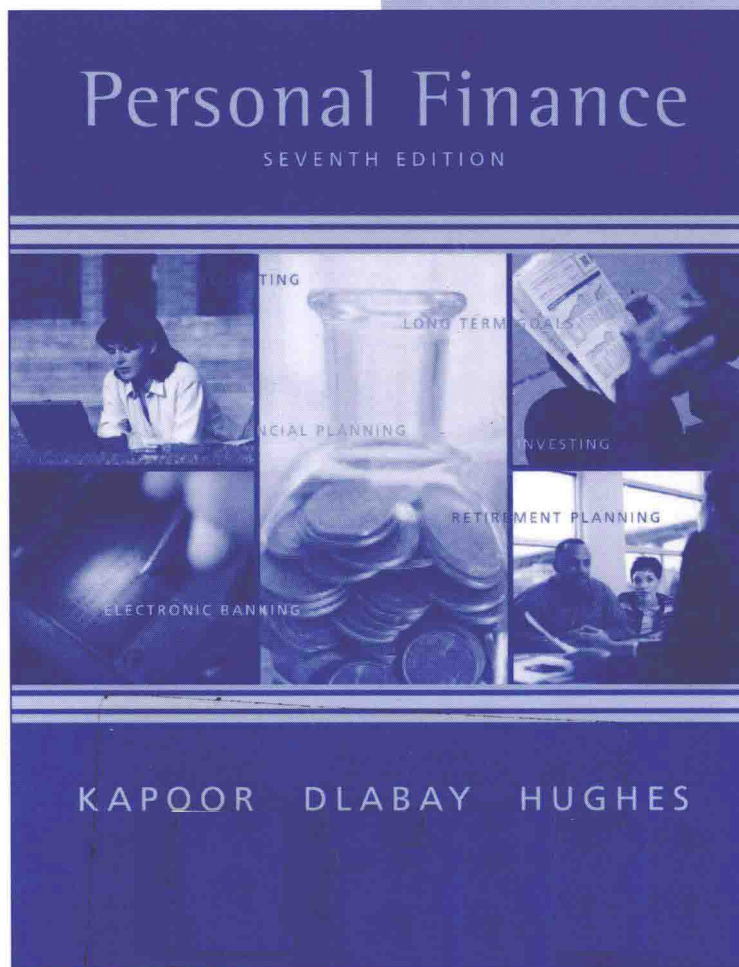


# Personal Financial Planner

for use with



Prepared by  
Les Dlabay

# Personal Financial Planner

for use with

# Personal Finance

Seventh Edition

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Personal Financial Planner for use with  
PERSONAL FINANCE  
Kapoor/Dlabay/Hughes

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# Personal Financial Planner

## Preface

This *Personal Financial Planner* is packaged free with each copy of *Personal Finance*, Seventh Edition, by Kapoor, Dlabay, and Hughes purchased from McGraw-Hill Companies. 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 11 sections is referenced to specific page numbers of *Personal Finance*, Seventh 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. To assist you with using the internet for financial planning information, Web sites are listed on the opening page of each section.
5. 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: The sheets in this booklet along with other financial planning calculation tools, are available on the Windows® version of *Personal Finance*, Seventh Edition, CD-ROM.

# Personal Financial Planner

## Table of Contents

### A. Personal Data and Goals

- Sheet 1 Personal information sheet
- Sheet 2 Financial institutions and advisors
- Sheet 3 Goal setting sheet
- Sheet 4 Monitoring current economic conditions
- Sheet 5 Time value of money calculations

### B. Career Planning

- Sheet 6 Career area research sheet
- Sheet 7 Making career contacts
- Sheet 8 Résumé worksheet
- Sheet 9 Planning a cover letter
- Sheet 10 Researching a prospective employer
- Sheet 11 Preparing for an interview
- Sheet 12 Employee benefits comparison
- Sheet 13 Career development and advancement

### C. Money Management & Budgeting

- Sheet 14 Financial documents and records
- Sheet 15 Personal balance sheet
- Sheet 16 Personal cash flow statement
- Sheet 17 Cash budget
- Sheet 18 Annual budget summary
- Sheet 19 College education cost analysis/savings plan

### D. Tax Planning

- Sheet 20 Current income tax estimate
- Sheet 21 Income tax preparer comparison
- Sheet 22 Tax planning activities

### E. Banking Services

- Sheet 23 Planning the use of financial services
- Sheet 24 Using savings to achieve financial goals
- Sheet 25 Savings plan comparison
- Sheet 26 Checking account comparison
- Sheet 27 Checking account cost analysis
- Sheet 28 Checking account reconciliation

### F. Consumer Credit

- Sheet 29 Consumer credit usage patterns (debt inventory)
- Sheet 30 Credit card/charge accounts comparison
- Sheet 31 Consumer loan comparison

### G. Consumer Buying

- Sheet 32 Comparing cash and credit for major purchases
- Sheet 33 Major consumer purchase comparison
- Sheet 34 Unit pricing worksheet
- Sheet 35 Cost comparison for legal services

- Sheet 36 Current and future transportation needs
- Sheet 37 Used car purchase comparison
- Sheet 38 Buying vs. leasing an automobile
- Sheet 39 Automobile ownership and operation costs

#### **H. Housing**

- Sheet 40 Current and future housing needs
- Sheet 41 Renting vs. buying of housing
- Sheet 42 Apartment rental comparison
- Sheet 43 Housing affordability and mortgage qualification
- Sheet 44 Mortgage company comparison
- Sheet 45 Mortgage refinance analysis

#### **I. Insurance**

- Sheet 46 Current insurance policies and needs
- Sheet 47 Home inventory
- Sheet 48 Determining needed property insurance
- Sheet 49 Apartment/home insurance comparison
- Sheet 50 Automobile insurance costs comparison
- Sheet 51 Disability income insurance needs
- Sheet 52 Assessing current & needed health care insurance
- Sheet 53 Determining life insurance needs
- Sheet 54 Life insurance policy comparison

#### **J. Investments**

- Sheet 55 Setting investment objectives
- Sheet 56 Assessing risk for investment
- Sheet 57 Evaluating investment information
- Sheet 58 Using stocks to achieve financial goals
- Sheet 59 Using bonds to achieve financial goals
- Sheet 60 Using mutual funds and other investments
- Sheet 61 Investment broker comparison

#### **K. Retirement and Estate Planning**

- Sheet 62 Retirement housing & lifestyle planning
- Sheet 63 IRA Comparison
- Sheet 64 Forecasting retirement income
- Sheet 65 Estate planning activities
- Sheet 66 Will planning sheet
- Sheet 67 Trust comparison sheet
- Sheet 68 Estate tax projection & settlement costs

#### **L. Financial Plan Summary**

- Sheet 69 Financial data summary
- Sheet 70 Savings/investment portfolio summary
- Sheet 71 Progress check on major financial goals and activities
- Sheet 72 Planning summary for money management, budgeting and tax planning
- Sheet 73 Planning summary for banking services & consumer credit
- Sheet 74 Planning summary for consumer buying and housing
- Sheet 75 Planning summary for insurance
- Sheet 76 Planning summary for investments
- Sheet 77 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*, Seventh Edition.

<b>Sheet 1</b>	Personal information sheet
<b>Sheet 2</b>	Financial institutions and advisors
<b>Sheet 3</b>	Goal setting sheet
<b>Sheet 4</b>	Monitoring current economic conditions
<b>Sheet 5</b>	Time value of money calculations

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#### **Web sites for Financial Planning**

Finance Center	<a href="http://www.finance-center.com">www.finance-center.com</a>
Money Central	<a href="http://www.moneycentral.msn.com">www.moneycentral.msn.com</a>
Motley Fool	<a href="http://www.fool.com">www.fool.com</a>
CNN Financial News	<a href="http://www.cnnfn.com">www.cnnfn.com</a>
Quicken	<a href="http://www.quicken.com">www.quicken.com</a>
Federal Reserve System	<a href="http://www.federalreserve.gov">www.federalreserve.gov</a>
Consumer Price Index & inflation data	<a href="http://www.bls.gov">www.bls.gov</a>
	<a href="http://www.westegg.com/inflation">www.westegg.com/inflation</a>
Calculators for the time-value of money	<a href="http://www.centura.com/personal/calculators">www.centura.com/personal/calculators</a>
	<a href="http://www.moneyadvisor.com/calc">www.moneyadvisor.com/calc</a>
Money Magazine	<a href="http://www.money.com">www.money.com</a>
Kiplinger's Personal Finance Magazine	<a href="http://www.kiplinger.com">www.kiplinger.com</a>
Business Week Magazine	<a href="http://www.businessweek.com">www.businessweek.com</a>
Worth Magazine	<a href="http://www.worth.com">www.worth.com</a>
Smart Money Magazine	<a href="http://www.smartmoney.com">www.smartmoney.com</a>
The Wall Street Journal	<a href="http://www.wsj.com">www.wsj.com</a>

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## 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*  
Seventh Ed.,  
Kapoor, Dlabay &  
Hughes Page 4

Name	_____	_____
Birthdate	_____	_____
Marital Status	_____	_____
Address	_____	_____
Phone	_____	_____
e-mail	_____	_____
Social Security No.	_____	_____
Drivers 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*  
Seventh Ed.,  
Kapoor, Dlabay &  
Hughes Page 8

### Attorney

Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
e-mail \_\_\_\_\_

### Credit card 1

Issuer \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
Acct. No. \_\_\_\_\_  
Exp. Date \_\_\_\_\_  
Limit \_\_\_\_\_

### Primary financial institution

Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
Checking \_\_\_\_\_  
Acct. No. \_\_\_\_\_  
Savings \_\_\_\_\_  
Acct. No. \_\_\_\_\_  
Loan No. \_\_\_\_\_

### Credit card 2

Issuer \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
Acct. No. \_\_\_\_\_  
Exp. Date \_\_\_\_\_  
Limit \_\_\_\_\_

### Insurance (home/auto)

Agent \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
Policy No. \_\_\_\_\_  
e-mail \_\_\_\_\_

### Tax preparer

Name \_\_\_\_\_  
Firm \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
e-mail \_\_\_\_\_

(continued)

## Sheet 2 (continued)

### Insurance (life/health)

Agent \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
e-mail \_\_\_\_\_  
Policy No. \_\_\_\_\_

### Real estate agent

Name \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
e-mail \_\_\_\_\_

### Investment broker

Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
e-mail \_\_\_\_\_  
Acct. No. \_\_\_\_\_

### Investment company

Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
Acct. No. \_\_\_\_\_  
e-mail \_\_\_\_\_  
Web site \_\_\_\_\_



### Sheet 3 - Goal setting sheet

**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*  
Seventh Ed.,  
Kapoor, Dlabay &  
Hughes  
Pages 9-12

#### 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 - Monitoring current economic conditions

**Purpose:** To monitor selected economic indicators that influence various saving, investing, spending, and borrowing decisions.

**Instructions:** Using *The Wall Street Journal*, World Wide Web, or other sources of economic information, obtain current data for various economic factors.

For use with  
*Personal Finance*  
 Seventh Ed.,  
 Kapoor, Dlabay &  
 Hughes  
 Pages 14-17

Economic Factor	Recent trends	Possible influences on financial planning decisions
Example: Mortgage rates	decline in mortgage rates	consider buying a home; consider refinancing an existing mortgage
Interest rates		
Consumer prices		
Other: _____		
Other: _____		
Other: _____		



## Sheet 5 - 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*  
Seventh Ed.,  
Kapoor, Dlabay &  
Hughes  
Pages 17-21

### 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 A-1 in Appendix A)

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 A-2 in Appendix A)

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 A-3 in Appendix A)

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 A-4 in Appendix A)

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 used with Chapter 2 of *Personal Finance*, Seventh Edition.

<b>Sheet 6</b>	Career area research sheet
<b>Sheet 7</b>	Making career contacts
<b>Sheet 8</b>	Résumé worksheet
<b>Sheet 9</b>	Planning a cover letter
<b>Sheet 10</b>	Researching a prospective employer
<b>Sheet 11</b>	Preparing for an interview
<b>Sheet 12</b>	Employee benefits comparison
<b>Sheet 13</b>	Career development and advancement

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#### Web sites for Career Planning

Career planning tips	<a href="http://www.businessweek.com/careers">www.businessweek.com/careers</a> <a href="http://www.careerjournal.com">www.careerjournal.com</a> <a href="http://www.mapping-your-future.org">www.mapping-your-future.org</a> <a href="http://www.rileyguide.com">www.rileyguide.com</a>
Listings of available jobs	<a href="http://www.careermosaic.com">www.careermosaic.com</a> <a href="http://www.careerpath.com">www.careerpath.com</a> <a href="http://www.hotjobs.com">www.hotjobs.com</a> <a href="http://www.careerbuilder.com">www.careerbuilder.com</a> <a href="http://www.monster.com">www.monster.com</a>
Résumé preparation advice	<a href="http://www.jobweb.com">www.jobweb.com</a>
U.S. Dept. of Labor & state agencies	<a href="http://www.ajb.dni.us">www.ajb.dni.us</a>

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## Sheet 6 - 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, web sites), obtain information related to one or more career areas of interest to you.

For use with  
*Personal Finance*  
Seventh Ed.,  
Kapoor, Dlabay &  
Hughes  
Pages 38-43

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