



Bulletin 723

# Home Account Book



# What Is Ohio State University Extension?

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- Diet, nutrition, food safety and health;
- Family development;
- Leadership and volunteer development.

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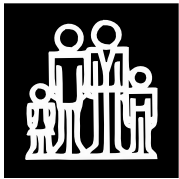
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## Why Keep Home Accounts?

Well organized and updated home accounts are valuable financial management tools. They can:

- \_\_\_ 1. Help in planning for financial matters and provide information so you can see how the plan is doing;
- \_\_\_ 2. Show how family income was used;
- \_\_\_ 3. Bring together the financial activities of different people in the household;
- \_\_\_ 4. Provide critical information for making major financial decisions (such as “Can we afford a new TV?” or “What spending can we reduce so we can save more or repay bills more quickly?”);
- \_\_\_ 5. Help identify financial “leaks” in spending or habits that “nibble” away funds;
- \_\_\_ 6. Provide important information for revising financial plans when circumstances change or you face a transition (such as birth of a child, moving, retirement, etc.);
- \_\_\_ 7. Help control impulse buying or haphazard spending;
- \_\_\_ 8. Assist in anticipating future income needed to meet needs of a growing family;
- \_\_\_ 9. Help simplify preparation of tax returns;
- \_\_\_ 10. Provide opportunities for children to gain experience with family finance;
- \_\_\_ 11. Help promote fairness among family members in their use of income.



**Check (✓) all of the above that would help your financial situation now.**

### You Will Need:

- ✓ A convenient location to work on financial data with storage for your *Home Account Book* and related files and records.
- ✓ A place—a box or jar—where everyone in the household knows to put receipts, sales slips, etc., so you can enter expenditures in the account book and make record keeping a family affair.
- ✓ A specific spot everyone knows to put incoming bills to be paid and other financial mail.
- ✓ Files or folders for income tax information and receipts for tax time. (Keep separate the closing year tax papers and items for the new year.)
- ✓ Permanent files for your Personal Property Inventory and Home Improvements.
- ✓ An adding machine or small calculator.
- ✓ A pad and pencil in your pocket or purse to jot down purchases.
- ✓ A planned time to work on your records.

**Optional:** If you want a beginning budget, it is very helpful if you have access to any past records or check book that provide information about the household spending patterns. (If you do not have these figures, you can make some rough estimates for your initial budget or just start keeping current income and expense notations.)



# How to Use Your Home Account Book

You can adapt the *Home Account Book* to fit your household and preferences. The following tips outline steps to help you get started and list periodic functions to make the records work for you.

## Getting Started

Become familiar with the *Home Account Book*. Start filling in the planning worksheets: Estimated Income (page 3); Estimated Savings (page 3); and Reminder of Payments (pages 6-7).

**Change the headings of columns** on monthly record pages to fit your situation. For example, if you do not have child care expense, skip that column or re-name the space for another purpose.

**If you wish, draft a budget** on pages 32-33 (Column 8). Use pencil, so you can adjust the estimates if you find it is not working. For the first year your budget may be a rough guess. Later, with your records for reference, you will be able to outline a customized budget.

**Complete the Net Worth Statement**, page 5. With this beginning data you can compare and assess changes at the end of the year and set goals for the future.

When you start, it is especially important to **check “cash flow”** for the first month or two and to compare with “Reminder” charts on pages 6-7. Will there be enough cash and income to cover current expenses and obligations? After you are underway, the “set-aside” each month will begin to build up to cover the periodic and seasonal payments. Until then, some caution is needed.

## Making it Work

**Keep account book up to date**—schedule time weekly (or at least twice monthly) to enter income and expenses. This may be the same time you are writing checks for payments.

Your records need not account for every penny. For many entries you may round up to even dollars. (But do *not* try this with your credit records and bank accounts.)

**Label each entry** with a description. List enough information to identify what it represents so you can easily look for omissions and avoid double entries.

THIS	NOT THIS
Tues Lunch \$8.	Lunch \$8.
Groceries Wed \$10.	Food \$10.
Movie \$10.50	\$10.50
Mom’s gift \$14.	Gift \$14.

**Keep statements, receipts, and canceled checks you will need for tax purposes.** Other account records can be held for several months or to the end of the year. Cash receipts

may be discarded, when not needed for a return or exchange. There are a few exceptions: Save major proofs of purchase and receipts for your **personal property inventory** and keep **home improvement/remodeling** receipts as long as you own the property.

Take care to record credit and debit card use as well as savings deposits and withdrawals.

**Credit use**—Record money borrowed, or goods and services bought on credit, as “credit purchases.” **Also** record credit purchases under the appropriate expense column(s). Record payments under “credit payments.”

**Debit Card**—A debit purchase is recorded in your check book as a withdrawal from your account and in *Home Account Book* just like a cash purchase.

**Savings**—Deposits to savings are listed in a special column on the Monthly Record pages. If you make a withdrawal, the amount must be subtracted from savings and comes back into cash or checking account as “taken from savings.”

## At the End of the Month

**Total the columns at the end of each month.** These totals may be transferred to the optional **summary page**, if you want to justify for cash balance at the end of the month. This is a way to keep track of “miscellaneous” or other expenses that were not recorded during the month.

**Transfer the totals to the Annual Summary**, pages 32-33. Compare spending with your plan to see if you need to make changes in your budget or your spending habits.

Review cash flow and “set-aside” for the next month; compare with Reminders of Payments on pages 6-7.

## Mid Year Check Up

How are you doing? With 5-6 months of records, you can review your plan, and make adjustments to the budget or to spending habits, as needed (pages 32-33).

## End of the Year

- **Total all columns** and use these figures to calculate a budget for the coming year.
- Complete the **Net Worth Statement** in your new *Home Account Book* to determine gain or loss for the year.
- In addition to the information in the *Home Account Book* you will receive data from others. From the mortgage holder you will receive IRS form-1098 with the totals to add principle to the value of your home on the next Net Worth Statement AND the amount of mortgage interest and real estate taxes that are deductible if you file a long 1040 form and itemize deductions.

Year \_\_\_\_\_ **Estimated Monthly Income By Source**

Source	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Totals
Salary/Wages #1													
Salary/Wages #2													
Misc. Labor													
Sales/Commissions													
Rent													
Withdrawal from Savings													
Interest													
Dividends													
Retirement/Pension #1													
Retirement/Pension #2													
Social Security/SSI #1													
Social Security/SSI #2													
Expense Acct. Refunds													
Other Refunds													
Gifts													
Cash Loans Received													
Other (_____)													
Other (_____)													
Other (_____)													
<b>TOTALS</b>													

Year \_\_\_\_\_ **Estimated Contributions to Savings and Investments**

Source	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Totals
Retirement/Pensions													
IRAs													
CDs													
Savings Accounts													
Stocks													
Bonds													
Mutual Funds													
Other (_____)													
Other (_____)													
<b>TOTALS</b>													

Reminder: *Withdrawals* from savings need to be treated as “income” and listed in the appropriate month.

# Preparing Your Net Worth Statement

**What is a “Net Worth Statement?”** This financial tool shows your current overall financial position at a given point in time. It is like a “financial snapshot” that shows the dollar value of what you own and what you owe. Your **net worth** is the **difference** between your **total assets** (what you own) and your total **liabilities** (what you owe). This relationship can be stated as: Assets – Liabilities = Net Worth.

Net worth is the dollar amount you would have if all assets were sold today for current market value and all debts were paid in full. For example, if your assets have a current financial value of \$28,000 today and you currently owe \$8,000 in credit card balances, loans, and other debts, your net worth TODAY is \$20,000.

**Assets.** Determine the financial value of what you own. This value must be expressed in “current market value” (in other words, what the asset would be worth if sold today to a willing buyer).

If recently purchased, the purchase price of your house or other “real” property can be used. Otherwise, consult a realtor to get a market quote on the value of the property if you were to sell it now. Or, check recent sales of similar properties.

For personal possessions (personal property) such as vehicles, household goods, clothing, and recreational equipment, the value is more difficult to determine.

Most of these items lose financial value (depreciate) from day of purchase. However, if recently acquired, the purchase price could be used. Otherwise, consult the newspaper classified ads or visit some garage sales to see what possessions usually sell for.

For life insurance, list only “cash value” policies (or what you could borrow from the policy today). Term insurance pays only if the insured dies, and thus has no “cash value” for asset purposes.

It may take some searching to determine the current financial value of investments such as stocks, bonds, and mutual funds where the value fluctuates. Check the financial pages of your daily newspaper or a web site. Use a recent account statement or call your broker for current price information on the investment(s) you hold.

The financial value of cash and other liquid assets is determined by counting “cash on hand” and/or getting the current balance for checking and savings accounts.

**Liabilities.** Determine the dollar value of your debts (what you owe). For mortgages, list the balance due. Also list unpaid bills such as income and property taxes you currently owe, unpaid utility bills, rent, and insurance premiums coming due. (You may need to use the most recent account statements to estimate current obligations.)

## What Your Net Worth Statement Tells You

Obviously, if liabilities exceed the value of your assets (negative net worth), you need to take corrective action immediately. However, even a person with a high net worth may have financial difficulties. Having many assets with low liquidity (inability to immediately convert to cash) may mean not having adequate cash available to pay current expenses if income suddenly decreases.

If a high proportion of your asset value is in “depreciable” property (personal possessions or investments that quickly lose value), one’s financial position is less advantageous. For increased financial security over time, it’s usually financially “wiser” to allocate more financial resources to assets that “appreciate” (gain financial worth) or at least hold financial value. Of

course, this usually means that you must make some “tough” financial choices to save and invest for the future rather than spend everything today or take on high consumer debt. For most people, financial security is built slowly over time. Checking your net worth statement at the beginning and end of each year can show you how your situation is improving.

Having an updated net worth statement can be helpful when making financial decisions. Most loan applications require financial data that appears on your net worth statement. Having a copy can speed up the loan application process. And, if you already are overloaded with consumer (non-mortgage) debt, doing your net worth statement can highlight the importance of debt reduction to improve your financial position.

## Net Worth Statement

To get a complete financial picture, compute your Net Worth at the beginning and at the end of the year to learn whether or not you have been getting ahead financially.

Your Net Worth statement is a comparison of what you own (assets) and what you owe (liabilities). It includes investments, values of inventories in a business (sole proprietorship or partnership), and other assets. What you owe will include all kinds of indebtedness incurred in providing for family living as well as debts for investments and business (if a sole proprietor or partnership).

<b>Our Financial Position on _____ 20_____</b>			
<b>ASSETS</b> (What we own)	Estimated (Market) Value	<b>LIABILITIES</b> (What we owe)	Dollars Owed
<b>Real Estate (Home)</b>	\$	<b>Real Estate/Home Mortgage (Balance)</b>	\$
Other		Other	
<b>Personal Property (Market Value)</b>		<b>Installment Contracts (Balance Due)</b>	
Automobile(s)/Vehicles		Vehicles	
Household Furnishings & Equipment		Furnishings/Appliances	
Other		Other	
<b>Savings &amp; Investments:</b>		<b>Personal Loans (Balance Due)</b>	
Savings Accounts/CDs		Education	
Savings Bonds		Medical	
Life Insurance, Cash Value		Other (Education, life insurance, etc.)	
Annuities, IRAs, Keo		<b>Charge Accounts (Balance Due)</b>	
Equity in Retirement Programs			
Stocks & Bonds			
Mutual Funds			
Other		<b>Business Liabilities</b>	
Other		<b>Unpaid Bills:</b>	
<b>Cash:</b>		Taxes (Property, income, etc.)	
On Hand		Insurance Premiums	
In Checking Account		Rent	
<b>Accounts Receivable (owed to you)</b>		Utilities	
<b>Business Inventory</b>		Other (Medical/dental, professional services, etc.)	
<b>Total Assets</b>	\$	<b>Total Liabilities</b>	\$
Assets \$ _____		Net Worth (Current Yr.) \$ _____	
Liabilities \$ _____		Net Worth (Previous Yr.) \$ _____	
<b>NET WORTH</b> \$ _____		<b>GAIN OR LOSS</b> \$ _____	

# Reminder of Payments on Installment Contracts and Loans

To calculate monthly “set-aside” amount, list all payments for the year and divide by 12. Be sure to “set aside” that amount each month to have the needed funds available when the payments are due. As payments are made, record under monthly expenditures in the appropriate category.

YEAR _____	MONTHS												Total for Year
Item	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	
Example: Edu. Loan	\$100. <sup>00</sup>			\$100. <sup>00</sup>			\$100. <sup>00</sup>			\$100. <sup>00</sup>			\$400. <sup>00</sup>
<b>TOTALS</b>													

Monthly “Set-Aside” Needed for  
Installment & Loan Payment \$ \_\_\_\_\_

Divide Yearly Total by 12 to Get Average Monthly  
“Set-Aside” Needed for Installment & Loan Payments



# Reminder of Periodic Payments Other Than Loans and Installment Contracts

List the amount and month due for all non-credit financial obligations that are made “occasionally,” quarterly, etc. (e.g., insurance premiums, school tuition/supplies, holiday celebrations, etc.). **Then, total the monthly amounts for the year and divide by 12 to get the monthly “set-aside” needed to have the needed funds available.** Record under monthly expenditures as the payments are made.

YEAR _____	MONTHS												Total for Year
Item	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	
Example: Car Ins.		\$362. <sup>00</sup>						\$362. <sup>00</sup>					\$724. <sup>00</sup>
<b>TOTALS</b>													

Monthly “Set-Aside” Needed for  
Periodic Payment      \$ \_\_\_\_\_

**Divide Yearly Total by 12 to Get Average Monthly  
“Set-Aside” Amount Needed for Periodic Payments**



# INCOME & EXPENSES for Month \_\_\_\_\_ Year \_\_\_\_\_

INCOME, SAVINGS, AND MAJOR TAX DEDUCTIBLES					CREDIT USE					
<b>INCOME</b> —Wages, fees for services, rents, interest, dividends, profit, alimony or child support received, other gifts Planned \$ _____			<b>SAVINGS &amp; INVESTMENTS</b> —Savings, bonds, stocks, life insurance; retirement plans; capital improvements Planned \$ _____			<b>CREDIT PURCHASES</b> —All purchases using credit cards; new installment loans for furniture, appliances, cash, etc. Also list in appropriate category. Planned \$ _____				
Item	\$		Item	\$		Date	Creditor	\$		
Total			Total			Total				
<b>TAX DEDUCTIBLE EXPENDITURES*</b>										
<b>TAXES</b> —Income, real estate, other* Planned \$ _____			<b>HEALTH</b> —Fees for doctor, dentist, hospital care and treatment, medicine, insurance, etc. Planned \$ _____							
Federal	\$			\$						
State										
Local										
						Total				
Total			Total							
<b>CONTRIBUTIONS</b> —Religious, community drives, charities, etc. Planned \$ _____			<b>CHILD/DEPENDENT CARE</b> —Expenses that can be claimed if eligible for child/dependent care credit Planned \$ _____							
	\$			\$						
						Total				
Total			Total							
<b>OTHER DEDUCTIONS &amp; CREDITS</b> —Qualified education expenses, non-business casualty & theft losses, misc. deductions Planned \$ _____										
	\$									
						Total				
Total			Total							
						<b>CREDIT PAYMENTS</b> —Payments on charge accounts and installment debts. Planned \$ _____				
						Total				
						<b>GIFTS TO OTHERS</b> —Money and gifts purchased for persons outside the family Planned \$ _____				
						Total				
Total			Total			Total				

\*Check current IRS & Ohio tax guides for requirements.

**EXPENSES for Month \_\_\_\_\_ Year \_\_\_\_\_**

<b>FOOD</b> —Groceries, school lunch, other meals away from home, snacks Planned \$ _____			<b>PERSONAL</b> —Hair care, grooming supplies, cigarettes, tobacco, cosmetics, watch repair, photographs, allowances, etc. Planned \$ _____			<b>HOUSING</b> —Mortgage, rent, repairs, upkeep of house, yard care, insurance, hotel, motel, utilities, cleaning and laundry supplies, paper goods, postage, bank charges, hired help, cable, Internet Planned \$ _____			
Item	\$		Person	Item	\$		Item	\$	
Total		\$	Total		\$	Total		\$	
<b>RECREATION</b> —Admission and fees for shows, games, play and sports equipment, toys, pet expenses, hobbies Planned \$ _____			<b>TRANSPORTATION</b> —Car expenses—gas, oil, tires, repairs, insurance, license fees, purchase price; bus, plane, train, etc. Planned \$ _____			<b>FURNISHINGS &amp; EQUIPMENT</b> —Furniture, appliances, small tools and utensils, china, glassware, other household accessories Planned \$ _____			
Item	\$		Item	\$		Item	\$		
Total		\$	Total		\$	Total		\$	
<b>EDUCATION</b> —All school expenses—tuition, books, supplies, papers, magazines; music, dancing, other lessons Planned \$ _____			<b>CLOTHING</b> —Ready-to-wear, foot wear, dry cleaning and repair, fabric and sewing supplies, purses, jewelry, other accessories Planned \$ _____			<b>OTHER</b> Planned \$ _____			
Person	Item	\$	Person	Item	\$	Person	Item	\$	
Total		\$	Total		\$	Total		\$	

# INCOME & EXPENSES for Month \_\_\_\_\_ Year \_\_\_\_\_

INCOME, SAVINGS, AND MAJOR TAX DEDUCTIBLES					CREDIT USE					
<b>INCOME</b> —Wages, fees for services, rents, interest, dividends, profit, alimony or child support received, other gifts Planned \$ _____			<b>SAVINGS &amp; INVESTMENTS</b> —Savings, bonds, stocks, life insurance; retirement plans; capital improvements Planned \$ _____			<b>CREDIT PURCHASES</b> —All purchases using credit cards; new installment loans for furniture, appliances, cash, etc. Also list in appropriate category. Planned \$ _____				
Item	\$		Item	\$		Date	Creditor	\$		
Total			Total							
<b>TAX DEDUCTIBLE EXPENDITURES*</b>					<b>CREDIT PAYMENTS</b> —Payments on charge accounts and installment debts. Planned \$ _____  Total \$ _____					
<b>TAXES</b> —Income, real estate, other* Planned \$ _____			<b>HEALTH</b> —Fees for doctor, dentist, hospital care and treatment, medicine, insurance, etc. Planned \$ _____							
Federal	\$			\$						
State	\$			\$						
Local	\$			\$						
Total			Total							
<b>CONTRIBUTIONS</b> —Religious, community drives, charities, etc. Planned \$ _____			<b>CHILD/DEPENDENT CARE</b> —Expenses that can be claimed if eligible for child/dependent care credit Planned \$ _____							
	\$			\$						
Total			Total							
<b>OTHER DEDUCTIONS &amp; CREDITS</b> —Qualified education expenses, non-business casualty & theft losses, misc. deductions Planned \$ _____			<b>GIFTS TO OTHERS</b> —Money and gifts purchased for persons outside the family Planned \$ _____  Total \$ _____							
	\$						\$			
Total						Total				
Total			Total			Total				

\*Check current IRS & Ohio tax guides for requirements.

**EXPENSES for Month \_\_\_\_\_ Year \_\_\_\_\_**

<b>FOOD</b> —Groceries, school lunch, other meals away from home, snacks Planned \$ _____			<b>PERSONAL</b> —Hair care, grooming supplies, cigarettes, tobacco, cosmetics, watch repair, photographs, allowances, etc. Planned \$ _____			<b>HOUSING</b> —Mortgage, rent, repairs, upkeep of house, yard care, insurance, hotel, motel, utilities, cleaning and laundry supplies, paper goods, postage, bank charges, hired help, cable, Internet Planned \$ _____				
Item	\$		Person	Item	\$	Item	\$			
Total		\$		Total		\$		Total		\$
<b>RECREATION</b> —Admission and fees for shows, games, play and sports equipment, toys, pet expenses, hobbies Planned \$ _____			<b>TRANSPORTATION</b> —Car expenses—gas, oil, tires, repairs, insurance, license fees, purchase price; bus, plane, train, etc. Planned \$ _____			<b>FURNISHINGS &amp; EQUIPMENT</b> —Furniture, appliances, small tools and utensils, china, glassware, other household accessories Planned \$ _____				
Item	\$		Item	\$		Item	\$			
Total		\$		Total		\$		Total		\$
<b>EDUCATION</b> —All school expenses—tuition, books, supplies, papers, magazines; music, dancing, other lessons Planned \$ _____			<b>CLOTHING</b> —Ready-to-wear, foot wear, dry cleaning and repair, fabric and sewing supplies, purses, jewelry, other accessories Planned \$ _____			<b>OTHER</b> Planned \$ _____				
Person	Item	\$	Person	Item	\$	Person	Item	\$		
Total		\$		Total		\$		Total		\$

# INCOME & EXPENSES for Month \_\_\_\_\_ Year \_\_\_\_\_

INCOME, SAVINGS, AND MAJOR TAX DEDUCTIBLES					CREDIT USE					
<b>INCOME</b> —Wages, fees for services, rents, interest, dividends, profit, alimony or child support received, other gifts Planned \$ _____			<b>SAVINGS &amp; INVESTMENTS</b> —Savings, bonds, stocks, life insurance; retirement plans; capital improvements Planned \$ _____			<b>CREDIT PURCHASES</b> —All purchases using credit cards; new installment loans for furniture, appliances, cash, etc. Also list in appropriate category. Planned \$ _____				
Item	\$		Item	\$		Date	Creditor	\$		
Total			Total							
\$			\$							
TAX DEDUCTIBLE EXPENDITURES*										
<b>TAXES</b> —Income, real estate, other* Planned \$ _____			<b>HEALTH</b> —Fees for doctor, dentist, hospital care and treatment, medicine, insurance, etc. Planned \$ _____							
Federal	\$			\$						
State										
Local										
Total			Total							
\$			\$							
<b>CONTRIBUTIONS</b> —Religious, community drives, charities, etc. Planned \$ _____			<b>CHILD/DEPENDENT CARE</b> —Expenses that can be claimed if eligible for child/dependent care credit Planned \$ _____							
	\$			\$						
Total			Total							
\$			\$							
<b>OTHER DEDUCTIONS &amp; CREDITS</b> —Qualified education expenses, non-business casualty & theft losses, misc. deductions Planned \$ _____						<b>CREDIT PAYMENTS</b> —Payments on charge accounts and installment debts. Planned \$ _____				
	\$									
Total			Total			Total				
\$			\$			\$				

\*Check current IRS & Ohio tax guides for requirements.

# EXPENSES for Month \_\_\_\_\_

Year \_\_\_\_\_

<b>FOOD</b> —Groceries, school lunch, other meals away from home, snacks Planned \$ _____			<b>PERSONAL</b> —Hair care, grooming supplies, cigarettes, tobacco, cosmetics, watch repair, photographs, allowances, etc. Planned \$ _____			<b>HOUSING</b> —Mortgage, rent, repairs, upkeep of house, yard care, insurance, hotel, motel, utilities, cleaning and laundry supplies, paper goods, postage, bank charges, hired help, cable, Internet Planned \$ _____				
Item	\$		Person	Item	\$		Item	\$		
Total				Total				Total		
			<b>TRANSPORTATION</b> —Car expenses—gas, oil, tires, repairs, insurance, license fees, purchase price; bus, plane, train, etc. Planned \$ _____			<b>FURNISHINGS &amp; EQUIPMENT</b> —Furniture, appliances, small tools and utensils, china, glassware, other household accessories Planned \$ _____				
				Item	\$		Item	\$		
Total				Total				Total		
<b>RECREATION</b> —Admission and fees for shows, games, play and sports equipment, toys, pet expenses, hobbies Planned \$ _____			<b>EDUCATION</b> —All school expenses—tuition, books, supplies, papers, magazines; music, dancing, other lessons Planned \$ _____			<b>CLOTHING</b> —Ready-to-wear, foot wear, dry cleaning and repair, fabric and sewing supplies, purses, jewelry, other accessories Planned \$ _____				
Item	\$		Person	Item	\$		Person	Item	\$	
Total				Total				Total		
			<b>OTHER</b> Planned \$ _____			<b>OTHER</b> Planned \$ _____				
				Person	Item	\$	Person	Item	\$	
Total				Total				Total		

# INCOME & EXPENSES for Month \_\_\_\_\_ Year \_\_\_\_\_

INCOME, SAVINGS, AND MAJOR TAX DEDUCTIBLES				
<b>INCOME</b> —Wages, fees for services, rents, interest, dividends, profit, alimony or child support received, other gifts Planned \$ _____		<b>SAVINGS &amp; INVESTMENTS</b> —Savings, bonds, stocks, life insurance; retirement plans; capital improvements Planned \$ _____		
Item	\$		Item	\$
Total	\$		Total	\$
TAX DEDUCTIBLE EXPENDITURES*				
<b>TAXES</b> —Income, real estate, other* Planned \$ _____		<b>HEALTH</b> —Fees for doctor, dentist, hospital care and treatment, medicine, insurance, etc. Planned \$ _____		
Federal	\$			\$
State				
Local				
Total	\$		Total	\$
<b>CONTRIBUTIONS</b> —Religious, community drives, charities, etc. Planned \$ _____		<b>CHILD/DEPENDENT CARE</b> —Expenses that can be claimed if eligible for child/dependent care credit Planned \$ _____		
	\$			\$
Total	\$			
<b>OTHER DEDUCTIONS &amp; CREDITS</b> — Qualified education expenses, non-business casualty & theft losses, misc. deductions Planned \$ _____				
	\$			
Total	\$		Total	\$

CREDIT USE				
<b>CREDIT PURCHASES</b> —All purchases using credit cards; new installment loans for furniture, appliances, cash, etc. Also list in appropriate category. Planned \$ _____				
Date	Creditor		\$	
Total			\$	
<b>CREDIT PAYMENTS</b> —Payments on charge accounts and installment debts. Planned \$ _____				
Total			\$	
<b>GIFTS TO OTHERS</b> —Money and gifts purchased for persons outside the family Planned \$ _____				
Total			\$	
Total			\$	

\*Check current IRS & Ohio tax guides for requirements.



**EXPENSES for Month** \_\_\_\_\_

**Year** \_\_\_\_\_

<b>FOOD</b> —Groceries, school lunch, other meals away from home, snacks Planned \$ _____				<b>PERSONAL</b> —Hair care, grooming supplies, cigarettes, tobacco, cosmetics, watch repair, photographs, allowances, etc. Planned \$ _____				<b>HOUSING</b> —Mortgage, rent, repairs, upkeep of house, yard care, insurance, hotel, motel, utilities, cleaning and laundry supplies, paper goods, postage, bank charges, hired help, cable, Internet Planned \$ _____			
Item	\$			Person	Item	\$		Item	\$		
Total				Total				Total			
				<b>TRANSPORTATION</b> —Car expenses—gas, oil, tires, repairs, insurance, license fees, purchase price; bus, plane, train, etc. Planned \$ _____				<b>FURNISHINGS &amp; EQUIPMENT</b> —Furniture, appliances, small tools and utensils, china, glassware, other household accessories Planned \$ _____			
				Item	\$			Item	\$		
Total				Total				Total			
<b>RECREATION</b> —Admission and fees for shows, games, play and sports equipment, toys, pet expenses, hobbies Planned \$ _____				<b>EDUCATION</b> —All school expenses—tuition, books, supplies, papers, magazines; music, dancing, other lessons Planned \$ _____				<b>CLOTHING</b> —Ready-to-wear, foot wear, dry cleaning and repair, fabric and sewing supplies, purses, jewelry, other accessories Planned \$ _____			
Item	\$			Item	\$			Person	Item	\$	
Total				Total				Total			
								<b>OTHER</b> Planned \$ _____			
								Person	Item	\$	
Total				Total				Total			

# INCOME & EXPENSES for Month \_\_\_\_\_ Year \_\_\_\_\_

INCOME, SAVINGS, AND MAJOR TAX DEDUCTIBLES					CREDIT USE				
<b>INCOME</b> —Wages, fees for services, rents, interest, dividends, profit, alimony or child support received, other gifts Planned \$ _____			<b>SAVINGS &amp; INVESTMENTS</b> —Savings, bonds, stocks, life insurance; retirement plans; capital improvements Planned \$ _____		<b>CREDIT PURCHASES</b> —All purchases using credit cards; new installment loans for furniture, appliances, cash, etc. Also list in appropriate category. Planned \$ _____				
Item	\$		Item	\$		Date	Creditor	\$	
Total	\$		Total	\$					
TAX DEDUCTIBLE EXPENDITURES*					<b>CREDIT PAYMENTS</b> —Payments on charge accounts and installment debts. Planned \$ _____				
<b>TAXES</b> —Income, real estate, other* Planned \$ _____			<b>HEALTH</b> —Fees for doctor, dentist, hospital care and treatment, medicine, insurance, etc. Planned \$ _____						
Federal	\$			\$					
State									
Local									
Total	\$		Total	\$					
<b>CONTRIBUTIONS</b> —Religious, community drives, charities, etc. Planned \$ _____			<b>CHILD/DEPENDENT CARE</b> —Expenses that can be claimed if eligible for child/dependent care credit Planned \$ _____		Total \$				
	\$			\$	<b>GIFTS TO OTHERS</b> —Money and gifts purchased for persons outside the family Planned \$ _____				
Total	\$								
<b>OTHER DEDUCTIONS &amp; CREDITS</b> —Qualified education expenses, non-business casualty & theft losses, misc. deductions Planned \$ _____					<b>GIFTS TO OTHERS</b> —Money and gifts purchased for persons outside the family Planned \$ _____				
	\$								
Total	\$		Total	\$					

\*Check current IRS & Ohio tax guides for requirements.

# EXPENSES for Month \_\_\_\_\_ Year \_\_\_\_\_

<b>FOOD</b> —Groceries, school lunch, other meals away from home, snacks Planned \$ _____			<b>PERSONAL</b> —Hair care, grooming supplies, cigarettes, tobacco, cosmetics, watch repair, photographs, allowances, etc. Planned \$ _____			<b>HOUSING</b> —Mortgage, rent, repairs, upkeep of house, yard care, insurance, hotel, motel, utilities, cleaning and laundry supplies, paper goods, postage, bank charges, hired help, cable, Internet Planned \$ _____			
Item	\$		Person	Item	\$		Item	\$	
Total		\$					Total		\$
<b>RECREATION</b> —Admission and fees for shows, games, play and sports equipment, toys, pet expenses, hobbies Planned \$ _____			<b>TRANSPORTATION</b> —Car expenses—gas, oil, tires, repairs, insurance, license fees, purchase price; bus, plane, train, etc. Planned \$ _____			<b>FURNISHINGS &amp; EQUIPMENT</b> —Furniture, appliances, small tools and utensils, china, glassware, other household accessories Planned \$ _____			
Item	\$		Item	\$		Item	\$		
Total		\$					Total		\$
<b>EDUCATION</b> —All school expenses—tuition, books, supplies, papers, magazines; music, dancing, other lessons Planned \$ _____			<b>CLOTHING</b> —Ready-to-wear, foot wear, dry cleaning and repair, fabric and sewing supplies, purses, jewelry, other accessories Planned \$ _____						
Person	Item	\$	Person	Item	\$				
Total		\$							
<b>OTHER</b> Planned \$ _____									
Person	Item	\$	Person	Item	\$				
Total		\$							

# INCOME & EXPENSES for Month \_\_\_\_\_ Year \_\_\_\_\_

INCOME, SAVINGS, AND MAJOR TAX DEDUCTIBLES					CREDIT USE					
<b>INCOME</b> —Wages, fees for services, rents, interest, dividends, profit, alimony or child support received, other gifts Planned \$ _____			<b>SAVINGS &amp; INVESTMENTS</b> —Savings, bonds, stocks, life insurance; retirement plans; capital improvements Planned \$ _____			<b>CREDIT PURCHASES</b> —All purchases using credit cards; new installment loans for furniture, appliances, cash, etc. Also list in appropriate category. Planned \$ _____				
Item	\$		Item	\$		Date	Creditor	\$		
Total		\$	Total		\$					
TAX DEDUCTIBLE EXPENDITURES*										
<b>TAXES</b> —Income, real estate, other* Planned \$ _____			<b>HEALTH</b> —Fees for doctor, dentist, hospital care and treatment, medicine, insurance, etc. Planned \$ _____							
Federal	\$			\$						
State										
Local										
Total		\$	Total		\$	Total \$				
<b>CONTRIBUTIONS</b> —Religious, community drives, charities, etc. Planned \$ _____			<b>CHILD/DEPENDENT CARE</b> —Expenses that can be claimed if eligible for child/dependent care credit Planned \$ _____							
	\$			\$						
Total		\$	Total		\$	Total \$				
<b>OTHER DEDUCTIONS &amp; CREDITS</b> — Qualified education expenses, non-business casualty & theft losses, misc. deductions Planned \$ _____										
	\$									
Total		\$	Total		\$	Total \$				
						<b>GIFTS TO OTHERS</b> —Money and gifts purchased for persons outside the family Planned \$ _____				
Total		\$	Total		\$	Total \$				

\*Check current IRS & Ohio tax guides for requirements.

**EXPENSES** for Month \_\_\_\_\_ Year \_\_\_\_\_

<b>FOOD</b> —Groceries, school lunch, other meals away from home, snacks Planned \$ _____			<b>PERSONAL</b> —Hair care, grooming supplies, cigarettes, tobacco, cosmetics, watch repair, photographs, allowances, etc. Planned \$ _____			<b>HOUSING</b> —Mortgage, rent, repairs, upkeep of house, yard care, insurance, hotel, motel, utilities, cleaning and laundry supplies, paper goods, postage, bank charges, hired help, cable, Internet Planned \$ _____			
Item	\$		Person	Item	\$	Item		\$	
Total		\$			Total	\$	Total		\$
<b>TRANSPORTATION</b> —Car expenses—gas, oil, tires, repairs, insurance, license fees, purchase price; bus, plane, train, etc. Planned \$ _____			<b>FURNISHINGS &amp; EQUIPMENT</b> —Furniture, appliances, small tools and utensils, china, glassware, other household accessories Planned \$ _____			<b>CLOTHING</b> —Ready-to-wear, foot wear, dry cleaning and repair, fabric and sewing supplies, purses, jewelry, other accessories Planned \$ _____			
Item		\$	Item		\$	Item		\$	
Total		\$	Total		\$	Total		\$	
<b>RECREATION</b> —Admission and fees for shows, games, play and sports equipment, toys, pet expenses, hobbies Planned \$ _____			<b>EDUCATION</b> —All school expenses—tuition, books, supplies, papers, magazines; music, dancing, other lessons Planned \$ _____			<b>OTHER</b> Planned \$ _____			
Item		\$	Item		\$	Person		\$	
Total		\$	Total		\$	Total		\$	

**INCOME & EXPENSES for Month \_\_\_\_\_ Year \_\_\_\_\_**

<b>INCOME, SAVINGS, AND MAJOR TAX DEDUCTIBLES</b>					<b>CREDIT USE</b>					
<b>INCOME</b> —Wages, fees for services, rents, interest, dividends, profit, alimony or child support received, other gifts			<b>SAVINGS &amp; INVESTMENTS</b> —Savings, bonds, stocks, life insurance; retirement plans; capital improvements			<b>CREDIT PURCHASES</b> —All purchases using credit cards; new installment loans for furniture, appliances, cash, etc. Also list in appropriate category.				
Planned \$ _____			Planned \$ _____			Planned \$ _____				
Item	\$		Item	\$		Date	Creditor	\$		
Total		\$	Total		\$					
<b>TAX DEDUCTIBLE EXPENDITURES*</b>										
<b>TAXES</b> —Income, real estate, other*			<b>HEALTH</b> —Fees for doctor, dentist, hospital care and treatment, medicine, insurance, etc.							
Planned \$ _____			Planned \$ _____							
Federal	\$			\$						
State										
Local										
Total		\$	Total		\$					
<b>CONTRIBUTIONS</b> —Religious, community drives, charities, etc.			<b>CHILD/DEPENDENT CARE</b> —Expenses that can be claimed if eligible for child/dependent care credit							
Planned \$ _____			Planned \$ _____							
	\$			\$						
Total		\$	Total		\$					
<b>OTHER DEDUCTIONS &amp; CREDITS</b> —Qualified education expenses, non-business casualty & theft losses, misc. deductions										
Planned \$ _____										
	\$									
Total		\$	Total		\$					
						<b>CREDIT PAYMENTS</b> —Payments on charge accounts and installment debts.				
						Planned \$ _____				
						Total				
						\$				
						<b>GIFTS TO OTHERS</b> —Money and gifts purchased for persons outside the family				
						Planned \$ _____				
						Total				
						\$				
Total		\$	Total		\$					

\*Check current IRS & Ohio tax guides for requirements.



# INCOME & EXPENSES for Month \_\_\_\_\_ Year \_\_\_\_\_

INCOME, SAVINGS, AND MAJOR TAX DEDUCTIBLES					CREDIT USE					
<b>INCOME</b> —Wages, fees for services, rents, interest, dividends, profit, alimony or child support received, other gifts Planned \$ _____			<b>SAVINGS &amp; INVESTMENTS</b> —Savings, bonds, stocks, life insurance; retirement plans; capital improvements Planned \$ _____		<b>CREDIT PURCHASES</b> —All purchases using credit cards; new installment loans for furniture, appliances, cash, etc. Also list in appropriate category. Planned \$ _____					
Item	\$		Item	\$		Date	Creditor	\$		
Total		\$	Total		\$					
TAX DEDUCTIBLE EXPENDITURES*					CREDIT PAYMENTS					
<b>TAXES</b> —Income, real estate, other* Planned \$ _____			<b>HEALTH</b> —Fees for doctor, dentist, hospital care and treatment, medicine, insurance, etc. Planned \$ _____		<b>CREDIT PAYMENTS</b> —Payments on charge accounts and installment debts. Planned \$ _____					
Federal	\$			\$						
State										
Local										
Total		\$	Total		\$	Total				\$
<b>CONTRIBUTIONS</b> —Religious, community drives, charities, etc. Planned \$ _____			<b>CHILD/DEPENDENT CARE</b> —Expenses that can be claimed if eligible for child/dependent care credit Planned \$ _____		<b>GIFTS TO OTHERS</b> —Money and gifts purchased for persons outside the family Planned \$ _____					
	\$			\$						
Total		\$	Total		\$	Total				\$
<b>OTHER DEDUCTIONS &amp; CREDITS</b> —Qualified education expenses, non-business casualty & theft losses, misc. deductions Planned \$ _____										
	\$									
Total		\$	Total		\$	Total				\$

\*Check current IRS & Ohio tax guides for requirements.



**EXPENSES for Month** \_\_\_\_\_

**Year** \_\_\_\_\_

<b>FOOD</b> —Groceries, school lunch, other meals away from home, snacks Planned \$ _____			<b>PERSONAL</b> —Hair care, grooming supplies, cigarettes, tobacco, cosmetics, watch repair, photographs, allowances, etc. Planned \$ _____			<b>HOUSING</b> —Mortgage, rent, repairs, upkeep of house, yard care, insurance, hotel, motel, utilities, cleaning and laundry supplies, paper goods, postage, bank charges, hired help, cable, Internet Planned \$ _____					
Item	\$		Person	Item	\$		Item	\$			
Total			Total			Total			Total		
\$			\$			\$			\$		
<b>RECREATION</b> —Admission and fees for shows, games, play and sports equipment, toys, pet expenses, hobbies Planned \$ _____			<b>TRANSPORTATION</b> —Car expenses—gas, oil, tires, repairs, insurance, license fees, purchase price; bus, plane, train, etc. Planned \$ _____			<b>FURNISHINGS &amp; EQUIPMENT</b> —Furniture, appliances, small tools and utensils, china, glassware, other household accessories Planned \$ _____					
Item	\$		Item	\$		Item	\$				
Total			Total			Total					
\$			\$			\$					
<b>EDUCATION</b> —All school expenses—tuition, books, supplies, papers, magazines; music, dancing, other lessons Planned \$ _____			<b>CLOTHING</b> —Ready-to-wear, foot wear, dry cleaning and repair, fabric and sewing supplies, purses, jewelry, other accessories Planned \$ _____								
Person	Item	\$		Person	Item	\$					
Total			Total			Total					
\$			\$			\$					
<b>OTHER</b> Planned \$ _____											
Person	Item	\$									
Total			\$								
Total			\$								

**INCOME & EXPENSES for Month \_\_\_\_\_ Year \_\_\_\_\_**

<b>INCOME, SAVINGS, AND MAJOR TAX DEDUCTIBLES</b>				
<b>INCOME</b> —Wages, fees for services, rents, interest, dividends, profit, alimony or child support received, other gifts Planned \$ _____		<b>SAVINGS &amp; INVESTMENTS</b> —Savings, bonds, stocks, life insurance; retirement plans; capital improvements Planned \$ _____		
Item	\$		Item	\$
Total		Total		
<b>TAX DEDUCTIBLE EXPENDITURES*</b>				
<b>TAXES</b> —Income, real estate, other* Planned \$ _____		<b>HEALTH</b> —Fees for doctor, dentist, hospital care and treatment, medicine, insurance, etc. Planned \$ _____		
Federal	\$			\$
State				
Local				
Total		Total		
<b>CONTRIBUTIONS</b> —Religious, community drives, charities, etc. Planned \$ _____		<b>CHILD/DEPENDENT CARE</b> —Expenses that can be claimed if eligible for child/dependent care credit Planned \$ _____		
	\$			\$
Total		Total		
<b>OTHER DEDUCTIONS &amp; CREDITS</b> — Qualified education expenses, non-business casualty & theft losses, misc. deductions Planned \$ _____				
	\$			
Total		Total		

<b>CREDIT USE</b>				
<b>CREDIT PURCHASES</b> —All purchases using credit cards; new installment loans for furniture, appliances, cash, etc. Also list in appropriate category. Planned \$ _____				
Date	Creditor	\$		
Total		Total		
<b>CREDIT PAYMENTS</b> —Payments on charge accounts and installment debts. Planned \$ _____				
		\$		
Total		Total		
<b>GIFTS TO OTHERS</b> —Money and gifts purchased for persons outside the family Planned \$ _____				
		\$		
Total		Total		

\*Check current IRS & Ohio tax guides for requirements.

# EXPENSES for Month \_\_\_\_\_ Year \_\_\_\_\_

<b>FOOD</b> —Groceries, school lunch, other meals away from home, snacks Planned \$ _____			<b>PERSONAL</b> —Hair care, grooming supplies, cigarettes, tobacco, cosmetics, watch repair, photographs, allowances, etc. Planned \$ _____			<b>HOUSING</b> —Mortgage, rent, repairs, upkeep of house, yard care, insurance, hotel, motel, utilities, cleaning and laundry supplies, paper goods, postage, bank charges, hired help, cable, Internet Planned \$ _____				
Item	\$		Person	Item	\$		Item	\$		
Total				Total				Total		
Total				Total				Total		
<b>RECREATION</b> —Admission and fees for shows, games, play and sports equipment, toys, pet expenses, hobbies Planned \$ _____			<b>TRANSPORTATION</b> —Car expenses—gas, oil, tires, repairs, insurance, license fees, purchase price; bus, plane, train, etc. Planned \$ _____			<b>FURNISHINGS &amp; EQUIPMENT</b> —Furniture, appliances, small tools and utensils, china, glassware, other household accessories Planned \$ _____				
Item	\$		Item	\$		Item	\$			
Total				Total				Total		
Total				Total				Total		
<b>RECREATION</b> —Admission and fees for shows, games, play and sports equipment, toys, pet expenses, hobbies Planned \$ _____			<b>EDUCATION</b> —All school expenses—tuition, books, supplies, papers, magazines; music, dancing, other lessons Planned \$ _____			<b>CLOTHING</b> —Ready-to-wear, foot wear, dry cleaning and repair, fabric and sewing supplies, purses, jewelry, other accessories Planned \$ _____				
Person	Item	\$		Person	Item	\$		Person	Item	\$
Total				Total				Total		
Total				Total				Total		
<b>OTHER</b> Planned \$ _____			<b>OTHER</b> Planned \$ _____			<b>OTHER</b> Planned \$ _____				
Person	Item	\$		Person	Item	\$		Person	Item	\$
Total				Total				Total		
Total				Total				Total		

# INCOME & EXPENSES for Month \_\_\_\_\_ Year \_\_\_\_\_

INCOME, SAVINGS, AND MAJOR TAX DEDUCTIBLES					CREDIT USE					
<b>INCOME</b> —Wages, fees for services, rents, interest, dividends, profit, alimony or child support received, other gifts Planned \$ _____			<b>SAVINGS &amp; INVESTMENTS</b> —Savings, bonds, stocks, life insurance; retirement plans; capital improvements Planned \$ _____			<b>CREDIT PURCHASES</b> —All purchases using credit cards; new installment loans for furniture, appliances, cash, etc. Also list in appropriate category. Planned \$ _____				
Item	\$		Item	\$		Date	Creditor	\$		
Total		\$	Total		\$					
TAX DEDUCTIBLE EXPENDITURES*										
<b>TAXES</b> —Income, real estate, other* Planned \$ _____			<b>HEALTH</b> —Fees for doctor, dentist, hospital care and treatment, medicine, insurance, etc. Planned \$ _____							
Federal	\$			\$						
State										
Local										
Total		\$	Total		\$					
<b>CONTRIBUTIONS</b> —Religious, community drives, charities, etc. Planned \$ _____			<b>CHILD/DEPENDENT CARE</b> —Expenses that can be claimed if eligible for child/dependent care credit Planned \$ _____							
	\$			\$						
Total		\$	Total		\$					
<b>OTHER DEDUCTIONS &amp; CREDITS</b> —Qualified education expenses, non-business casualty & theft losses, misc. deductions Planned \$ _____										
	\$									
Total		\$	Total		\$					
						<b>CREDIT PAYMENTS</b> —Payments on charge accounts and installment debts. Planned \$ _____				
								\$		
						Total				\$
						<b>GIFTS TO OTHERS</b> —Money and gifts purchased for persons outside the family Planned \$ _____				
								\$		
						Total				\$

\*Check current IRS & Ohio tax guides for requirements.

**EXPENSES for Month \_\_\_\_\_ Year \_\_\_\_\_**

<b>FOOD</b> —Groceries, school lunch, other meals away from home, snacks Planned \$ _____			<b>PERSONAL</b> —Hair care, grooming supplies, cigarettes, tobacco, cosmetics, watch repair, photographs, allowances, etc. Planned \$ _____			<b>HOUSING</b> —Mortgage, rent, repairs, upkeep of house, yard care, insurance, hotel, motel, utilities, cleaning and laundry supplies, paper goods, postage, bank charges, hired help, cable, Internet Planned \$ _____		
Item	\$		Person	Item	\$	Item	\$	
Total			Total			Total		
\$			\$			\$		
<b>RECREATION</b> —Admission and fees for shows, games, play and sports equipment, toys, pet expenses, hobbies Planned \$ _____			<b>TRANSPORTATION</b> —Car expenses—gas, oil, tires, repairs, insurance, license fees, purchase price; bus, plane, train, etc. Planned \$ _____			<b>FURNISHINGS &amp; EQUIPMENT</b> —Furniture, appliances, small tools and utensils, china, glassware, other household accessories Planned \$ _____		
Item	\$		Item	\$		Item	\$	
Total			Total			Total		
\$			\$			\$		
<b>EDUCATION</b> —All school expenses—tuition, books, supplies, papers, magazines; music, dancing, other lessons Planned \$ _____			<b>CLOTHING</b> —Ready-to-wear, foot wear, dry cleaning and repair, fabric and sewing supplies, purses, jewelry, other accessories Planned \$ _____			<b>OTHER</b> Planned \$ _____		
Person	Item	\$	Person	Item	\$	Person	Item	\$
Total			Total			Total		
\$			\$			\$		

**INCOME & EXPENSES for Month \_\_\_\_\_ Year \_\_\_\_\_**

<b>INCOME, SAVINGS, AND MAJOR TAX DEDUCTIBLES</b>				
<b>INCOME</b> —Wages, fees for services, rents, interest, dividends, profit, alimony or child support received, other gifts Planned \$ _____		<b>SAVINGS &amp; INVESTMENTS</b> —Savings, bonds, stocks, life insurance; retirement plans; capital improvements Planned \$ _____		
Item	\$		Item	\$
Total	\$		Total	\$

<b>CREDIT USE</b>				
<b>CREDIT PURCHASES</b> —All purchases using credit cards; new installment loans for furniture, appliances, cash, etc. Also list in appropriate category. Planned \$ _____				
Date	Creditor	\$		
Total				\$

<b>TAX DEDUCTIBLE EXPENDITURES*</b>				
<b>TAXES</b> —Income, real estate, other* Planned \$ _____		<b>HEALTH</b> —Fees for doctor, dentist, hospital care and treatment, medicine, insurance, etc. Planned \$ _____		
Federal	\$			\$
State				
Local				
Total	\$		Total	\$

<b>CREDIT PAYMENTS</b> —Payments on charge accounts and installment debts. Planned \$ _____				
		\$		
Total				\$

<b>CONTRIBUTIONS</b> —Religious, community drives, charities, etc. Planned \$ _____		<b>CHILD/DEPENDENT CARE</b> —Expenses that can be claimed if eligible for child/dependent care credit Planned \$ _____		
	\$			\$
Total	\$			

<b>GIFTS TO OTHERS</b> —Money and gifts purchased for persons outside the family Planned \$ _____				
		\$		
Total				\$

<b>OTHER DEDUCTIONS &amp; CREDITS</b> —Qualified education expenses, non-business casualty & theft losses, misc. deductions Planned \$ _____				
	\$			\$
Total	\$		Total	\$

\*Check current IRS & Ohio tax guides for requirements.

**EXPENSES** for Month \_\_\_\_\_ Year \_\_\_\_\_

**FOOD**—Groceries, school lunch, other meals away from home, snacks  
Planned \$ \_\_\_\_\_

Item	\$

**PERSONAL**—Hair care, grooming supplies, cigarettes, tobacco, cosmetics, watch repair, photographs, allowances, etc.  
Planned \$ \_\_\_\_\_

Person	Item	\$
Total		\$

Total \$ \_\_\_\_\_

**TRANSPORTATION**—Car expenses—gas, oil, tires, repairs, insurance, license fees, purchase price; bus, plane, train, etc.  
Planned \$ \_\_\_\_\_

Item	\$	
Total		\$

**RECREATION**—Admission and fees for shows, games, play and sports equipment, toys, pet expenses, hobbies  
Planned \$ \_\_\_\_\_

Item	\$	
Total		\$

**EDUCATION**—All school expenses—tuition, books, supplies, papers, magazines; music, dancing, other lessons  
Planned \$ \_\_\_\_\_

Item	\$	
Total		\$

Total \$ \_\_\_\_\_

**HOUSING**—Mortgage, rent, repairs, upkeep of house, yard care, insurance, hotel, motel, utilities, cleaning and laundry supplies, paper goods, postage, bank charges, hired help, cable, Internet  
Planned \$ \_\_\_\_\_

Item	\$	
Rent/mortgage		
Electricity		
Fuel		
Telephone		
Water		
Trash		
Cable		
Internet		
Bank Service Charges		
Total		\$

Total \$ \_\_\_\_\_

**FURNISHINGS & EQUIPMENT**—Furniture, appliances, small tools and utensils, china, glassware, other household accessories  
Planned \$ \_\_\_\_\_

Item	\$	
Total		\$

Total \$ \_\_\_\_\_

**CLOTHING**—Ready-to-wear, foot wear, dry cleaning and repair, fabric and sewing supplies, purses, jewelry, other accessories  
Planned \$ \_\_\_\_\_

Person	Item	\$
Total		\$

Total \$ \_\_\_\_\_

**OTHER**  
Planned \$ \_\_\_\_\_

Person	Item	\$
Total		\$

Total \$ \_\_\_\_\_

## INCOME & EXPENSES for Month \_\_\_\_\_ Year \_\_\_\_\_

INCOME, SAVINGS, AND MAJOR TAX DEDUCTIBLES					CREDIT USE				
<b>INCOME</b> —Wages, fees for services, rents, interest, dividends, profit, alimony or child support received, other gifts Planned \$ _____			<b>SAVINGS &amp; INVESTMENTS</b> —Savings, bonds, stocks, life insurance; retirement plans; capital improvements Planned \$ _____		<b>CREDIT PURCHASES</b> —All purchases using credit cards; new installment loans for furniture, appliances, cash, etc. Also list in appropriate category. Planned \$ _____				
Item	\$		Item	\$		Date	Creditor	\$	
Total			Total		Total				
<b>TAX DEDUCTIBLE EXPENDITURES*</b>									
<b>TAXES</b> —Income, real estate, other* Planned \$ _____			<b>HEALTH</b> —Fees for doctor, dentist, hospital care and treatment, medicine, insurance, etc. Planned \$ _____						
Federal	\$			\$					
State									
Local									
Total			Total		Total				
<b>CONTRIBUTIONS</b> —Religious, community drives, charities, etc. Planned \$ _____			<b>CHILD/DEPENDENT CARE</b> —Expenses that can be claimed if eligible for child/dependent care credit Planned \$ _____						
	\$			\$					
Total			Total		Total				
<b>OTHER DEDUCTIONS &amp; CREDITS</b> —Qualified education expenses, non-business casualty & theft losses, misc. deductions Planned \$ _____					<b>CREDIT PAYMENTS</b> —Payments on charge accounts and installment debts. Planned \$ _____				
	\$								
Total			Total		Total				
<b>GIFTS TO OTHERS</b> —Money and gifts purchased for persons outside the family Planned \$ _____									
	\$								
Total			Total		Total				

\*Check current IRS & Ohio tax guides for requirements.





## Summary of Monthly Expenses for the Year \_\_\_\_\_

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
<b>Month</b>	January	February	March	April	May	June	Mid-year Totals	Budget Amount <small>(50% of Year)</small>	Difference + or -
<b>Category</b>									
Taxes									
Contributions									
Other Deductions/Credits									
Savings/Investments									
Health									
Child/Dependent Care									
Gifts									
Food									
Recreation									
Personal									
Transportation									
Education									
Housing/Mortgage									
Furnishings & Equipment									
Clothing									
Other									
<b>TOTALS</b>									

## Summary of Monthly Expenses for the Year \_\_\_\_\_

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
<b>Month</b>	July	Aug.	Sept.	Oct.	Nov.	Dec.	Yearly Totals	Budget Amount	Difference + or -
<b>Category</b>									
Taxes									
Contributions									
Other Deductions/Credits									
Savings/Investments									
Health									
Child/Dependent Care									
Gifts									
Food									
Recreation									
Personal									
Transportation									
Education									
Housing/Mortgage									
Furnishings & Equipment									
Clothing									
Other									
<b>TOTALS</b>									

# End of Month Tally Sheet (Optional)

Month \_\_\_\_\_ Year \_\_\_\_\_

A. NOTE: This is a “master copy” of this page. If you use this sheet, be sure to make copies BEFORE entering figures on this page.

At the end of the month, use this worksheet to total expenses and outgo and compare to funds available. This gives a summary of your monthly financial activity.

B. Start with your beginning checkbook balance plus cash on hand. To this, add income and all sources that increase funds for the month. The sum is **Total 1**.

C. To find **Total 2**, all outgoing funds are added together (expenses, credit payments, contributions to savings/investments). To this, add your ending checkbook balance plus remaining cash on hand. This is **Total 2**.

**Total 1 should equal Total 2.** If not, review figures to consider error or determine amount (+ or -) needed to equal **Total 1**. The difference is often called “Unaccounted for” or “Miscellaneous Expense.”

Do not be concerned if there is some difference. While **Total 1** should equal **Total 2**, expect variations. You need not try to account for each and every penny.

A “plus figure” (a positive amount) occurs when **Total 2** is less than **Total 1**. This means that some expenses are not recorded.

A “minus figure” (a negative amount) will occur if **Total 1** is less than **Total 2**. This means that you can account for more money than is listed. Did you forget to record some income or a gift you received? Did you take money from savings?

D. If you changed any amounts in calculating **Total 2**, be sure to also record/change these amounts on pages 32-33.

Beginning cash balance Checkbook	\$	
Cash (on hand)		
Total cash		\$
Income		
Taken from Savings		
Credit Purchases (current month)		
<b>Total 1</b>		\$
<b>Expenses</b>		
Taxes		
Contributions		
Other Deduction/Credits		
Health		
Child/Dependent Care		
Gifts		
Food		
Recreation		
Personal		
Transportation		
Education		
Housing		
Furnishings & Equipment		
Clothing		
Total Expenses for this month		\$
Credit payments (include interest)		
Savings and Investments		
Ending Balances:      Checking Account		
Cash (on hand)		
<b>Total 2</b>		\$
Unaccounted for/Miscellaneous		+/-
<b>Total 1 (from above)</b>		

# End of Month Tally Sheet (Optional)

Month \_\_\_\_\_ Year \_\_\_\_\_

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Cash (on hand)		
Total cash		\$
Income		
Taken from Savings		
Credit Purchases (current month)		
<b>Total 1</b>		\$
<b>Expenses</b>		
Taxes		
Contributions		
Other Deduction/Credits		
Health		
Child/Dependent Care		
Gifts		
Food		
Recreation		
Personal		
Transportation		
Education		
Housing		
Furnishings & Equipment		
Clothing		
Total Expenses for this month		\$
Credit payments (include interest)		
Savings and Investments		
Ending Balances:    Checking Account		
Cash (on hand)		
<b>Total 2</b>		\$
Unaccounted for/Miscellaneous		+/-
<b>Total 1 (from above)</b>		

# End of Month Tally Sheet (Optional)

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Cash (on hand)		
<b>Total cash</b>		\$
Income		
Taken from Savings		
Credit Purchases (current month)		
<b>Total 1</b>		\$
<b>Expenses</b>		
Taxes		
Contributions		
Other Deduction/Credits		
Health		
Child/Dependent Care		
Gifts		
Food		
Recreation		
Personal		
Transportation		
Education		
Housing		
Furnishings & Equipment		
Clothing		
<b>Total Expenses for this month</b>		\$
Credit payments (include interest)		
Savings and Investments		
Ending Balances:      Checking Account		
Cash (on hand)		
<b>Total 2</b>		\$
Unaccounted for/Miscellaneous		+/-
<b>Total 1 (from above)</b>		

# Additional Considerations for Financial Record-keeping

**Organize Your Valuable Papers.** In case of general need or an emergency, could you or other family members easily locate your valuable papers? Are the papers “safe” (stored in an appropriately protected area)? If these papers were lost or destroyed, would you be able to replace them easily?

If some of your answers to the above questions were “no” or “maybe” or “sometimes,” you need to give some consideration to organizing your valuable papers. For assistance in this effort, request “*Know Your Valuable Papers*” (12 pages of forms on which you list your valuable papers and where they are located) from the Ohio State University Extension office in your county.

**Your Safe Deposit Box.** Keep in your safe deposit box those records and documents that cannot be replaced or would be very costly or time consuming to replace. Keep duplicates at home for easy reference.

Suggested records to keep in a safe deposit box include: certificates of birth, adoption, marriage, divorce and death; citizenship papers and passports; property abstracts and titles (including burial lot); military service records; records of major debts (mortgages, installment contracts, notes, liens, etc.); wills (copies, not originals); household/property inventories; evidence that others owe you (contracts, notes, etc.). “*Know Your Valuable Papers*” includes a section for listing records placed in your safe deposit box.

**How Long Should Records Be Kept?** “*Household Record-Keeping Tips*” is a 2-page chart listing many records and important papers needed by families. It includes some reasons and suggested time periods for keeping the listed records. Request this fact sheet from the Ohio State University Extension office in your county.

**Household Inventory.** Having a complete and up-to-date inventory of household furniture, furnishings, equipment and other personal property (clothes, cameras, etc.) can be very helpful in determining the amount of insurance coverage needed. One hopes to never need such insurance coverage, but should loss or disaster occur, having a current and complete household inventory will make claim-filing easier.

Once made, update your household inventory once or twice a year. Keep it in a safe deposit box or other safe place outside your home (keep reference copy in your home file).

BEFORE investing time and other resources, check with your insurance agent for company requirements for filing claims. Also get your insurance company requirements for making an inventory of household possessions. Be sure to ask for company forms and suggested procedures for making and updating your inventory.

Should you need to file a claim, you probably will need documentation of purchase price of the items (purchase receipts) as well as condition when the loss occurred. In addition to a written list, a photographic or video record can help establish your case.

## Ohioline

Experience a new way to get helpful information quickly, electronically. Ohioline—your link to information, news, and education from Ohio State—is available as an on-line free Internet site or on a CD-ROM disc. Thousands of documents covering home, yard, and garden topics; production agriculture; and a wide variety of other subjects.

College of Food, Agricultural, and Environmental Sciences,  
Ohio State University Extension,  
the Ohio Agricultural Research and Development Center,  
The Ohio State University

*CD-ROM can be purchased at your local  
Ohio State University Extension county office*

**OHLINE (Bull. ADM 018) \$4.00** plus sales tax, postage, and handling



<http://ohioline.ag.ohio-state.edu>

(NOTE: Get recorded IRS information at 1-800-829-4477 or on the web at <[www.irs.gov](http://www.irs.gov)>).

## Extension Fact Sheets

Didn't find what you were looking for? Need more information? Ohio State University Extension also offers many fact sheets on a variety of topics related to agriculture, community development, family and consumer sciences, 4-H youth development, and natural resources. These fact sheets are available on-line at:

**<http://ohioline.ag.ohio-state.edu>**

If you prefer off-line access, the fact sheets can also be found on the Ohioline CD-ROM (see page 37 of this publication for ordering information).

Paper copies of the fact sheets are also available from offices of Ohio State University Extension. Ohio residents may request up to five free fact sheets in a single visit per day. There will be a nominal fee for additional copies.

