

How to keep track of cash flow

Inflow

I. Sources, before tax	
1. salary-husband	_____
2. salary-wife	_____
3. self employment	_____
4. dividend/interest	_____
5. capital gains/losses	_____
6. rents/annuities/pension	_____
7. bonus/gift/misc. income	_____
8. alimony/child support	_____
9. Total (1-8)	_____
II. Taxes	
1. federal	_____
2. state	_____
3. local	_____
4. social sec./disability	_____
5. Total (1-4)	_____
III. Inflow, after tax (I minus II)	

By Sid Mitra
Special writer

Second of two parts

Last week we discussed the topic of net worth. This week we will discuss the preparation of a cash flow statement, which is presented in the accompanying table.

For those who maintain a regular budget, or who currently budget cash flow, filling out the statement should present little problem. For others, who do not maintain a budget, the checkbook, savings and money market account registers provide a record of historical cash receipts and expenditures.

Using this as a starting point, annual cash inflow and outflow figures can be estimated by guessing at monthly amounts. Although not quite accurate, these "guesstimates" are adequate for providing the necessary data for undertaking cash flow planning.

The primary motivation for undertaking cash management planning is to determine the adequacy of savings to meet the desired growth is refined by setting up investment, educational funding and retirement goals.

An integral part of achieving financial goals is to have enough money that can be earmarked for each

of these goals. The cash management planning can help one achieve these goals in a systematic and efficient manner.

Seminar: "Planning Strategies for the Young and Successful," "How to Tame the Volatile Market," "Annuities — The Only Tax Shelter Left?" and "Retiring — Your Best Financial Choices"

The seminar, sponsored by the Observer & Eccentric Newspapers and Coordinated Financial Planning, will be 7-9 p.m. Wednesday, Jan. 10, in the offices of Coordinated Financial Planning, Sheffield Office Park, 3250 W. Big Beaver, Suite 540, Troy.

For reservations, call 643-8888.

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Sid Mitra is a professor of finance, School of Business at Oakland University and owner of Coordinated Financial Planning.

Outflow

I. Fixed expenses		II. Flexible expenses	
A. Family needs		A. Family needs	
1. food	_____	1. vacation	_____
2. clothing	_____	2. entertainment	_____
3. auto	_____	3. gifts	_____
4. other	_____	4. other	_____
5. Total (1-4)	_____	5. Total (1-4)	_____
B. Home		B. Education	
1. mortgage	_____	1. tuition	_____
2. insurance	_____	2. other expenses	_____
3. utilities	_____	3. Total (1-2)	_____
4. tax	_____	C. Major appliances & expenditures	
5. Total (1-4)	_____	1. appliances	_____
C. Insurance premiums		2. other	_____
1. life	_____	3. Total (1-2)	_____
2. disability	_____	D. Miscellaneous	
3. health	_____	1. charity	_____
4. auto	_____	2. other	_____
5. liability	_____	3. Total (1-2)	_____
6. Total	_____	III. Outflow	
D. Other debts		IV. Savings	
1. installment Loans	_____	(Inflow minus Outflow)	
2. charge Accounts	_____	_____	
3. other	_____	_____	
4. Total (1-3)	_____	_____	

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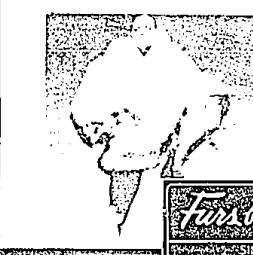

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