

LIQUID ASSET ANALYSIS

_____, _____

<u>Item</u>	<u>Institution/ Firm</u>	<u>Amount/ Value</u>	<u>Interest Rate</u>	<u>Term</u>	<u>Maturity Date</u>
Checking	_____	_____	_____	_____	_____
Savings	_____	_____	_____	_____	_____
Cash Investments	_____	_____	_____	_____	_____
Bonds	_____	_____	_____	_____	_____
Stocks	_____	_____	_____	_____	_____
Other:	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
TOTAL	_____	_____	_____	_____	_____

ASSET ANALYSIS

_____, _____

<u>Item</u>	<u>Market Value</u>	<u>Cost</u>	<u>Date Purchased</u>	<u>Description</u>	<u>Condition</u>
Vehicle	_____	_____	_____	_____	_____
Personal Home	_____	_____	_____	_____	_____
Rental Property	_____	_____	_____	_____	_____
Other Property	_____	_____	_____	_____	_____
Home Improvement	_____	_____	_____	_____	_____
Durable Goods	_____	_____	_____	_____	_____
Special Items	_____	_____	_____	_____	_____
Other:	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
TOTAL	_____	_____	_____	_____	_____

DEBT ANALYSIS

_____, _____

<u>Creditors</u>	<u>Monthly Payment</u>	<u>Payment Due Date</u>	<u>Int Rate</u>	<u>Pay Off Amount</u>	<u>Date Opened</u>	<u>Pay Off Date</u>
Vehicle #1	_____	_____	_____	_____	_____	_____
Vehicle #2	_____	_____	_____	_____	_____	_____
Home Mortgage	_____	_____	_____	_____	_____	_____
Personal Loan	_____	_____	_____	_____	_____	_____
Bank Notes	_____	_____	_____	_____	_____	_____
Credit Cards	_____	_____	_____	_____	_____	_____
Charge Accts	_____	_____	_____	_____	_____	_____
Taxes	_____	_____	_____	_____	_____	_____
Other:	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
TOTAL	_____	_____	_____	_____	_____	_____

PERSONAL FINANCIAL STATEMENT

ASSETS

Cash and Liquid Assets:

Cash _____
 Cash in Savings _____
 Cash Investments _____
 Profit Sharing/Pensions _____
 Other _____

\$ _____
 Charge Accounts _____
 Credit Cards _____
 Other _____

Total Cash & Liquid Assets _____

Total Current Liabilities _____

Market Value of Securities:

Bonds _____
 Stocks _____
 Notes & Mortgages Receivable _____

Loan Balances:

Home Mortgage _____
 Other Mortgage _____
 Vehicle Loans _____
 Insurance Loans _____
 Personal Loans _____
 Other Debts _____

Total Securities _____

Business Assets _____

Total Loan Balance _____

Market Value of Real Estate:

Rental Property _____
 Personal Home _____
 Other Property _____

Taxes:

Federal Income Tax _____
 State Income Tax _____
 Real Property Tax _____
 Special Assesments _____
 Personal Property Tax _____
 Other Taxes _____

Total Real Estate _____

Market Value of Durable Goods:

Furniture & Fixtures _____
 Appliances _____
 Lawn & Garden Equipment _____
 Vehicles _____
 Clothing _____
 Sporting Equipment _____
 Other _____

Total Taxes _____

Business Liabilities _____

Total Durable Goods _____

Market Value of Special Items:

Furs _____
 Jewelry _____
 Art Works _____
 Antiques _____
 Other _____

Total Liabilities _____

Net Worth _____

Total Special Items _____

Total Assets _____

Total Liab. & Net Worth _____

\$ _____

MONTHLY INCOME AND EXPENDITURES

_____, _____

INCOME

Salary _____
Net from Self-Employment _____
Interest _____
Dividend _____
Notes _____
Rental Income _____
Gifts _____
Other _____

TOTAL INCOME _____

DEDUCTIONS

Tithes _____
Income Taxes _____
Social Security _____
Federal _____
State _____
Local _____
Total Taxes _____
Other Salary Deductions _____

TOTAL DEDUCTIONS _____

SPENDABLE INCOME _____

BUDGET
MONTHLY INCOME AND EXPENDITURES

<u>HOUSING</u>	<u>INSURANCE</u>	<u>ENTERTAINMENT & REC</u>
Mortgage or Rent	Life	Equipment
Insurance	Health	Supplies
Taxes	Other	Babysitters
Electricity	TOTAL	Activities
Gas	<u>GIFTS</u>	Vacation
Water	Church Offering	Hobbies
Sanitation	Allowances	Other
Telephone	Personal Gifts	TOTAL
Maintenance	Christmas	<u>SAVINGS/INVESTMENTS</u>
Supplies	Other	Savings Acct
Lawn Care	TOTAL	CD, Stocks, Bonds, Etc
Other	<u>EDUCATION</u>	Retirement
TOTAL	Payment	Other
<u>HOUSEHOLD FURNISHINGS</u>	Activities	TOTAL
Appliance	College Fund	<u>MEDICAL</u>
Furniture/Fixture	Books/Supplies	Doctors
Equipment	Lunches	Dentist
Other	Insurance	Medicine/Drugs
TOTAL	Subscriptions	Other
<u>FOOD</u>	Other	TOTAL
At Home	TOTAL	<u>PERSONAL CARE</u>
Away from Home	<u>DEBT REDUCTION</u>	Toiletry
Other	Credit Cards	Cosmetics
TOTAL	Bank Notes	Beauty
<u>AUTOMOBILE</u>	Personal Loans	Barber
Payments	Other	Other
Gas & Oil	TOTAL	TOTAL
Insurance	<u>CLOTHING/JEWELRY</u>	<u>WORK RELATED EXPENSES</u>
License/Tags	Purchases	Child Care
Taxes	Cleaning	Small Tools
Maint & Repairs	Repairs	Uniforms
Rentals	Other	Supplies
Replacement	TOTAL	Other
Other	<u>MISCELLANEOUS</u>	TOTAL
TOTAL		

MONTHLY INCOME AND EXPENDITURES SUMMARY

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
<u>INCOME</u>	_____ %	_____ %	_____ %
<u>DEDUCTIONS</u>			
Tithes	_____ %	_____ %	_____ %
Income Taxes	_____ %	_____ %	_____ %
Other Salary Deductions	_____ %	_____ %	_____ %
Total Deductions	_____ %	_____ %	_____ %
<u>SPENDABLE INCOME</u>	_____ %	_____ %	_____ %
<u>EXPENDITURES</u>			
Housing	_____ %	_____ %	_____ %
Household Furnishings	_____ %	_____ %	_____ %
Food	_____ %	_____ %	_____ %
Automobile	_____ %	_____ %	_____ %
Insurance	_____ %	_____ %	_____ %
Gifts	_____ %	_____ %	_____ %
Education	_____ %	_____ %	_____ %
Debt Reduction	_____ %	_____ %	_____ %
Clothing	_____ %	_____ %	_____ %
Entertainment/Rec	_____ %	_____ %	_____ %
Savings/Investments	_____ %	_____ %	_____ %
Medical	_____ %	_____ %	_____ %
Personal Care	_____ %	_____ %	_____ %
Work Related Expense	_____ %	_____ %	_____ %
Miscellaneous	_____ %	_____ %	_____ %
<u>TOTAL EXPENDITURES</u>	_____ %	_____ %	_____ %
<u>NET SURPLUS (DEFICIT)</u>	_____ %	_____ %	_____ %

BUDGET
ANNUAL INCOME AND EXPENDITURES SUMMARY

YEAR TO DATE-JUNE	YEAR						INCOME
	JAN	FEB	MAR	APR	MAY	JUN	
							NET SURPLUS (DEFICIT)
							TOTAL EXPENDITURES
							Miscellaneous
							Work Related Exp
							Personal Care
							Medical
							Savings/Invest
							Enter/Rec
							Clothing
							Debt Reduction
							Education
							Gifts
							Insurance
							Automobile
							Food
							Household Furn
							Housing
							EXPENDITURES
							SPENDABLE INCOME
							Total Deductions
							Other Sal Ded
							Income Taxes
							Tithe
							DEDUCTIONS

DAILY INCOME AND EXPENDITURES SUMMARY

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
Income																																
Tithe																																
Inc Tax																																
Other Sal Ded																																
Housing																																
Househd Furnhgs																																
Food																																
Auto																																
Ins																																
Gifts																																
Sub Total																																

ACTUAL
MONTHLY INCOME AND EXPENDITURES

_____, _____

INCOME

Salary	_____
Net from Self-Employment	_____
Interest	_____
Dividend	_____
Notes	_____
Rental Income	_____
Gifts	_____
Other	_____
TOTAL INCOME	_____

DEDUCTIONS

Tithes	_____
Income Taxes	_____
Social Security	_____
Federal	_____
State	_____
Local	_____
Total Taxes	_____
Other Salary Deductions	_____

TOTAL DEDUCTIONS

NET SPENDABLE INCOME

ACTUAL
MONTHLY INCOME AND EXPENDITURES

<u>HOUSING</u>	<u>INSURANCE</u>	<u>ENTERTAINMENT & REC</u>
Mortgage or Rent	Life	Equipment
Insurance	Health	Supplies
Taxes	Other	Babysitters
Electricity	TOTAL	Activities
Gas	<u>GIFTS</u>	Vacation
Water	Church Offering	Hobbies
Sanitation	Allowances	Other
Telephone	Personal Gifts	TOTAL
Maintenance	Christmas	<u>SAVINGS/INVESTMENTS</u>
Supplies	Other	Savings Acct
Lawn Care	TOTAL	CD, Stocks, Bonds, Etc
Other	<u>EDUCATION</u>	Retirement
TOTAL	Payment	Other
<u>HOUSEHOLD FURNISHINGS</u>	Activities	TOTAL
Appliance	College Fund	<u>MEDICAL</u>
Furniture/Fixture	Books/Supplies	Doctors
Equipment	Lunches	Dentist
Other	Insurance	Medicine/Drugs
TOTAL	Subscriptions	Other
<u>FOOD</u>	Other	TOTAL
At Home	TOTAL	<u>PERSONAL CARE</u>
Away from Home	<u>DEBT REDUCTION</u>	Toiletry
Other	Credit Cards	Cosmetics
TOTAL	Bank Notes	Beauty
<u>AUTOMOBILE</u>	Personal Loans	Barber
Payments	Other	Other
Gas & Oil	TOTAL	TOTAL
Insurance	<u>CLOTHING/JEWELRY</u>	<u>WORK RELATED EXPENSES</u>
License/Tags	Purchases	Child Care
Taxes	Cleaning	Small Tools
Maint & Repairs	Repairs	Uniforms
Rentals	Other	Supplies
Replacement	TOTAL	Other
Other	<u>MISCELLANEOUS</u>	TOTAL
TOTAL		

ANNUAL INCOME AND EXPENDITURES SUMMARY

ACTUAL

YEAR TO DATE-JUNE	YEAR						INCOME
	JAN	FEB	MAR	APR	MAY	JUN	
							<u>INCOME</u>
							<u>DEDUCTIONS</u>
							Tithe
							Income Taxes
							Other Sal Ded
							Total Deductions
							<u>SPENDABLE INCOME</u>
							<u>EXPENDITURES</u>
							Housing
							Household Furn
							Food
							Automobile
							Insurance
							Gifts
							Education
							Debt Reduction
							Clothing
							Enter/Rec
							Savings/Invest
							Medical
							Personal Care
							Work Related Exp
							Miscellaneous
							<u>TOTAL EXPENDITURES</u>
							<u>NET SURPLUS(DEFICIT)</u>

%

ACTUAL
ANNUAL INCOME AND EXPENDITURES SUMMARY
 YEAR _____

YEAR TO DATE JUNE	JUL	AUG	SEP	OCT	NOV	DEC	ANNUAL	%
<u>INCOME</u>								
<u>DEDUCTIONS</u>								
The								
Income Taxes								
Other Sal Ded								
Total Deductions								
<u>SPENDABLE INCOME</u>								
<u>EXPENDITURES</u>								
Housing								
Household Furn								
Food								
Automobile								
Insurance								
Gifts								
Education								
Debt Reduction								
Clothing								
Enter/Rec								
Savings/Invest								
Medical								
Personal Care								
Work Related Exp								
Miscellaneous								
<u>TOTAL EXPENDITURES</u>								
<u>NET SURPLUS (DEFICIT)</u>								

YEAR-TO-DATE INCOME AND EXPENDITURES SUMMARY

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
<u>INCOME</u>	_____ %	_____ %	_____ %
<u>DEDUCTIONS</u>			
Tithes	_____ %	_____ %	_____ %
Income Taxes	_____ %	_____ %	_____ %
Other Salary Deductions	_____ %	_____ %	_____ %
Total Deductions	_____ %	_____ %	_____ %
<u>SPENDABLE INCOME</u>	_____ %	_____ %	_____ %
<u>EXPENDITURES</u>			
Housing	_____ %	_____ %	_____ %
Household Furnishings	_____ %	_____ %	_____ %
Food	_____ %	_____ %	_____ %
Automobile	_____ %	_____ %	_____ %
Insurance	_____ %	_____ %	_____ %
Gifts	_____ %	_____ %	_____ %
Education	_____ %	_____ %	_____ %
Debt Reduction	_____ %	_____ %	_____ %
Clothing	_____ %	_____ %	_____ %
Entertainment/Rec	_____ %	_____ %	_____ %
Savings/Investments	_____ %	_____ %	_____ %
Medical	_____ %	_____ %	_____ %
Personal Care	_____ %	_____ %	_____ %
Work Related Expense	_____ %	_____ %	_____ %
Miscellaneous	_____ %	_____ %	_____ %
<u>TOTAL EXPENDITURES</u>	_____ %	_____ %	_____ %
<u>NET SURPLUS (DEFICIT)</u>	_____ %	_____ %	_____ %

FINANCIAL GOALS

_____, _____

<u>GOAL</u>	<u>COST/TOTAL FINANCES REQUIRED</u>	<u>FINANCIAL COMMITMENT PER PERIOD</u>	<u>TARGET DATE FOR ACHIEVEMENT</u>
1. Ex. Purchase A Car Debt-Free	\$12000	\$400/Month	2.5 years
2.			
3.			
4.			

SPECIAL ACTIONS OR PLANS NEEDED TO ACHIEVE THE GOAL

1. Save \$400 per month in a special car fund for 2.5 years

2.

3.

4.

GROCERY BUDGETING TIPS

1. Carry your lunch to work.
2. If you eat out, order the special of the day.
3. Make a weekly, biweekly or monthly menu.
4. Shop from a list.
5. Buy for your menu (item 3).
6. Buy for a longer time period in large quantities.
7. Avoid buying when hungry.
8. Use a calculator to total purchases.
9. Reduce or eliminate paper products - plates, cups, napkins, (use cloth napkins).
10. Evaluate where to purchase non food items. These are usually more expensive in a grocery store.
11. Avoid processed and sugar-coated cereals. These are expensive and have little nutritional value.
12. Buy meat on sale, good cuts and in large quantities.
13. Buy house brands or generic brands.
14. Substitute cheaper foods for more expensive foods with the same nutritional value, such as beans for meat, chicken or fish instead of T-bone steak.
15. Avoid prepared foods. They are more expensive.
16. Cut out or cut back on deserts and junk snacks.
17. Shop for advertised specials.
18. Save coupons.
19. Avoid products in a seasonal or cyclical price hike.
20. Beware of stores that give stamps, dishes, etc., away because the prices are sometimes higher to reflect the items given away.
21. Do not impulse buy.
22. Buy from outlet stores (such as bakery).
23. Process baby foods with a blender instead of purchasing baby food in the jars.
24. Use cloth diapers instead of disposable diapers.
25. Leave children and other outside influences at home.
26. Consider joining with other families to purchase in large volumes such as a food cooperative.
27. Consider canning vegetables.
28. Grow vegetables and freeze.
29. Check every item at cashier.
30. Cook for several meals and freeze.