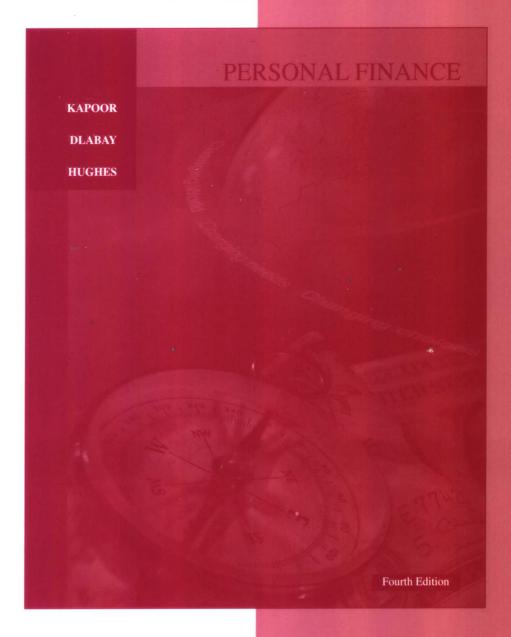
# Personal Financial Planner

for use with





Developed by Les R. Dlabay

## Personal Financial Planner for use with

## **Personal Finance**

Fourth Edition

Jack R. Kapoor
College of DuPage
Les R. Dlabay
Lake Forest College
Robert J. Hughes
Dallas County Community College

Developed by **Les R. Dlabay** Lake Forest College



#### Irwin/McGraw-Hill

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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** 

#### ii

- **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	-
Sheet 8	11	
Sheet 9	12	
Sheet 10	13	0 1 1 1
Sheet 11	14	
Sheet 12	15	
21		C. Money Management & Budgeting — 17
Sheet 13	18	
Sheet 14	19	
Sheet 15	20	
Sheet 16	2011/2012/2012/2012	Cash budget
Sheet 17	22	,
Sheet 18	24	College education cost analysis/savings plan
		D. Tax Planning — 25
Sheet 19	26	
Sheet 20	27	Income tax preparer comparison
Sheet 21	28	Tax planning activities
	- Shear	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
		_
Chast 20	40	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 Sheet 35	44	Current and future transportation needs
Sheet 36	46	Used car purchase comparison
Sheet 37	47	Buying vs. leasing an automobile
Silect 37		Automobile ownership and operation costs

iv		
PAGE		
•		H. Housing — 49
Sheet 38	50	Current and future housing needs
Sheet 39	51	The state of the s
Sheet 40	52	
Sheet 41	53	-
Sheet 42	54	
Sheet 43	55	Mortgage refinance analysis
		I. Insurance — 57
Sheet 44	58	Current insurance policies and needs
Sheet 45	59	-
Sheet 46	60	•
Sheet 47	61	
Sheet 48	62	
Sheet 49	63	
Sheet 50	64	•
Sheet 51	65	
Sheet 52	66	Life insurance policy comparison
		J. Investments — 67
Sheet 53	68	
Sheet 54	69	
Sheet 55	70	· ·
Sheet 56	71	
Sheet 57	72	
Sheet 58	73	Investment broker comparison
		K. Retirement and Estate Planning — 75
Sheet 59	76	
Sheet 60	77	IRA comparison
Sheet 61	78	Forecasting retirement income
Sheet 62	79	
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	,18824		
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	Credit card
Name	Issuer
Address	Address
Phone	Phone
Fax	Fax
Primary financial	Acct. No.
•	Exp Date
institution	Limit
Name	1753. MAXIMED 19-3-4-4-4-4-4-4-4-4-4-4-4-4-4-4-4-4-4-4-
Address	
	lssuer
Phone	Address
Checking	Phone
Acct. No.	Fax
Savings	Acct. No.
Acct. No.	Exp Date
Loan No.	Limit
Insurance (home/a	auto) Tax preparer
Agent	<del></del>
Company	Firm
Address	
Phone	Phone
Fax	Fax
Policy No.	A W/A

Insurance (life/health)	Real estate agent
Agent	Name
Company	Company
Address	Address
Phone	Phone
Fax	Fax
Policy No.	
Investment broker	Investment company
Name	Name
Address	Address
Phone	Phone
Fax	Fax
Aget 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 moneta  Description	ry goals Amount needed	(less t Months achieve	s to Action to	Priority
Example: pay off credit card debt	\$850	12	use money from pay raise	High
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Intermediate and l	ong-tern	ı mone	etary goals	
Description	Amount needed	Months achieve	to Action to be taken	Priority
UM normalist serit sout folker all fair elle elle un normalisticum deues en serit telepasse sone				
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t s om er i mannatalling i vitt sig til stollende hat omhere s seklinge menne en emissionalligsbetalligsbetall				
Non-monetary goal	S			
Description	Time f	rame	Actions to be taken	
Example: set up file for personal financial records and documents	next 2-3	3 months	locate all personal and fir documents; set up files fo saving, borrowing catego	or various spending,
	P. P. C. C. T. Page Sec. Company of the Confession of the Confessi	en ammigragia generali esperante de la consença	во по так таку и тенено поколе мого тену и повод ден вот мене <sub>на</sub> почено во повод на повод на постава на постава	
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#### 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

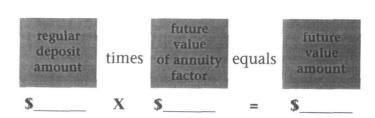
## Future value of a single amount

- to determine future value of a single amount
- to determine interest lost when cash purchase is made (Use Exhibit C-1 in Reference C)



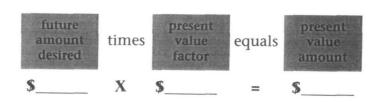
## Future value of a series of deposits

- to determine future values of regular savings deposits
- to determine future value of regular retirement deposits (Use Exhibit C-2 in Reference C)



## Present value of a single amount

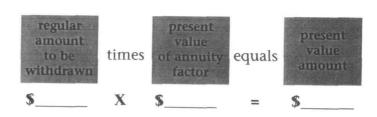
• to determine an amount to be deposited now that will grow to desired amount (Use Exhibit C-3 in Reference C)



## 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)



### **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	
. raaress	
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

<b>Education</b> Degree/programs comple	eted Sc	chool/location	Dates
N-Machine Materials (Machine Machine) (Machine Machine) (Machine Machine) (Machine Machine) (Machine Machine) (Machine Machine) (Machine) (Machine			
hat or manager water from the second control of the second control			
Work experience	Ce Organization	Dates	Responsibilities
Other experience	<b>Ce</b> Organization	Dates	Responsibilities
Campus/comm	unity activit Dates		Involvement
Honors/awards			
Title	Organization	/location	Dates
D o Company			
References Name Title	Organization	Addres	s Phone