

EB0544

# FAMILY LIVING ACCOUNT BOOK

COOPERATIVE EXTENSION  
Washington State  
 University

## WHY KEEP AN ACCOUNT BOOK?

*To help the family know where its money goes and how it is used*

*To evaluate spending habits*

*To show how living costs change due to prices or change in size and age of family*

*To use as a guide in planning future spending*

*To help children learn about the use of money*

*To use in filing income tax returns*

## FAMILY LIVING ACCOUNT BOOK

First, a few suggestions on how to keep records so they'll really be helpful—and not too much work:

Record expenditures regularly. Develop a system for handling the details of keeping records, paying bills, and setting aside money for future expenses. Try to get a report of spending when the family is together. If money management is discussed when all family members can participate, decisions can be a family affair.

Decide on a place to keep your account book, incoming bills, receipts, cancelled checks, bank statements, check book, and savings account book.

Keep track of all tax-deductible items. Circle deductible items in the account book.

Make extra columns if necessary. If a column is filled, cut a piece of paper the same width as the column and tape it over the filled column.

Label every item you record. This lets you refer back to your records and find out exactly what you bought. Instead of entering "clothing," put "coat," "shoes," etc.

Summarize the columns monthly. Compare spending with your plan to see if changes are needed.



<b>JANUARY</b>			<b>FOOD</b> —food bought, meals purchased away from home, snacks, candy, etc.			<b>HOUSING &amp; UTILITIES</b> —rent, insurance, taxes, etc.			<b>HOUSEHOLD OPERATION</b> —cleaning supplies, help, etc.		
<b>INCOME</b> —all wages and income before deductions.			Item	Home	Away	Item	Amount	Item	Amount		
Source	Amount										
Total						Total			Total		
<b>SAVINGS &amp; INVESTMENTS</b> (include mortgage principal).						<b>CHILDCARE</b> —day care, babysitting expenses.			<b>FURNISHINGS, EQUIPMENT</b> —appliances, linens, etc.		
Item	Amount					Item	Amount	Item	Amount		
Total			Total			Total			Total		
<b>PROTECTION</b> —life insurance, retirement plan, etc.			<b>AUTO &amp; TRANSPORTATION</b> —car purchase, operation, insurance, bus, etc.			<b>EDUCATION</b> —newspapers, books, school expenses, etc.			<b>RECREATION</b> —sports, hobbies, clubs, pets, TV, etc.		
Item	Amount		Item	Car 1	Car 2	Item	Amount	Item	Amount		
Total			Total			Total			Total		

<b>CLOTHING</b> —ready-made clothing, patterns, yardage, sewing supplies, shoes, shoe repair, cleaning, jewelry, jewelry repair, etc. (Enter name of each person)										<b>GIFTS</b> —gifts for persons outside family, money to relatives.			
Item	Person #1		Person #2		Person #3						Item	Amount	
Total										Total			
<b>PERSONAL</b> —allowances, barber and beauty shop, shaving supplies, cosmetics, cigarettes, baby supplies, etc. (Enter name of each person)										<b>CONTRIBUTIONS</b> —cash donations to fund drives, churches, etc.			
Item	Person #1		Person #2		Person #3						Item	Amount	
Total										Total			
<b>HEALTH</b> —doctor, dentist, hospital care, nurses, treatments, medicine, glasses, first aid supplies, health and accident insurance, etc. (Enter name of each person)										<b>OTHER</b> —union dues, income tax, legal fees, etc.			
Item	Person #1		Person #2		Person #3						Item	Amount	
Total										Total			
<b>Total Monthly Income</b> = _____ <b>Total Monthly Expenses</b> = _____ (subtract) <i>(add totals in each category to get this figure)</i> <b>Balance (or Deficit) Forward</b> = _____													
										Total			

<b>FEBRUARY</b>			<b>FOOD</b> —food bought, meals purchased away from home, snacks, candy, etc.			<b>HOUSING &amp; UTILITIES</b> —rent, insurance, taxes, etc.		<b>HOUSEHOLD OPERATION</b> —cleaning supplies, help, etc.		
<b>INCOME</b> —all wages and income before deductions.			Item	Home	Away	Item	Amount	Item	Amount	
Source	Amount									
Total						Total		Total		
<b>SAVINGS &amp; INVESTMENTS</b> (include mortgage principal).						<b>CHILDCARE</b> —day care, babysitting expenses.		<b>FURNISHINGS, EQUIPMENT</b> —appliances, linens, etc.		
Item	Amount					Item	Amount	Item	Amount	
Total			Total			Total		Total		
<b>PROTECTION</b> —life insurance, retirement plan, etc.		<b>AUTO &amp; TRANSPORTATION</b> —car purchase, operation, insurance, bus, etc.			<b>EDUCATION</b> —newspapers, books, school expenses, etc.		<b>RECREATION</b> —sports, hobbies, clubs, pets, TV, etc.			
Item	Amount	Item	Car 1	Car 2	Item	Amount	Item	Amount		
Total		Total			Total		Total			



<b>MARCH</b>			<b>FOOD</b> —food bought, meals purchased away from home, snacks, candy, etc.			<b>HOUSING &amp; UTILITIES</b> —rent, insurance, taxes, etc.			<b>HOUSEHOLD OPERATION</b> —cleaning supplies, help, etc.		
<b>INCOME</b> —all wages and income before deductions.			Item	Home		Away		Item		Amount	
Source	Amount										
Total								Total			
<b>SAVINGS &amp; INVESTMENTS</b> (include mortgage principal).						<b>CHILDCARE</b> —day care, babysitting expenses.			<b>FURNISHINGS, EQUIPMENT</b> —appliances, linens, etc.		
Item	Amount					Item	Amount		Item	Amount	
Total			Total			Total			Total		
<b>PROTECTION</b> —life insurance, retirement plan, etc.			<b>AUTO &amp; TRANSPORTATION</b> —car purchase, operation, insurance, bus, etc.			<b>EDUCATION</b> —newspapers, books, school expenses, etc.			<b>RECREATION</b> —sports, hobbies, clubs, pets, TV, etc.		
Item	Amount		Item	Car 1	Car 2	Item	Amount		Item	Amount	
Total			Total			Total			Total		



<b>CLOTHING</b> —ready-made clothing, patterns, yardage, sewing supplies, shoes, shoe repair, cleaning, jewelry, jewelry repair, etc. (Enter name of each person)								<b>GIFTS</b> —gifts for persons outside family, money to relatives.		
Item	Person #1	Person #2	Person #3					Item	Amount	
<b>Total</b>								<b>Total</b>		
<b>PERSONAL</b> —allowances, barber and beauty shop, shaving supplies, cosmetics, cigarettes, baby supplies, etc. (Enter name of each person)								<b>CONTRIBUTIONS</b> —cash donations to fund drives, churches, etc.		
Item	Person #1	Person #2	Person #3							
<b>Total</b>								<b>Total</b>		
<b>HEALTH</b> —doctor, dentist, hospital care, nurses, treatments, medicine, glasses, first aid supplies, health and accident insurance, etc. (Enter name of each person)								<b>OTHER</b> —union dues, income tax, legal fees, etc.		
Item	Person #1	Person #2	Person #3							
<b>Total</b>								<b>Total</b>		
<b>Total Monthly Income</b> = _____ <b>Total Monthly Expenses</b> = _____ (subtract) <i>(add totals in each category to get this figure)</i> <b>Balance (or Deficit) Forward</b> = _____								<b>Total</b>		

<b>APRIL</b>			<b>FOOD</b> —food bought, meals purchased away from home, snacks, candy, etc.			<b>HOUSING &amp; UTILITIES</b> —rent, insurance, taxes, etc.			<b>HOUSEHOLD OPERATION</b> —cleaning supplies, help, etc.		
<b>INCOME</b> —all wages and income before deductions.			Item	Home	Away	Item	Amount	Item	Amount		
Source	Amount										
Total						Total		Total			
<b>SAVINGS &amp; INVESTMENTS</b> (include mortgage principal).						<b>CHILDCARE</b> —day care, babysitting expenses.			<b>FURNISHINGS, EQUIPMENT</b> —appliances, linens, etc.		
Item	Amount					Item	Amount	Item	Amount		
Total			Total			Total		Total			
<b>PROTECTION</b> —life insurance, retirement plan, etc.			<b>AUTO &amp; TRANSPORTATION</b> —car purchase, operation, insurance, bus, etc.			<b>EDUCATION</b> —newspapers, books, school expenses, etc.			<b>RECREATION</b> —sports, hobbies, clubs, pets, TV, etc.		
Item	Amount		Item	Car 1	Car 2	Item	Amount	Item	Amount		
Total			Total			Total		Total			

<b>CLOTHING</b> —ready-made clothing, patterns, yardage, sewing supplies, shoes, shoe repair, cleaning, jewelry, jewelry repair, etc. (Enter name of each person)										<b>GIFTS</b> —gifts for persons outside family, money to relatives.			
Item	Person #1		Person #2		Person #3						Item	Amount	
Total											Total		
<b>PERSONAL</b> —allowances, barber and beauty shop, shaving supplies, cosmetics, cigarettes, baby supplies, etc. (Enter name of each person)										<b>CONTRIBUTIONS</b> —cash donations to fund drives, churches, etc.			
Item	Person #1		Person #2		Person #3						Item	Amount	
Total											Total		
<b>HEALTH</b> —doctor, dentist, hospital care, nurses, treatments, medicine, glasses, first aid supplies, health and accident insurance, etc. (Enter name of each person)										<b>OTHER</b> —union dues, income tax, legal fees, etc.			
Item	Person #1		Person #2		Person #3						Item	Amount	
Total													
Total Monthly Income										= _____			
Total Monthly Expenses										= _____ (subtract)			
<i>(add totals in each category to get this figure)</i>													
Balance (or Deficit) Forward										= _____			
											Total		

<b>MAY</b>			<b>FOOD</b> —food bought, meals purchased away from home, snacks, candy, etc.			<b>HOUSING &amp; UTILITIES</b> —rent, insurance, taxes, etc.			<b>HOUSEHOLD OPERATION</b> —cleaning supplies, help, etc.			
<b>INCOME</b> —all wages and income before deductions.			Item		Home	Away	Item		Amount	Item		Amount
Source	Amount											
Total								Total			Total	
<b>SAVINGS &amp; INVESTMENTS</b> (include mortgage principal).							<b>CHILDCARE</b> —day care, babysitting expenses.			<b>FURNISHINGS, EQUIPMENT</b> —appliances, linens, etc.		
Item	Amount						Item	Amount		Item	Amount	
Total			Total					Total			Total	
<b>PROTECTION</b> —life insurance, retirement plan, etc.			<b>AUTO &amp; TRANSPORTATION</b> —car purchase, operation, insurance, bus, etc.			<b>EDUCATION</b> —newspapers, books, school expenses, etc.			<b>RECREATION</b> —sports, hobbies, clubs, pets, TV, etc.			
Item	Amount		Item	Car 1	Car 2	Item	Amount		Item	Amount		
Total			Total					Total			Total	



<b>JUNE</b>			<b>FOOD</b> —food bought, meals purchased away from home, snacks, candy, etc.			<b>HOUSING &amp; UTILITIES</b> —rent, insurance, taxes, etc.			<b>HOUSEHOLD OPERATION</b> —cleaning supplies, help, etc.		
<b>INCOME</b> —all wages and income before deductions.			Item	Home	Away	Item	Amount	Item	Amount		
Source	Amount										
Total						Total		Total			
<b>SAVINGS &amp; INVESTMENTS</b> (include mortgage principal).						<b>CHILDCARE</b> —day care, babysitting expenses.			<b>FURNISHINGS, EQUIPMENT</b> —appliances, linens, etc.		
Item	Amount					Item	Amount	Item	Amount		
Total			Total			Total		Total			
<b>PROTECTION</b> —life insurance, retirement plan, etc.			<b>AUTO &amp; TRANSPORTATION</b> —car purchase, operation, insurance, bus, etc.			<b>EDUCATION</b> —newspapers, books, school expenses, etc.			<b>RECREATION</b> —sports, hobbies, clubs, pets, TV, etc.		
Item	Amount		Item	Car 1	Car 2	Item	Amount	Item	Amount		
Total			Total			Total		Total			



<b>JULY</b>			<b>FOOD</b> —food bought, meals purchased away from home, snacks, candy, etc.			<b>HOUSING &amp; UTILITIES</b> —rent, insurance, taxes, etc.			<b>HOUSEHOLD OPERATION</b> —cleaning supplies, help, etc.		
<b>INCOME</b> —all wages and income before deductions.			Item	Home	Away	Item	Amount	Item	Amount		
Source	Amount										
Total						Total		Total			
<b>SAVINGS &amp; INVESTMENTS</b> (include mortgage principal).						<b>CHILDCARE</b> —day care, babysitting expenses.			<b>FURNISHINGS, EQUIPMENT</b> —appliances, linens, etc.		
Item	Amount					Item	Amount	Item	Amount		
Total			Total			Total		Total			
<b>PROTECTION</b> —life insurance, retirement plan, etc.			<b>AUTO &amp; TRANSPORTATION</b> —car purchase, operation, insurance, bus, etc.			<b>EDUCATION</b> —newspapers, books, school expenses, etc.			<b>RECREATION</b> —sports, hobbies, clubs, pets, TV, etc.		
Item	Amount		Item	Car 1	Car 2	Item	Amount	Item	Amount		
Total			Total			Total		Total			





<b>AUGUST</b>			<b>FOOD</b> —food bought, meals purchased away from home, snacks, candy, etc.			<b>HOUSING &amp; UTILITIES</b> —rent, insurance, taxes, etc.		<b>HOUSEHOLD OPERATION</b> —cleaning supplies, help, etc.		
<b>INCOME</b> —all wages and income before deductions.		Item	Home	Away	Item	Amount	Item	Amount		
Source	Amount									
Total					Total		Total			
<b>SAVINGS &amp; INVESTMENTS</b> (include mortgage principal).					<b>CHILDCARE</b> —day care, babysitting expenses.		<b>FURNISHINGS, EQUIPMENT</b> —appliances, linens, etc.			
Item	Amount	Item	Car 1	Car 2	Item	Amount	Item	Amount		
Total		Total			Total		Total			
<b>PROTECTION</b> —life insurance, retirement plan, etc.		<b>AUTO &amp; TRANSPORTATION</b> —car purchase, operation, insurance, bus, etc.			<b>EDUCATION</b> —newspapers, books, school expenses, etc.		<b>RECREATION</b> —sports, hobbies, clubs, pets, TV, etc.			
Item	Amount	Item	Car 1	Car 2	Item	Amount	Item	Amount		
Total		Total			Total		Total			

<b>CLOTHING</b> —ready-made clothing, patterns, yardage, sewing supplies, shoes, shoe repair, cleaning, jewelry, jewelry repair, etc. (Enter name of each person)							<b>GIFTS</b> —gifts for persons outside family, money to relatives.			
Item	Person #1	Person #2	Person #3				Item	Amount		
Total							Total			
<b>PERSONAL</b> —allowances, barber and beauty shop, shaving supplies, cosmetics, cigarettes, baby supplies, etc. (Enter name of each person)							<b>CONTRIBUTIONS</b> —cash donations to fund drives, churches, etc.			
Item	Person #1	Person #2	Person #3				Item	Amount		
Total							Total			
<b>HEALTH</b> —doctor, dentist, hospital care, nurses, treatments, medicine, glasses, first aid supplies, health and accident insurance, etc. (Enter name of each person)							<b>OTHER</b> —union dues, income tax, legal fees, etc.			
Item	Person #1	Person #2	Person #3				Item	Amount		
Total										
Total Monthly Income = _____										
Total Monthly Expenses = _____ (subtract) <i>(add totals in each category to get this figure)</i>										
Balance (or Deficit) Forward = _____										
							Total			

<b>SEPTEMBER</b>			<b>FOOD</b> —food bought, meals purchased away from home, snacks, candy, etc.			<b>HOUSING &amp; UTILITIES</b> —rent, insurance, taxes, etc.		<b>HOUSEHOLD OPERATION</b> —cleaning supplies, help, etc.		
<b>INCOME</b> —all wages and income before deductions.			Item	Home	Away	Item	Amount	Item	Amount	
Source	Amount									
Total						Total			Total	
<b>SAVINGS &amp; INVESTMENTS</b> (include mortgage principal).						<b>CHILDCARE</b> —day care, babysitting expenses.		<b>FURNISHINGS, EQUIPMENT</b> —appliances, linens, etc.		
Item	Amount					Item	Amount	Item	Amount	
Total			Total			Total		Total		
<b>PROTECTION</b> —life insurance, retirement plan, etc.			<b>AUTO &amp; TRANSPORTATION</b> —car purchase, operation, insurance, bus, etc.			<b>EDUCATION</b> —newspapers, books, school expenses, etc.		<b>RECREATION</b> —sports, hobbies, clubs, pets, TV, etc.		
Item	Amount		Item	Car 1	Car 2	Item	Amount	Item	Amount	
Total			Total			Total		Total		

<b>CLOTHING</b> —ready-made clothing, patterns, yardage, sewing supplies, shoes, shoe repair, cleaning, jewelry, jewelry repair, etc. (Enter name of each person)								<b>GIFTS</b> —gifts for persons outside family, money to relatives.					
Item	Person #1		Person #2		Person #3						Item	Amount	
Total											Total		
<b>PERSONAL</b> —allowances, barber and beauty shop, shaving supplies, cosmetics, cigarettes, baby supplies, etc. (Enter name of each person)											<b>CONTRIBUTIONS</b> —cash donations to fund drives, churches, etc.		
Item	Person #1		Person #2		Person #3						Item	Amount	
Total											Total		
<b>HEALTH</b> —doctor, dentist, hospital care, nurses, treatments, medicine, glasses, first aid supplies, health and accident insurance, etc. (Enter name of each person)											<b>OTHER</b> —union dues, income tax, legal fees, etc.		
Item	Person #1		Person #2		Person #3						Item	Amount	
Total											Total		
Total Monthly Income		= _____											
Total Monthly Expenses		= _____ (subtract)											
<i>(add totals in each category to get this figure)</i>													
Balance (or Deficit) Forward		= _____											
											Total		

<b>OCTOBER</b>			<b>FOOD</b> —food bought, meals purchased away from home, snacks, candy, etc.			<b>HOUSING &amp; UTILITIES</b> —rent, insurance, taxes, etc.		<b>HOUSEHOLD OPERATION</b> —cleaning supplies, help, etc.		
<b>INCOME</b> —all wages and income before deductions.			Item	Home	Away	Item	Amount	Item	Amount	
Source	Amount									
Total						Total		Total		
<b>SAVINGS &amp; INVESTMENTS</b> (include mortgage principal).						<b>CHILDCARE</b> —day care, babysitting expenses.		<b>FURNISHINGS, EQUIPMENT</b> —appliances, linens, etc.		
Item	Amount					Item	Amount	Item	Amount	
Total			Total			Total		Total		
<b>PROTECTION</b> —life insurance, retirement plan, etc.			<b>AUTO &amp; TRANSPORTATION</b> —car purchase, operation, insurance, bus, etc.			<b>EDUCATION</b> —newspapers, books, school expenses, etc.		<b>RECREATION</b> —sports, hobbies, clubs, pets, TV, etc.		
Item	Amount		Item	Car 1	Car 2	Item	Amount	Item	Amount	
Total			Total			Total		Total		



<b>NOVEMBER</b>		<b>FOOD</b> —food bought, meals purchased away from home, snacks, candy, etc.			<b>HOUSING &amp; UTILITIES</b> —rent, insurance, taxes, etc.		<b>HOUSEHOLD OPERATION</b> —cleaning supplies, help, etc.		
<b>INCOME</b> —all wages and income before deductions.		Item	Home	Away	Item	Amount	Item	Amount	
Source	Amount								
Total					Total		Total		
<b>SAVINGS &amp; INVESTMENTS</b> (include mortgage principal).		Item	Amount	<b>CHILDCARE</b> —day care, babysitting expenses.		<b>FURNISHINGS, EQUIPMENT</b> —appliances, linens, etc.			
				Item	Amount	Item	Amount		
Total		Total		Total		Total			
<b>PROTECTION</b> —life insurance, retirement plan, etc.		<b>AUTO &amp; TRANSPORTATION</b> —car purchase, operation, insurance, bus, etc.			<b>EDUCATION</b> —newspapers, books, school expenses, etc.		<b>RECREATION</b> —sports, hobbies, clubs, pets, TV, etc.		
Item	Amount	Item	Car 1	Car 2	Item	Amount	Item	Amount	
Total		Total			Total		Total		



<b>CLOTHING</b> —ready-made clothing, patterns, yardage, sewing supplies, shoes, shoe repair, cleaning, jewelry, jewelry repair, etc. (Enter name of each person)											<b>GIFTS</b> —gifts for persons outside family, money to relatives.				
Item		Person #1		Person #2		Person #3						Item	Amount		
Total												Total			
											<b>CONTRIBUTIONS</b> —cash donations to fund drives, churches, etc.				
Item		Person #1		Person #2		Person #3						Item	Amount		
Total												Total			
<b>PERSONAL</b> —allowances, barber and beauty shop, shaving supplies, cosmetics, cigarettes, baby supplies, etc. (Enter name of each person)															
Item		Person #1		Person #2		Person #3									
Total												Total			
<b>HEALTH</b> —doctor, dentist, hospital care, nurses, treatments, medicine, glasses, first aid supplies, health and accident insurance, etc. (Enter name of each person)															
Item		Person #1		Person #2		Person #3									
Total												Total			
<b>Total Monthly Income</b> = _____															
<b>Total Monthly Expenses</b> = _____ (subtract)															
<i>(add totals in each category to get this figure)</i>															
<b>Balance (or Deficit) Forward</b> = _____															
											Total				

<b>DECEMBER</b>			<b>FOOD</b> —food bought, meals purchased away from home, snacks, candy, etc.			<b>HOUSING &amp; UTILITIES</b> —rent, insurance, taxes, etc.		<b>HOUSEHOLD OPERATION</b> —cleaning supplies, help, etc.		
<b>INCOME</b> —all wages and income before deductions.			Item	Home	Away	Item	Amount	Item	Amount	
Source	Amount									
Total						Total		Total		
<b>SAVINGS &amp; INVESTMENTS</b> (include mortgage principal).						<b>CHILDCARE</b> —day care, babysitting expenses.		<b>FURNISHINGS, EQUIPMENT</b> —appliances, linens, etc.		
Item	Amount					Item	Amount	Item	Amount	
Total			Total			Total		Total		
<b>PROTECTION</b> —life insurance, retirement plan, etc.			<b>AUTO &amp; TRANSPORTATION</b> —car purchase, operation, insurance, bus, etc.			<b>EDUCATION</b> —newspapers, books, school expenses, etc.		<b>RECREATION</b> —sports, hobbies, clubs, pets, TV, etc.		
Item	Amount		Item	Car 1	Car 2	Item	Amount	Item	Amount	
Total			Total			Total		Total		

<b>CLOTHING</b> —ready-made clothing, patterns, yardage, sewing supplies, shoes, shoe repair, cleaning, jewelry, jewelry repair, etc. (Enter name of each person)								<b>GIFTS</b> —gifts for persons outside family, money to relatives.	
Item	Person #1		Person #2		Person #3			Item	Amount
Total									
								<b>CONTRIBUTIONS</b> —cash donations to fund drives, churches, etc.	
								Item      Amount	
Total									
<b>PERSONAL</b> —allowances, barber and beauty shop, shaving supplies, cosmetics, cigarettes, baby supplies, etc. (Enter name of each person)									
Item	Person #1		Person #2		Person #3				
Total									
								<b>OTHER</b> —union dues, income tax, legal fees, etc.	
								Item      Amount	
Total									
<b>HEALTH</b> —doctor, dentist, hospital care, nurses, treatments, medicine, glasses, first aid supplies, health and accident insurance, etc. (Enter name of each person)									
Item	Person #1		Person #2		Person #3				
Total									
Total Monthly Income    = _____									
Total Monthly Expenses     = _____ (subtract)									
<i>(add totals in each category to get this figure)</i>									
Balance (or Deficit) Forward     = _____									
								Total	

**SUMMARY OF  
MONTHLY  
EXPENDITURES  
AND INCOME**

Item	January		February		March		April	
Savings and Investments								
Protection								
Food								
Auto and Transportation								
Housing and Utilities								
Household Operation								
Child Care								
Furnishings and Equipment								
Education								
Recreation								
Clothing								
Personal								
Health								
Gifts								
Contributions								
Other								
TOTAL EXPENDITURES								
TOTAL INCOME								

**REMINDER OF PERIODIC  
PAYMENTS DUE**

Taxes, insurance,  
membership dues, pledges,  
auto licensing

Item	January		February		March		April	

**PAYMENTS ON  
INSTALLMENT  
CONTRACTS AND  
LOANS**

Also record under  
monthly expenditures

Item	January		February		March		April	

May		June		July		August		September		October		November		December		TOTAL AMOUNT	
<b>BALANCE FORWARD</b> (total income minus total expenditures) =																	

May		June		July		August		September		October		November		December		TOTAL AMOUNT	

May		June		July		August		September		October		November		December		TOTAL AMOUNT	

**FINANCIAL STATEMENT**

Assets	Beginning of Year		End of Year		Liabilities	Beginning of Year		End of Year	
Cash					Current bills				
Checking account									
Savings account									
Individual Retirement Accounts (IRAs)									
Cash surrender value life insurance									
Stocks and bonds									
					Installment debt				
Mutual funds									
Accounts receivable									
Household furnishings and equipment									
Machinery and tools					Bank loans				
Automobile									
Real estate					Mortgages on real estate				
<b>TOTAL ASSETS</b>					<b>TOTAL LIABILITIES</b>				
<b>Item</b>						<b>Beginning of Year</b>		<b>End of Year</b>	
Total assets									
Total liabilities									
Net worth (total minus total liabilities)									
CHANGE IN NET WORTH (beginning of year minus end of year)									

## SUGGESTIONS FOR CLASSIFYING MONTHLY ENTRIES

**Income.** Salary and wages (enter total amount, record deductions under proper headings), interest on investments, income from sales and rentals. If meals and lodgings are reimbursed by an expense account, do not include those expenses or income.

**Savings and investments.** Principal on mortgage, capital improvement on property, bank savings, savings and loan accounts, stocks and bonds, mutual funds, IRAs.

**Protection.** Social security deductions, retirement plan deductions, life insurance—term, ordinary, limited, endowment, annuity.

**Food.** All food purchased. (The amount for food will be more accurate if non-food items on the supermarket bill are separated from food items.) Meals and food eaten away from home. Include meals and groceries purchased while on vacation.

**Auto and other transportation.** Gas, oil, repairs, insurance, licenses, batteries, accessories. Cost of new car or installment payments. Bus, train, and plane fares. Parking fees, fines. Gas for vacation.

**Housing and utilities.** Rent, interest on mortgage, house repair and maintenance (painting, repairs, building supplies), substantial landscaping or yard improvement. Real estate taxes. Fire insurance, liability insurance. Telephone, electricity, gas, fuel, water, sewer, garbage.

**Household operations.** Supplies that are used up fairly quickly—cleaning and laundry supplies, paper products, stationary, stamps, light bulbs, canning and freezing supplies. Locker rent. Laundromat. Bank charges, safe deposit box. Household help. Seeds, plants, shrubs, fertilizer, weed killer, and other yard and garden items.

**Furnishings and equipment.** Furniture, appliances, linens, bedding, dishes, glassware, kitchen equipment, tools, hardware, furnishing and equipment repair.

**Child care.** Day-care expenses, payments to babysitters, preschool fees, summer camp programs, before-or after-school program fees.

**Education** School supplies, books, tuition, room and board. Music lessons and instruments, art lessons and supplies, music and art lectures. Newspapers, magazines, books. Dues to educational organizations.

**Recreation.** Movies, plays, concerts, fairs, sports events, exhibits, auto and fashion shows, museums. Hunting and fishing licenses, bowling fees, golf fees, ice and roller skating, amusement rides, dancing. Camping equipment, trailer expenses, boats, sports equipment. Games, toys, play equipment. Photography. Pet expenses. Dues to social or recreational clubs. Vacation expenses, motels and hotels. TV, radio, stereo, and CD/tape player purchase and repair.

**Clothing.** Ready-made garments, footwear, dressmaking and tailoring bills, yarn goods, patterns, thread. Accessories, jewelry and jewelry repair. Cleaning, shoe repair.

**Personal.** Allowances, barber and beauty shop, shaving supplies, cosmetics, cigarettes, pipes, baby supplies.

**Health.** Health and accident insurance, fees for doctor, dentist, nurses. Hospital bills, treatments, medicine, glasses, first aid supplies, non-prescription drugs.

**Gifts.** Gifts for persons outside family. (Record gifts within the family under proper headings.) Money to relatives.

**Contributions.** Fund drives, contributions to religious, educational, and other organizations.

**Other.** Income tax deductions or payments, union dues, dues to educational organizations if required for job, funeral expenses, legal fees.

