Cable/Satellite		
	Movies/Concerts/Theater		
	Books/Magazines		
	CD/Tapes/Videos/DVD		
	Dining Out		
	Sports/Hobbies		
	Vacation/Travel		
MISCELLANEOUS	Internet Service		
	Pet Care		
	Gifts for Holidays/Birthdays		
	Cell Phone/Pager		
	Postage		
	Cigarettes/Alcohol		
	Contributions to Church/Charity		
	Other		
<b>TOTALS</b>			

## Unsecured Debt

List all debts (except auto loans and mortgages) along with the name of the creditor, interest rate, total balance owing and the required minimum payment. This includes credit and charge cards, installment loans, personal loans and outstanding medical bills.

Creditor Name	Interest Rate	Monthly Payment	Balance
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

## Monthly Income

Enter your gross and net (after taxes) income from all sources. For income received infrequently, such as bonuses or tax returns, calculate the annual income, then divide by 12 to find the monthly amount.

Source	Gross	Net
Job		
Spouse's job		
Part-time job		
Rental/room & board received		
Commissions/bonuses		
Tax refunds		
Investment income		
Government benefits		
Unemployment insurance		
Child support/alimony		
Support from family/friends		
Other		
<b>Total</b>		

## Bottom Line

Once you have determined the total of your take-home pay and expenses you are ready to determine your bottom line. Subtract the total of all expenses including debt payments from your net income. If the result is a positive number, you can add the extra money to your savings to reach your goals sooner. If your expenses exceed your income, you'll need to make some adjustments to bring your finances back into balance.

Monthly Net Income	Total Essential Expenses	Total Discretionary Expenses	Total Debt Payment	Balance
	-	-	-	=

## Tracking Day-to-Day Expenses

If you don't know where your money is going, it's time to start tracking your spending. Different methods of tracking work for different people—some like to save receipts while others prefer to jot down all purchases in a small notebook they carry with them. Remember, tracking is only effective if you count every expense, including the morning newspaper and the 75 cents you put in the office vending machine. Use the sheets on the next two pages to record weekly and monthly spending totals. (We suggest you make copies of the charts so that you can track for longer than one week.)

# Weekly Expenses

Item	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Expenses	Weekly Budget	Over / Under
Groceries										
Restaurants										
Laundry/Dry Cleaning										
Medical/Dental										
Auto/Gas/Parking										
Other Transportation										
Child Care										
Personal Care										
Clothing										
Bank Fees/ Postage										
Entertainment										
Books/Music/ Video										
Cigarettes/Alcohol										
Gifts/Cards										
Home/Garden										
Church/Charity Contributions										
Other										
Other										
Other										
Other										
<b>Weekly Totals</b>										

## Budget Overview:

Income \_\_\_\_\_ Expenses \_\_\_\_\_ Balance (+/-) \_\_\_\_\_

# Monthly Expenses

Item	Week 1	Week 2	Week 3	Week 4	Week 5	Total Expenses	Monthly Budget	Over / Under
Savings								
Groceries								
Restaurants								
Laundry/Dry Cleaning								
Medical/Dental								
Auto/Gas/Parking								
Other Transportation								
Child Care								
Personal Care								
Clothing								
Bank Fees/ Postage								
Entertainment								
Books/Music/ Video								
Cigarettes/Alcohol								
Gifts/Cards								
Home/Garden								
Church/Charity Contributions								
Other								
Other								
Other								
<b>Monthly Totals</b>								

## Budget Overview:

Income \_\_\_\_\_ Expenses \_\_\_\_\_ Balance (+/-) \_\_\_\_\_

## Budget Guidelines

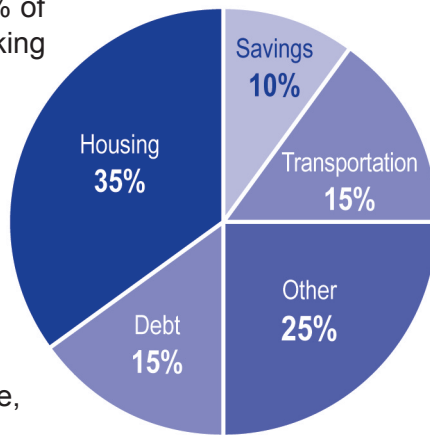
**Housing** – Spend no more than 35% of net income on housing. Depending on whether you rent or own, that can include: mortgage/rent, utilities, insurance, taxes, and home maintenance.

**Savings** – Save at least 10% of income throughout your working life. Make sure you have 3–6 months income in an emergency fund before you start saving for other goals.

**Transportation** – Spend no more than 15% of net income on transportation. That includes: car payment, auto insurance, tag or license, maintenance, gasoline, and parking.

**Debt** – Spend no more than 15% of net income on all other consumer debt: student loans, retail installment contracts, credit cards, personal loans, tax debts, and medical debts.

**Other** – Spend no more than 25% of net income on all other expenses: food, clothing, entertainment, childcare, medical expenses, tithing/charity, and vacations.



## Adjust Your Plan

If the amount you are now saving falls short of the amount you need to save to reach your goals, here are some questions to ask yourself:

- Are you paying yourself first by putting away at least 10 percent of your after-tax income?
- Could you increase the amount you're saving by earning more or spending less?
- Did you set reasonable, achievable goals?
- Could you delay the target date of any of your goals?

You should reevaluate your spending and savings plan annually, or whenever there is a big change in your financial wants and needs. Remember that a budget is simply a priority list—by following it you are ensuring that your money is used to acquire the things, or reach the goals, that are most important to you.

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BALANCE offers a variety of free and low-cost services to help you get out of debt, design a money management plan, and achieve your financial goals. For more information about how BALANCE can help you master your money, call us toll-free or visit us online:

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