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PERSONAL CASH FLOW ANALYSIS

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WHAT IS CASH FLOW and WHY IS IT IMPORTANT?

Cash Flow is simply what funds are coming in and what funds are going out, and is helpful in any financial planning task. Tracking your cash flow can be helpful in several ways:

- When preparing an initial budget, it is helpful to track cash flow for several months to get an accurate picture of what items your budget needs to take into account. A Cash Flow Analysis tells you exactly where your priorities are by reflecting where you spend your dollars.
- A Cash Flow Analysis can be a valuable tool to show children or spouse a snapshot of your financial situation and can be used as an educational tool. It can also highlight areas where you may be able to cut expenses if necessary.
- Analyzing your cash flow is your reality check. The difference between what comes in and what goes out helps you gauge the state of your family financial health. When you have entered what comes in and what goes out, subtract the smaller from the larger to see whether you have a monthly surplus or deficit. If you have a surplus, put it in your savings, emergency or retirement fund!
- ***If net cash coming in is less than total cash going out, you are in a dangerous situation. Take immediate steps to cut expenses!***

Full Legal Name:		Telephone:
Spouse Name		Date:
Address:		
1.	Enter the amounts for all your CASH COMING IN, and calculate the total.	
2.	Enter amounts for all TAXES WITHHELD.	
3.	Subtract TAXES WITHHELD from CASH COMING IN to get NET CASH COMING IN.	
4.	Enter amounts for all your expenses. You may enter a total for each category on the shaded line.	
5.	Total all expense categories to arrive at CASH GOING OUT.	
6.	Calculate the difference between NET CASH COMING IN and CASH GOING OUT.	

CASH FLOW SUMMARY

1.	TOTAL CASH COMING IN	\$
2.	LESS TAXES WITHHELD	(\$)
3.	NET CASH COMING IN	\$
4.	TOTAL CASH GOING OUT	(\$)
5.	SURPLUS OR DEFICIT [circle one]	\$

CASH COMING IN		CASH GOING OUT, CONTINUED	
ITEM	<input type="checkbox"/> Last Month <input type="checkbox"/> Year-to-Date <input type="checkbox"/> Last Year	ITEM	<input type="checkbox"/> Last Month <input type="checkbox"/> Year-to-Date <input type="checkbox"/> Last Year
Gross salary [self]		Home and Housing	
Gross salary [spouse]		Property Taxes	
Interest [monthly average]		Home Repairs	
Dividends [monthly average]		Home Improvements	
Rental income		Monthly HO Association Fee	
Other income:		Utilities	
		Telephone [land line/cellular]	
		Household Expenses	
TOTAL CASH COMING IN		Transportation	
[Enter total as #1 on Summary]		Gas	
		Auto Repairs	
TAXES WITHHELD:		Transportation	
Federal Income Tax		Health/Medical	
State and Local Income Tax		Out-of-Pocket Medical	
Social Security/Medicare Tax		Fitness	
TOTAL TAXES WITHHELD			
[Enter total as #2 on Summary]		Food/Clothing	
Total Cash Coming In <u>Less</u>		Groceries	
Total Taxes Withheld =		Eating Out	
Net Cash Coming In		Clothing	
[Enter total as #3 on Summary]		Entertainment	
		Cable/Videos/Movies	
		DSL, Internet, etc.	
		Hobbies	
CASH GOING OUT			
Tithe		Other	
Tithe [Church Giving]		Child Support/Alimony	
Savings/Investments		Day Care/Babysitting	
Retirement Savings		Subscriptions and Dues	
Investments		Barber/Beauty	
College Fund		Gifts and Donations	
Savings		Tax (State and Federal Income Tax)	
Emergency Fund		Other:	
Debt Payments			
Mortgage or Rent			
Home Equity Loan			
Credit Card Payments			
Auto Loan Payments			
Student Loan Payments			
Other Loan Payments		TOTAL GOING OUT	
Insurance		[Enter total as #4 on Summary]	
Homeowners/Renters			
Health Insurance			
Auto Insurance			
Life Insurance			
Other Insurance			

		PERSONAL NET WORTH STATEMENT			
Full Legal Name:					Birth date:
Spouse Name:					Birth date:
Address:					Telephone:
					Date:
ASSETS (What you own free and clear)					
ITEM	CURRENT VALUE	ORIGINAL COST	LOCATION	OWNERSHIP*	
Checking accounts					
Savings accounts					
Certificates of Deposit					
Other cash assets					
Primary residence					
Other real estate					
Business					
Stocks					
Bonds					
Mutual funds					
Brokerage accounts					
Personal property					
Life insurance cash value					
Vested pension value					
Tax-sheltered funds (IRAs, etc.)					
Notes receivable					
Possible legacies					
Other					
Other					
TOTAL ASSETS					
LIABILITIES (What you owe, not counting life insurance loans)					
ITEM	CURRENT VALUE	ORIGINAL COST	LOCATION	OWNERSHIP*	
Bank loans					
Mortgages payable					
Life insurance loans					
Credit card debt					
Other					
Other					
TOTAL LIABILITIES					
TOTAL ASSETS LESS TOTAL LIABILITIES					
Add insurance face value LESS cash value					
TOTAL NET WORTH for estate planning purposes:					
SH = separate property of husband SW = separate property of wife		CP = community property TC = tenancy in common		JT = owned equally by both O = other [please explain]	