

Adams' Mediation & Financial Resource Center

CLIENT INFORMATION

(Confidential)

Date:	Male	Female
NAME		
ADDRESS		
Street		
City		
Zip		
PHONE		
CELL		
EMAIL		
MARITAL STATUS		
EMPLOYER		
Occupation		
INCOME		
Earnings		
Bonus		
Investments		
Pension		
Social Security		
Child Support		
Other		

TAX INFORMATION

Annual Income reported on last return: \$

Anticipated Change?

Did you owe taxes on last return?

Amount \$

CHILDREN	Name	Age
Referred by:		

ASSETS to Grow for Fun and Profit

You need not enter the following information if you bring your most recent statements.

	Purchase Date	Cost Basis	Current Value
BANK ACCOUNTS; CDs			
BROKERAGE ACCOUNTS			
Bonds			
Stocks			
Mutual Funds			
RETIREMENT ACCOUNTS			
OTHER: (Ltd Partnerships; Notes Receivable; Cash Value Life Insurance)			
REALESTATE			

Winning at the Credit Game

STRATEGY: Reduce Your Credit Card Debt to ZERO!

[illegible]

YOUR CASH FLOW

Income & Expenses

Having good positive cash flow is the single most important factor in determining a person's financial success. All budgets begin by determining a "financial boundary". This is the "after-all-deductions" amount of income that can be allocated to spending, giving, and saving.

A few people know exactly where their money goes, but many folks do not. Two reasons it is difficult for people to know if their spending is within the boundaries of their income is because (1) spending during a twelve-month period includes irregular expenses that are easily overlooked—i.e. car repair, holiday gifts, and medical expenses, and (2) the use of credit cards, debt consolidation, personal loans, and under withholding on income taxes can disguise a negative cash flow.

This budget form will help you gather information so that you can determine how much it costs to live each month when you include all expenses that would normally be incurred over a year's time. If you are like many others, this will be a "guesstimate" sheet when you first start. Enter figures that you think will most realistically represent the way you intend to direct your money during the year.

Many people are finding that inexpensive software programs are most helpful in managing their money. An accurate view of your cash flow gives you valuable information for directing your dollars in the future.

EXPENSE CATEGORIES AND INSTRUCTIONS:

1. Allowance. This is any money paid to children or taken by adults on a regular basis for expenses which are not itemized in another part of the budget.

2. Auto.

2-a. Insurance. If your auto insurance is not paid monthly, enter an annual amount and divide it by twelve to arrive at the monthly figure.

2-e. Repairs. Estimate a realistic amount for inspection and repairs that may occur in the next 12 months.

2-f. Other Auto Expenses. This includes license and any other costs of driving your car.

3. Charity. Your contributions to religious and charitable organizations are the most obvious entries in this category. But don't forget the times someone knocks on your door for a contribution. Do you give cash instead of writing a check?

4. Child Care. If this expense is paid from a "Flex Plan" through your employment, do not enter the amount here. Include it in the deductions from your paycheck.

5. Clothing. Your monthly amount will be an annual estimate divided by twelve. Don't forget clothing for special events such as proms, parties, and holidays. Do you buy uniforms for the children's school, sports, or other activities?

6. Debts. Do not include mortgage or car payments in this category. List only the payments you will be making to pay off past debt! The payment for items you charge in the future is considered consumption in the month of purchase. These monthly charges should be included in one of the budget categories.

7. Dues. This category consists of any amounts you pay in clubs and national associations.

8. Education.

8-b. Tuition. Private school and college should be entered in this category. Do not include expenses for your college age children that are paid from a special account or trust fund.

8-c. Other Educational Expenses. Try to estimate book fees and the many other expenses you pay for the children during a year.

9. Food; Supermarket. If you buy most of your miscellaneous items at the supermarket, include them in this category.
Lunches and regular meals eaten away from home can be added to this category.

10. Gifts.

10-a. Family. Think of all the gifts you buy throughout the year for family members for birthdays, holidays and divide by 12.

10-b Others. Do you buy gifts for weddings and other special occasions? If you have children, be sure to include the gifts you buy for them to take to friends' birthday parties.

10-c. Birthday Parties. This is an expense for children's birthday parties.

11. Housing.

11-b. Home/Renters insurance. If this payment is included in your mortgage payment, enter in the total mortgage (e).

11-c. Maintenance: yard and lawn care, pool, pest control

Maintenance: Repair. This category includes all repair including appliances.

11-d. Major Purchases. Improvements. If you already have payments or are anticipating such purchases in the future, enter a monthly amount here.

11-e. House Payment; Rent. Include insurance and real estate taxes if they are made in the mortgage payment.

11-h.-l. Utilities. Review your past utility payments. Use monthly averages.

12. Insurance - Life. The amount entered for life insurance is only for premiums you pay on policies outside your place of employment.

13. Leisure.

13-a. Entertainment. Weekly and Monthly activities should be entered here. Also, include annual amounts for the purchase of season tickets, special events, etc.

13-b. Restaurants. Include dinners and eating out for special occasions.

13-c. Sports. Leisure sports such as golf and tennis, sports clubs, children's sports activities are in this category.

13-d. Vacations. Any travel throughout the year goes here. If the children go to summer camp, it could be considered with vacations.

13-e. Leisure-Other. Rental of videos is a substantial amount for some families. Any other leisure expenditures can be put in this section of your budget.

14. Medical. Estimate the amount you pay for doctor and dental expenses after reimbursement by the insurance company.

15. Miscellaneous. Other. Stamps, greeting cards, magazines, and other such purchases may be recorded here.

16. Other Expenses. This is the place to enter any expense that does not fit into another category.

17. Pet Care. You may purchase your pet food at the supermarket and include that in section "9". However, other pet care and vet bills must be included here.

18. Professional expenses. These would be any amounts you pay for professional services such as your accountant, lawyer, and any consultant.

19. Savings. Enter any amount that is regularly deposited into a savings plan but is not deducted from your paycheck. This includes any savings for college.

ESTIMATED CASH FLOW

ESTIMATED CASH FLOW

INCOME - Earnings

Additional Income

Taxes & Social Security

All Employment Deductions

NET AVAILABLE CASH

EXPENSES

1. Allowance

2. Auto

a. Auto Insurance

b. Auto Payment

c. Fuel

d. Repair

e. Other Auto Expenses

f. Parking

3. Charity

4. Childcare

5. Clothing

Laundry; Dry Clean

6. Debts

a. Creditors-Past Debt

b. Loan Payments

c. Debts-Other

7. Dues

8. Education

a. Other; Lessons

b. Tuition

c. Other Educ Expenses

9. Food; Groceries

Lunches; Meals Out

10. Gifts

a. Family

b. Others

c. Birthday Parties

ANNUAL

Joint

MONTHLY

Joint

HUSBAND-MO

If Paid Separately

WIFE-MO

If Paid Separately

\$0

\$0

\$0

\$0

ESTIMATED CASH FLOW

(Continued)

ESTIMATED CASH FLOW

(Continued)

11. Housing

- a. Household Help
- b. Home Insurance
- c. Maintenance; Repair
- d. Major Purch; Improv
- e. Mortgage; Rent
- f. Other; Fees, etc
- g. Real Estate Tax
- h. Util-Cable
- i. Util-Electric
- j. Util-Gas
- k. Util-Phone-Land line
- Cell Phones
- Internet

l. Util-Water

m. Housing-Other

12. Insurance- Life

13. Leisure

- a. Entertainment
- b. Restaurants
- c. Sports
- d. Vacations
- e. Leisure-Other

14. Medical

- a. Doctor; Dental
- b. Med Insurance
- c. Medicine
- d. Therapy
- e. Medical-Other

15. Miscellaneous

- a. Bank Charges
- b. Grooming
- c. Liquor; Cigarettes
- d. Misc-Other

16. Other Expenses

17. Pet Care

18. Professional Exp

19. Savings

TOTAL LIVING EXPENSES

Surplus (Deficit)