

# FINANCIAL PLANNING WORKSHEET



LIFETIME WEALTH STRATEGIES

## DOCUMENT CHECKLIST

### Income Details

- MOST RECENT PAY STUBS
- PERSONAL TAX RETURNS
- BUSINESS TAX RETURNS
- SOCIAL SECURITY STATEMENTS

### Investment Account Statements

- RETIREMENT ACCOUNTS
- 529S
- SECURITIES ACCOUNTS
- SAVINGS AND INVESTMENTS
- ANNUITIES
- PENSION/PROFIT SHARING

### Estate Planning Documents

- WILLS
- TRUSTS
- POWER OF ATTORNEY
- MEDICAL PROXY DOCUMENTS
- LIVING WILL

### Insurance Policies or Statements

- LIFE INSURANCE POLICES AND/OR STATEMENTS
- HOME, AUTO & UMBRELLA INSURANCE
- STATEMENTS OR DECLARATION PAGE
- DISABILITY INCOME INSURANCE
- LONG TERM CARE INSURANCE
- EMPLOYEE BENEFITS SUMMARY

### Business Documents

- BUY-SELL AGREEMENTS
- DEFERRED COMPENSATION AGREEMENTS
- SPLIT DOLLAR AGREEMENTS
- WAGE CONTINUATION AGREEMENTS
- EMPLOYEE/CONSULTING
- GROUP BENEFIT PROGRAMS
- OTHER EMPLOYER PAID BENEFITS

PRIORITIES & OTHER RELEVANT DOCUMENTS:

# ANNUAL EXPENSE WORKSHEET

## Housing & Utilities

monthly

annual

Mortgage  
Condo Fees/ HOA Fees  
Electricity/ Gas  
Water  
Garbage Removal  
Telephone  
Cable/ Satellite TV/ Internet  
Security System  
Pool Service  
Lawn Service  
Cleaning Service  
Maintenance/ Improvements  
Property Taxes  
Pest/ Bug Service  
Homeowner's Insurance  
Other  
**Housing Subtotals**

## Family Care

Support Payments  
Daycare/ Education  
Sports Activities  
Other  
**Family Care Subtotals**

## Household

Food/ Beverages  
Household supplies  
Other  
**Grocery Subtotals**

## Transportation

monthly

annual

Loan/ Lease Payment #1  
Loan/ Lease Payment #2  
Loan/ Lease Payment #3  
Gasoline  
Maintenance  
Registration/ Excise Tax  
Auto Insurance  
Tolls  
Other  
**Transportation Subtotals**

## Clothing

Client #1  
Client #2  
Children  
**Clothing Subtotals**

## Personal Care

Dry Cleaning  
Hair/ Nails/ Facials  
Cosmetics/ Shoe Shine  
Massage  
Health Club  
Other  
**Personal Care Subtotals**

## Education

Private School/ College  
Classes/ Books/ Paper  
Association/ Subscriptions  
**Education Subtotals**

# ANNUAL EXPENSE WORKSHEET CONT.

	<b>Entertainment</b>
monthly	annual
	Dining Out
	Sports Tickets
	Theater Tickets
	Recreation/ Hobbies
	Movies/ Videos
	Club Membership Fees
	Other
	<b>Entertainment Subtotals</b>

## Vacations and Holiday

Travel Tickets
Hotels
Food
Entertainment
Auto
Other
<b>Vacation Subtotals</b>

## Financial Services

Financial Planner
Accountant
Other
<b>Professional Subtotals</b>

## Charitable Contributions

Favorite Charity
Other Charities
Cash Donations
Other
<b>Charitable Subtotals</b>

	<b>Gifts</b>
monthly	annual
	Holidays
	Birthdays
	Weddings
	Anniversaries
	Other
	<b>Gifting Subtotals</b>

## Pet Care

Food
Veterinarian
Boarding
Pet Insurance/ Other
<b>Pet Care Subtotals</b>

## Miscellaneous

Support/ Alimony
Debt Payments
Other
<b>Miscellaneous Subtotals</b>

## Total Annual Expenses

## Big Expenses

*Let's talk about some of the big ticket items on the horizon. Any big expenses you want to prepare for?*

Estimated Cost	Anticipated Year
	Home Improvement Projects
	Non-Annual Vacations
	Car Purchases
	Education
	New Home/Vacation Home
	Other
	Other