

Follow-Up

INSTRUCTIONS FOR PRELIMINARY WORK

Things that must be returned to our office 2 working days prior to your appointment:

MONTHLY INCOME SOURCES

List all regular net income sources

List all irregular net income sources (i.e. commissions, bonuses, etc.)

Tax refunds/ Rents

Self-Employment income

(you only need to fill out form above total income line)

CONSUMER EQUITY

List all assets

List estimated market value as well as payoff of secured debt

List unsecured debt

BASIC BUDGET

Add categories when necessary

Remember non-monthly annual lump sum totals

DEBT SNOWBALL

List ALL debt smallest amount to largest

List minimum payment due

WORKSHEET TABS AND WORKSHEET CELLS TO BE COMPLETED ARE MARKED IN LIGHT GREEN

Things you need to bring to your session:

--Two years of tax returns.

--A list of all insurances (including, but not limited to, health, life disability, car, homeowner, etc.). For each item in this list, include current deductible and all possible deductibles.

--A thorough list of all financial assets (including, but not limited to, savings, 401k's, IRA's, CD's, etc.).

--If you own your own business (as a sole proprietorship), include all relevant company documents (including company P & L statements).

MOST IMPORTANTLY - A WRITTEN LIST OF ALL PERTINENT QUESTIONS

Follow-Up

COUNSELING PRIORITY ANALYSIS

IDENTIFY YOUR TOP 3 PRIORITIES
BY HIGHLIGHTING THEM IN RED

1. Developing a Money Spending Plan (Budget)
2. Personal Debt Elimination
3. Establishing An Emergency/Opportunity Savings Fund
4. Estate Planning – Wills & Trusts
5. Career Planning
6. Retirement Planning/
Financial Independence Planning
7. Investment Planning
8. Purchasing a Home
9. Insurance Planning
10. Other Goals

What specific issues would you like to discuss during our meeting?

MONTHLY INCOME SOURCES

Types of Income	Regular Inc.	Irregular Inc.
	<i>(Monthly Take Home)</i>	<i>(Annual Amounts)</i>
<i>Point to red comment triangles for extra help</i>		
Income 1		
Income 2		
Income 3		
Interest/Rents/Misc.		
Tax Refund		
Other		
Bonuses		
Self-Employment		
TOTAL INCOME		
- TOTAL NECESSITIES		BASIC BUDGET
= DISPOSABLE INCOME		
- DEBT PAYMENT		DEBT SNOWBALL
= EXTRA FOR DEBT REDUCTION and/or SAVINGS		
EMERGENCY FUND		
3X Monthly Necessities		
6X Monthly Necessities		
LIFE INSURANCE		
8X Annual Income		
10X Annual Income		

CONSUMER EQUITY

ITEM / DESCRIBE	VALUE	- DEBT	= EQUITY
Real Estate 1			
Real Estate 2			
Car 1			
Car 2			
Cash on Hand			
Checking Account 1			
Checking Account 2			
Savings Account 1			
Savings Account 2			
Money Market Account			
Mutual Funds			
Retirement Plan 1			
Retirement Plan 2			
Retirement Plan 3			
Retirement Plan 4			
Stocks or Bonds			
Insurance (Cash Value)			
Household Items			
Jewelry			
Antiques			
Other			
Other			
Other			
Other			
Unsecured Debt (Neg.) from Debt Snowball			
IRS Debt (Neg.) from Debt Snowball			
TOTAL	\$	- \$	- \$

BASIC BUDGET

These columns are provided to assist in determining the monthly total amounts if you wish to use them. Or you can just put an estimate the monthly total column.

ITEM	Month One	Month Two	Month Three	THREE MONTH AVERAGE	Monthly Total	Nonmonthly Exp. Savings**	Envelope Total	Actual Total
GIVING								
EMERGENCY SAVINGS								
Other Savings								
SHELTER								
HOUSING-First Mortgage								
Second Mortgage								
Third Mortgage								
Repairs/Upkeep								
Property Tax								
Home Owners/Renters Insurance								
Rent								
UTILITIES								
Electricity								
Water								
Gas								
Phone								
Cell Phone								
Trash								
Cable								
Internet								
FOOD								
Groceries								
Eating Out								
MISC-Bank/Postage/Subs/Dry C								
Med Co-Pay/RX/Den/Opt								
TRANSPORTATION								
TRANS-First Car Payment/Replacement								
Second Car Payment/Replacement								
Gas								
Repairs, Oil, Tires*Tags/Reg								
Car Insurance								
OTHER								
CLOTHING*								
Personal Care/Hair								
Disability Insurance								
Health Insurance								
Life Insurance								
Tuition/School Supplies/Activities/Lunches								
Entertainment*								
Vacation								
Gifts-All								
Blow Money*								
Pet Care								
Other								
Other								
Other								
Other								
Other								
Other								
Other								
Other								
TOTAL								

* Envelope System

** In this column, also include the monthly amount that will need to be saved if the monthly total includes amounts that aren't necessarily paid on a monthly basis. For example, oil changes will need to be budgeted for monthly even though they aren't done monthly. The same is true for repairs, registration, and other types of expenses.

BASIC BUDGET

ITEM	MONTH(S) PAID	QUARTERLY	SEMI-ANNUAL	ANNUAL	TOTAL
Property Tax - Home					
Property Tax - Car					
Property Tax - Car					
Property Tax - Other					
Home Owners/Renters Insurance					
Auto Insurance					
Life Insurance					
Disability Insurance					
Christmas Gifts					
Birthday Gifts					
Repairs/Upkeep - House					
Repairs/Upkeep - Car					
Tuition					
Vacation					
Other					
Other					
Other					
Other					
Other					
Other					
Other					
Other					
Other					
Other					
Other					
Other					
Other					
TOTAL					
					Monthly Average

* **Envelope System**

** **In this column, also include the monthly amount that will need to be saved if the monthly total includes amounts that aren't necessarily paid on a monthly basis. For example, oil changes will need to be budgeted for monthly even though they aren't done monthly. The same is true for repairs, registration, and other types of expenses.**

