



ADVANCED MANAGEMENT CASHFLOW DATA SHEET

The purpose of this form is to help you in gathering the basic information about your current budget which we will need in order to make the best use of our time together. Without knowing everything one is doing financially, it is next to impossible to discuss options available because what may be right in one set of circumstances may be harmful in another.

Please bring this questionnaire along with the documents listed.

All information provided will be strictly confidential.

client name:

Mortgage Information

Please complete the fields only as they apply to you. If you do not have a second mortgage or a HELOC, leave those areas blank. Any additional information that you feel is pertinent please list in the Additional Notes/Information area.

	primary mortgage	second mortgage	HELOC
banking / institution			
original mortgage principle	\$	\$	\$
original start date	\$	\$	\$
current balance	\$	\$	\$
term (years)			
interest rate			
fixed / variable			
total payment (principal, interest, taxes, insurance)	\$	\$	\$
date of month due			

Important Notes / Unique Circumstances



client name:

Income Information

Please note that income should reflect net checks after taxes, 401(k) contributions, and stock purchases. Complete only as it applies to your circumstances.

	Husband	Wife
institution name		
amount of check (net)	\$	\$
frequency		
date of month paid		
bonus(s) (net)	\$	\$
bonus frequency		
bonus payment date		
ancillary income source		
amount of check (net)	\$	\$
frequency		
date of month paid		
ancillary income source		
amount of check (net)	\$	\$
frequency		
date of month paid		

Important Notes / Unique Circumstances



client name:

Living Expenses

Please do not hesitate to edit our template so that it accurately reflects your circumstances (example: many clients have cable and internet as one bill). We've also included blank fields so that you can add ones we may have missed. However, please be sure to always indicate the interval of the expense (weekly, monthly, quarterly, annually, etc) and the date paid/due as this will help us accurately understand your cash flow.

**If you pay property taxes and homeowner's insurance as part of your mortgage payment, DO NOT list them here. Instead, include them in your monthly mortgage payment.*

expense name	amount	frequency	date paid / due
property taxes*	\$		
homeowner's insurance*	\$		
car insurance	\$		
life insurance	\$		
electricity	\$		
water	\$		
garbage	\$		
sewerage	\$		
cell phones	\$		
cable	\$		
internet	\$		
home phone	\$		
cleaning	\$		
property maintenance	\$		
groceries	\$		
entertainment	\$		

client name:

Living Expenses (continued)

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**If you pay property taxes and homeowner's insurance as part of your mortgage payment, DO NOT list them here. Instead, include them in your monthly mortgage payment.*

expense name	amount	frequency	date paid / due
gas	\$		
gifts	\$		
clothing	\$		
school expenses	\$		
vacation budget	\$		
christmas budget	\$		
savings accounts	\$		
time shares	\$		
religious contributions	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		



client name:

Debt Information

Please include all debts, balances, minimum payments, monthly payment you make (if above the minimum), interest rates, dates paid, and anticipated pay-off dates. Car payments/loans, credit cards, and other loans should all be included.

debt name	balance	minimum payment	monthly payment	date due	interest rate	term (mos)	payoff date
	\$	\$	\$				
	\$	\$	\$				
	\$	\$	\$				
	\$	\$	\$				
	\$	\$	\$				
	\$	\$	\$				
	\$	\$	\$				
	\$	\$	\$				
	\$	\$	\$				
	\$	\$	\$				
	\$	\$	\$				
	\$	\$	\$				
	\$	\$	\$				
	\$	\$	\$				
	\$	\$	\$				
	\$	\$	\$				

Educational Information

When formulating a long-term plan, we want to be sure that we take into account expected college bills and debt. If we do not plan for it now, college can become a significant roadblock in our financial future. Please provide us with both the names of your students and year you expect them to enter college for the first Fall semester.

name	school name	years anticipated	annual tuition	date of entry
			\$	
			\$	
			\$	
			\$	
			\$	

client name:

Additional Notes