

Personal Financial Planner

for use with

PERSONAL FINANCE

KAPOOR

DLABAY

HUGHES

Fourth Edition



**Irwin
McGraw-Hill**

Developed by
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Personal Financial Planner
for use with

Personal Finance

Fourth Edition

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Personal Financial Planner

Preface

This *Personal Financial Planner* is packaged free with each copy of *Personal Finance*, Fourth Edition, by Kapoor, Dlabay, and Hughes purchased from Richard D. Irwin, Inc. This resource booklet is designed to help you create and implement a personal financial plan. The worksheets in this *Personal Financial Planner* are divided into the following main sections:

- A** — Personal Data and Goals
- B** — Career Planning
- C** — Money Management and Budgeting
- D** — Tax Planning
- E** — Banking Services
- F** — Consumer Credit
- G** — Consumer Buying
- H** — Housing
- I** — Insurance
- J** — Investments
- K** — Retirement and Estate Planning
- L** — Financial Plan Summary

Items to consider when using this Personal Financial Planner

- 1.** Since this publication is designed to adapt to every personal financial situation, some of the sheets may be appropriate for you at this time, and not at other times in your life.
- 2.** Each of the sheets in the first 10 sections is referenced to specific page numbers of *Personal Finance*, Fourth Edition, to help you better understand a topic. In addition, each sheet has one of the following symbols to highlight if it should be used in the planning, research, or summary phase of your financial decision making:



Planning Sheet



Research Sheet



Summary Sheet

3. Some sheets may need to be used more than once (such as preparing a personal cash flow statement or a budget). You are encouraged to photocopy additional sheets as needed.

4. Finally, remember personal financial planning is an ongoing activity. With the use of this booklet, the textbook, and your efforts, an organized and satisfying personal economic existence can be yours.

Note: Many of the calculation sheets in this booklet are available on the DOS version of *Personal Financial Planning Software*. A computerized version of this booklet is available for Windows® users.

Personal Financial Planner

Table of Contents

PAGE	
	A. Personal Data and Goals — 1
Sheet 1	2 Personal information sheet
Sheet 2	3 Financial institutions and advisors
Sheet 3	4 Goal setting sheet
Sheet 4	5 Time value of money calculations
	B. Career Planning — 7
Sheet 5	8 Career area research sheet
Sheet 6	9 Making career contacts
Sheet 7	10 Résumé worksheet
Sheet 8	11 Planning a cover letter
Sheet 9	12 Researching a prospective employer
Sheet 10	13 Preparing for an interview
Sheet 11	14 Employee benefits comparison
Sheet 12	15 Career development and advancement
	C. Money Management & Budgeting — 17
Sheet 13	18 Financial documents and records
Sheet 14	19 Personal balance sheet
Sheet 15	20 Personal cash flow statement
Sheet 16	21 Cash budget
Sheet 17	22 Annual budget summary
Sheet 18	24 College education cost analysis/savings plan
	D. Tax Planning — 25
Sheet 19	26 Current income tax estimate
Sheet 20	27 Income tax preparer comparison
Sheet 21	28 Tax planning activities
	E. Banking Services — 29
Sheet 22	30 Using savings to achieve financial goals
Sheet 23	31 Savings plan comparison
Sheet 24	32 Checking account comparison
Sheet 25	33 Checking account cost analysis
Sheet 26	34 Checking account reconciliation
	F. Consumer Credit — 35
Sheet 27	36 Consumer credit usage patterns (debt inventory)
Sheet 28	37 Credit card/charge accounts comparison
Sheet 29	38 Consumer loan comparison
	G. Consumer Buying — 39
Sheet 30	40 Comparing cash and credit for major purchases
Sheet 31	41 Major consumer purchase comparison
Sheet 32	42 Unit pricing worksheet
Sheet 33	43 Cost comparison for legal services
Sheet 34	44 Current and future transportation needs
Sheet 35	45 Used car purchase comparison
Sheet 36	46 Buying vs. leasing an automobile
Sheet 37	47 Automobile ownership and operation costs

PAGE

H. Housing — 49

Sheet 38	50	Current and future housing needs
Sheet 39	51	Renting vs. buying of housing
Sheet 40	52	Apartment rental comparison
Sheet 41	53	Housing affordability and mortgage qualification
Sheet 42	54	Mortgage company comparison
Sheet 43	55	Mortgage refinance analysis

I. Insurance — 57

Sheet 44	58	Current insurance policies and needs
Sheet 45	59	Home inventory
Sheet 46	60	Determining needed property insurance
Sheet 47	61	Apartment/home insurance comparison
Sheet 48	62	Automobile insurance costs comparison
Sheet 49	63	Disability income insurance needs
Sheet 50	64	Assessing current & needed health care insurance
Sheet 51	65	Determining life insurance needs
Sheet 52	66	Life insurance policy comparison

J. Investments — 67

Sheet 53	68	Setting investment objectives
Sheet 54	69	Assessing risk for investments
Sheet 55	70	Using stocks to achieve financial goals
Sheet 56	71	Using bonds to achieve financial goals
Sheet 57	72	Using mutual funds and other investments
Sheet 58	73	Investment broker comparison

K. Retirement and Estate Planning — 75

Sheet 59	76	Retirement housing & lifestyle planning
Sheet 60	77	IRA comparison
Sheet 61	78	Forecasting retirement income
Sheet 62	79	Estate planning activities
Sheet 63	80	Estate tax projection & settlement costs

L. Financial Plan Summary — 81

Sheet 64	82	Financial data summary
Sheet 65	83	Savings/investment portfolio summary
Sheet 66	84	Progress check on major financial goals and activities
Sheet 67	85	Planning summary for money management, budgeting and tax planning
Sheet 68	86	Planning summary for banking services & consumer credit
Sheet 69	87	Planning summary for consumer buying and housing
Sheet 70	88	Planning summary for insurance
Sheet 71	89	Planning summary for investments
Sheet 72	90	Planning summary for retirement and estate planning

Section A

Personal data and goals

The worksheets in this section are to be used with Chapter 1 of *Personal Finance*, Fourth Edition.

Sheet 1	Personal information sheet
Sheet 2	Financial institutions and advisors
Sheet 3	Goal setting sheet
Sheet 4	Time value of money calculations



Sheet 1 — Personal information sheet

Purpose: To provide quick reference for vital household data.

Instructions: Provide the personal and financial data requested below.

For use with
Personal Finance
 Fourth Ed., Kapoor,
 Dlabay & Hughes
 Pages 5-6, 13-14

Name	_____	_____
Birthdate	_____	_____
Marital Status	_____	_____
Address	_____	_____
Phone	_____	_____
Social Security No.	_____	_____
Driver's License No.	_____	_____
Place of Employment	_____	_____
Address	_____	_____
Phone	_____	_____
Position	_____	_____
Length of Service	_____	_____
Checking Acct. No.	_____	_____
Financial Inst.	_____	_____
Address	_____	_____
Phone	_____	_____

Dependent data

Name	Birthdate	Relationship	Social Security No.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



Sheet 2 — Financial institutions and advisors

Purpose: To create a directory of commonly used financial institutions and financial planning professionals.

Instructions: Provide the information in the spaces provided.

For use with
Personal Finance
Fourth Ed., Kapoor,
Dlabay & Hughes
Pages 8-9

Attorney

Name _____
Address _____

Phone _____
Fax _____

Primary financial institution

Name _____
Address _____

Phone _____
Fax _____
Checking _____
Acct. No. _____
Savings _____
Acct. No. _____
Loan No. _____

Insurance (home/auto)

Agent _____
Company _____
Address _____

Phone _____
Fax _____
Policy No. _____

Credit card

Issuer _____
Address _____

Phone _____
Fax _____
Acct. No. _____
Exp Date _____
Limit _____

Credit card

Issuer _____
Address _____

Phone _____
Fax _____
Acct. No. _____
Exp Date _____
Limit _____

Tax preparer

Name _____
Firm _____
Address _____

Phone _____
Fax _____

Insurance (life/health)

Agent _____
Company _____
Address _____

Phone _____
Fax _____
Policy No. _____

Real estate agent

Name _____
Company _____
Address _____

Phone _____
Fax _____

Investment broker

Name _____
Address _____

Phone _____
Fax _____
Acct. No. _____

Investment company

Name _____
Address _____

Phone _____
Fax _____
Acct. No. _____



Sheet 3 — Goal setting

Purpose: To identify personal financial goals and create an action plan.

Instructions: Based on personal and household needs and values, identify specific goals that require action.

For use with
Personal Finance
Fourth Ed., Kapoor,
Dlabay & Hughes
Pages 10-12

Short-term monetary goals (less than two years)

Description	Amount needed	Months to achieve	Action to be taken	Priority
Example: pay off credit card debt	\$850	12	use money from pay raise	High

Intermediate and long-term monetary goals

Description	Amount needed	Months to achieve	Action to be taken	Priority

Non-monetary goals

Description	Time frame	Actions to be taken
Example: set up file for personal financial records and documents	next 2-3 months	locate all personal and financial records and documents; set up files for various spending, saving, borrowing categories



Sheet 4 — Time value of money calculations

Purpose: To calculate future and present value amounts related to financial planning decisions.

Instructions: Use a calculator or future or present value tables to compute the time value of money

For use with
Personal Finance
 Fourth Ed., Kapoor,
 Dlabay & Hughes
 Pages 18-21;78-79

Future value of a single amount

- to determine future value of a single amount

- to determine interest lost when cash purchase is made

(Use Exhibit C-1 in Reference C)

current amount	times	future value factor	equals	future value amount
\$ _____	X	\$ _____	=	\$ _____

Future value of a series of deposits

- to determine future values of regular savings deposits

- to determine future value of regular retirement deposits

(Use Exhibit C-2 in Reference C)

regular deposit amount	times	future value of annuity factor	equals	future value amount
\$ _____	X	\$ _____	=	\$ _____

Present value of a single amount

- to determine an amount to be deposited now that will grow to desired amount

(Use Exhibit C-3 in Reference C)

future amount desired	times	present value factor	equals	present value amount
\$ _____	X	\$ _____	=	\$ _____

Present value of a series of deposits

- to determine an amount that can be withdrawn on a regular basis

(Use Exhibit C-4 in Reference C)

regular amount to be withdrawn	times	present value of annuity factor	equals	present value amount
\$ _____	X	\$ _____	=	\$ _____

Section B

Career planning

The worksheets in this section are to be used with Chapter 2 of *Personal Finance*, Fourth Edition.

Sheet 5	Career area research sheet
Sheet 6	Making career contacts
Sheet 7	Résumé worksheet
Sheet 8	Planning a cover letter
Sheet 9	Researching a prospective employer
Sheet 10	Preparing for an interview
Sheet 11	Employee benefits comparison
Sheet 12	Career development and advancement



Sheet 5 — Career area research sheet

Purpose: To become familiar with work activities and career requirements for a field of employment.

Instructions: Using the *Career Occupational Outlook Handbook* and other information sources (library materials, interviews), obtain information related to one or more career areas of interest to you.

For use with
Personal Finance
Fourth Ed., Kapoor,
Dlabay & Hughes
Pages 31-36

Career area/job title		
Nature of the work general activities and duties		
Working conditions physical surroundings, hours, mental and physical demands		
Training and other qualifications		
Job outlook future prospect for employment in this field		
Earnings starting and advanced		
Additional information		
Other questions that require further research		
Sources of additional information publications, trade associations, professional organizations, government agencies		



Sheet 6 — Making career contacts

Purpose: To create a guide of professional contacts.

Instructions: Record the requested information for use in researching career areas and employment opportunities.

For use with
Personal Finance
 Fourth Ed., Kapoor,
 Dlabay & Hughes
 Pages 37-38

Name	_____
Organization	_____
Address	_____

Phone	_____
Fax	_____
	E-mail _____
Date of contact	_____
Situation	_____
Career situation	_____
of contact	_____
Areas of	_____
specialization	_____
Major	_____
accomplishments	_____

Name	_____
Organization	_____
Address	_____

Phone	_____
Fax	_____
	E-mail _____
Date of contact	_____
Situation	_____
Career situation	_____
of contact	_____
Areas of	_____
specialization	_____
Major	_____
accomplishments	_____



Sheet 7 — Résumé worksheet

Purpose: To inventory your education, training, work background, and other experiences for use when preparing a résumé.

Instructions: List dates, organizations, and other data for each of the categories given below.

For use with
Personal Finance
Fourth Ed., Kapoor,
Dlabay & Hughes
Pages 40-42

Education

Degree/programs completed

School/location

Dates

Work experience

Title

Organization

Dates

Responsibilities

Other experience

Title

Organization

Dates

Responsibilities

Campus/community activities

Organization/location

Dates

Involvement

Honors/awards

Title

Organization/location

Dates

References

Name

Title

Organization

Address

Phone