

# Your Personal Financial Playbook

“Through wisdom a house is built, and by understanding it is established; and by knowledge the rooms shall be filled with all precious and pleasant riches.”

Proverbs 24:3-4





# General Information

Name \_\_\_\_\_ Date of birth \_\_\_\_\_

Marital Status \_\_\_\_\_ Place of birth \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Occupation \_\_\_\_\_ Social Security Number \_\_\_\_\_

Occupation Status \_\_\_\_\_ No. of Dependents \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Click [here](#) to upload your Driver's License

Spouse's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Occupation \_\_\_\_\_ Place of birth \_\_\_\_\_

Occupation Status \_\_\_\_\_ Spouse's SSN \_\_\_\_\_

Doctor's Name \_\_\_\_\_ Last Visit \_\_\_\_\_



## Sources of Income

• Current Wages	\$	_____
• Spouse Wages	\$	_____
• Investment Income	\$	_____
• Social Security	\$	_____
• Spouse Social Security	\$	_____
• Pension Plan	\$	_____
• Other	\$	_____
<b>TOTAL</b>	<b>\$</b>	_____

# Financial Goal Setting

## Goal Setting Steps:

- Your goals should inspire you to take action
- Set SMART Goals
  - S**pecific
  - M**easurable
  - A**ttainable
  - R**elevant
  - T**imely
- Write your goals down
- Formulate an action plan
- Stick with the plan

## List of Financial Goals

1.

2.

3.

4.

5.

6.

# Initial Income & Expenses Breakdown

Now that you have established your financial goals, it is time to expose your true net income as well as analyze your monthly expenses. This will allow you to see what your take-home pay is as well as understand where that money is disappearing to every month. Having a grasp on your expenses clarifies monthly money distributions and can simplify the budget process. It's important to identify trouble spots within the budget so they can be modified to fit your financial goals.

## Income Breakdown:

Take-home pay per per period	\$
Type of pay period	
Number of workdays per pay period	
Number of paid work hours per workday	hours
Minutes of unpaid breaks per workday	mins.
Work-related commute time per workday	mins.
Time spent getting ready for work per day	mins.
Work-related mileage per workday	mins.
Childcare expense per pay period	\$
Dining out expense per work day	\$
Unreimbursed work-related clothing expense per month	\$
Union dues per pay period	\$
Work-related gifts per month	\$

## RESULTS (filled out by advisor)

Monthly take-home pay	\$
Monthly work-related expenses	\$
Monthly net profit	\$
Monthly net profit	
Monthly net profit	\$

## Expenses Breakdown (Pre-Evaluation:

**Fixed Expenses** (Occurs monthly and generally remains the same)

Rent/Mortgage	\$
Internet Bill	\$
Cell Phone Bill	\$
Cable	\$
Car Payment	\$
Health Insurance	\$
Savings Contributions	\$
Religious/Charity	\$
Child Care	\$
Other	\$

**Periodic Expenses** (Occurs less frequently than a month)

Life Insurance	\$
Car Insurance	\$
Property Taxes/Insurance	\$
Tuition	\$
Quarterly Taxes	\$
Other	\$

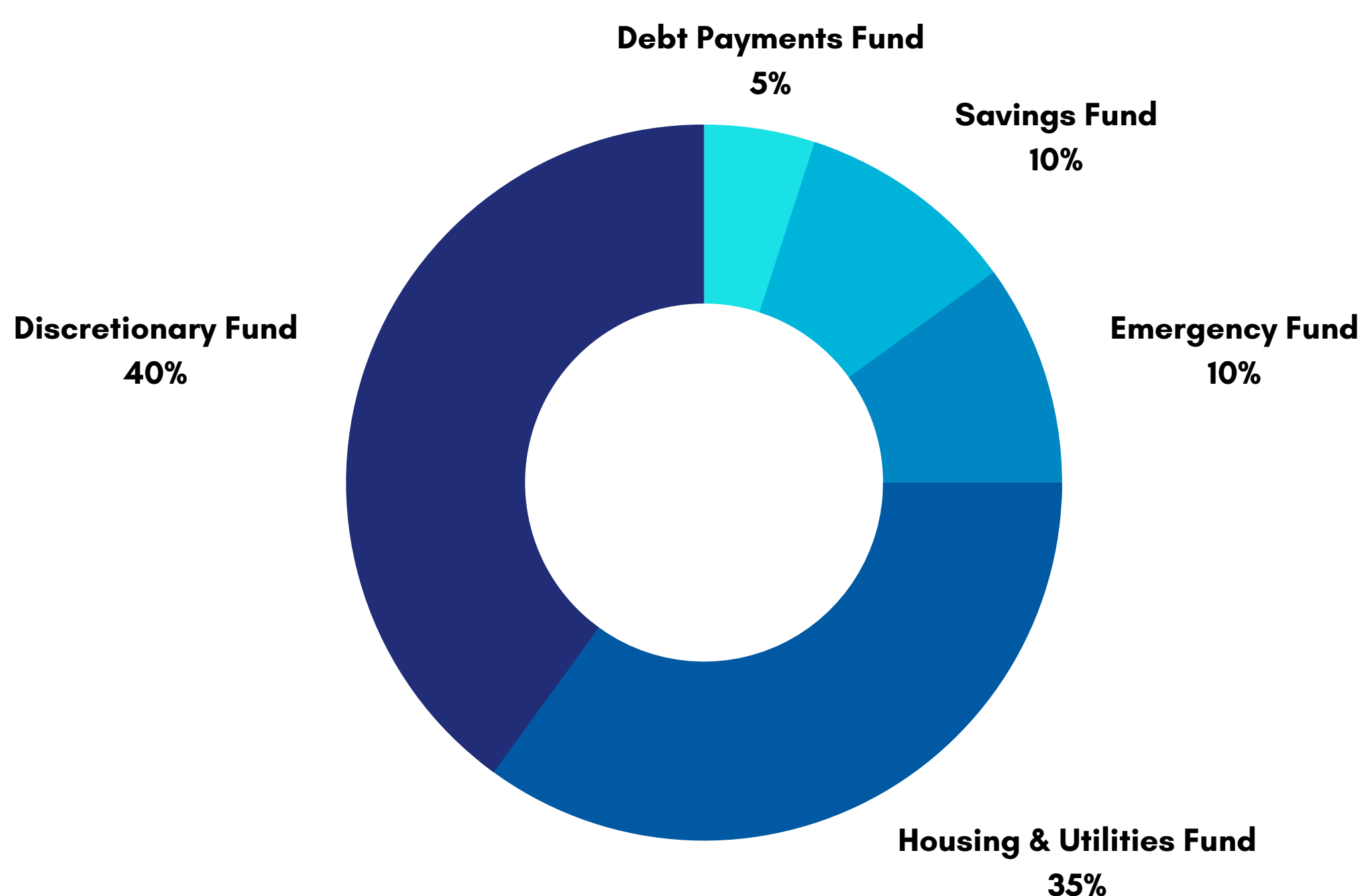
**Variable Expenses** (Closest monthly estimate)

Groceries	\$
Fuel	\$
Clothing	\$
Child Care	\$
Eating Out	\$
Entertainment	\$
Tobacco/Alcohol	\$
Sports & Recreation (Hobbies)	\$
Energy Bill	\$
Water Bill	\$
Car Maintenance	\$
Travel/Vacations	\$
Home Maintenance	\$
Subscriptions	\$
Other	\$

# Post-Evaluation Results

After evaluating your financial statements piece by piece, we at CFG will present to you your true monthly expenses in the hopes of uncovering some leaks in your budget. From here, we will discuss (in person) your personal preferences and needs and formulate a budget that will allow you to save properly, reduce debt, and live life financially worry-free. We will formulate a budget using the percentages below as a starting template. If we feel that you have some leaks in your budget or dangerous areas such as high debt, we will adjust the percentages to meet those needs. Our goal is to ensure the financial protection and satisfaction of our clients and in turn create a long-lasting relationship.

**REMEMBER** and **REVISIT** the financial goals that you have put in place. Those goals are the heart and soul of your budget. Without them, you are simply practicing a form of futility. If you stick to the personalized plan that we have put in place, then you will achieve those goals and put yourself in a position of financial comfort.



**5%** of your monthly income is used to chip away at your debt. If your debt is exceedingly larger than this percentage will be adjusted to handle the larger sum.

**10%** of your monthly income is to be set up as a direct deposit into a savings account (401(k), IRA). This is a great way to start saving because you are saving money without handling it. *"Out of sight out of mind"*.

**10%** of your monthly income is used to set up your emergency fund. Once that is put in place, this money can be allocated towards an interest accruing account when saving for something specific (ex. Down payment on house/car or college tuition).

**35%** of your monthly is put towards your housing and utilities payments.

**40%** is your discretionary money and can be used for food, entertainment, clothes, vacations, tithing etc.