



WEALTH - IT'S NOT ROCKET SCIENCE

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“

*I aim to **entice you**
to start taking better care of your
finances and to start
living with a financial purpose.*

”



A 10-STEP GUIDE TO FINANCIAL SUCCESS, FREEDOM AND INDEPENDENCE.

Today more and more people are becoming aware of how important exercise and a healthy diet and lifestyle are in reducing the chances of contracting a severe illness or chronic condition. The 3-4-50 principal concludes that 3 behaviors: poor diets, physical inactivity and smoking — contribute to 4 chronic diseases: cancer, heart disease and stroke, diabetes, and respiratory conditions - and these 4 diseases are responsible for 50% of deaths worldwide.

With this in mind, it is not surprising that incredible growth has taken place over the past decade in the health and fitness sector, as people are starting to take more responsibility for their health. What is surprising to me, however, is that we are not seeing the same rate of growth and participation in financial wellness, bearing in mind that one can't survive without the other.

It is taken for granted that everyone knows how to work with his or her finances' while in reality this is not the case. Perhaps if we had a specific subject in schools dedicated to teaching children to understand finances and how to correctly work with their money, South Africa might not be ranked as one of the worst saving countries in the world.

Through the use of this e-book, along with the guidance of a Financial Advisor, I aim to entice you to start taking better care of your finances and to start living with a financial purpose. It's never too late to gain control of your money situation. Being financially successful means you are in control of your money, instead of it controlling you. Your income doesn't necessarily determine how financially successful you are, but your choices and priorities do.

It is recommended that you should do at least 30 minutes of physical exercise at least 3 times a week. Imagine what you could achieve if you dedicate the same amount of time to your finances?

You will be amazed at how practicing these basic financial wellness principals on a regular basis, can impact your financial wellness.

Each step contains a worksheet that will help you breakdown and understand your finances more effectively. This allows you to view your finances as a whole and this will help you better plan your finances going forward. Alternatively you can visit www.myfinancialcoach.co.za for more information.

“Life isn’t about finding yourself. Life is about creating yourself.”

- George Bernard Shaw

**ONLY
3%** 
of people are Financially Independent

1

*Get an expert **Financial Coach** that
you trust and respect*



GET AN **EXPERT FINANCIAL COACH** THAT YOU TRUST AND RESPECT

Everyone needs a coach to help him or her get onto the right path and most importantly to stay there. Yes, I suppose you could figure it out on your own, but how long will that take, and do you really have the time to waste? Unfortunately time wasted in finances is money wasted – so what are you waiting for? By having a Financial Coach, you have someone who can put your finances into perspective and set-up a plan of action, while helping you remain focused and committed to your goal of financial freedom, success and eventually independence.

Make sure you understand your attitude towards money. Our actions surrounding money, whether we are spenders, savers, avoiders or fear-based, come from somewhere, it's no accident. Understand that your attitude towards money determines your behavior. If you can't keep a Rand in your pocket or the only way to get you to part with a Cent is to pry it from your cold dead hand, comes from your money history. Think about it, understand it, and measure whether your money history is helping your success or speeding-up your way to failure.

Your Financial Coach will be able to help you to turn these negative attitudes into positive attributes, but it is important to be able to identify these attitudes and to be able to discuss them, in order to change them.

“The definition of insanity is doing the same thing over and over and expecting different results.”

- Albert Einstein



TAKE ACTION

Visit – www.myfinancialcoach.co.za for more information

2

*Take a snap shot of your current
financial situation*



TAKE A SNAP SHOT OF YOUR **CURRENT FINANCIAL SITUATION**

If you don't know where you are, it becomes impossible to navigate to any destination, and like being lost you, will tend to go around and around in circles without ending up where you want to be. Establishing a starting point of where you currently are financially is the first step to moving forward.

Make a detailed list of your current assets and your liabilities. By adding the value of all your assets together and subtracting all your liabilities owing, you will be able to get an immediate picture of where you currently are financially and what your true nett wealth is.

"Do what you can, with what you have, where you are."

- Theodore Roosevelt



TAKE ACTION

Complete the **Networth Worksheet** – This worksheet helps you to list your assets and liabilities thereby assisting you in calculating your networth at this point in time. This worksheet should be updated regularly so that you can monitor your progress to financial independence.

3

*Set-up a **Budget***



SET-UP A **BUDGET**

Too many people spend more than they make and live beyond their means. Do you? This is a formula for disaster and a sure way to ensure that you will never achieve financial success and independence. If you ever find yourself running out of money it is because you don't know what your expenses are.

Set-up a detailed monthly budget - and by detailed I mean include everything - even the every day R15 cappuccino you must have. If you are unsure of what you spend your money on, then start your monthly budget with the regular expenses you need to pay for every month.

A quick way to get all this information is to look at your bank statements. This will give you a detailed list of your monthly debit orders, as well as show other monthly expenses. More importantly you will be able to instantly see what non-essential or luxury items you are spending your money on. If you notice cash withdrawals on a regular basis and cannot account for them, then you need to keep all the slips for such cash transactions. You will be surprised at the end of a week that items costing a few Rands here and there add up to be substantial amounts over a period of time.

"If you are not keeping score, you are just practicing."

- Hugh Collum



TAKE ACTION

Complete the following worksheets, they will assist you in analysing your expenses:

- **Cashflow Worksheet** – this worksheet is to assist you in listing all sources of household income.
- **Monthly Budget Worksheet** – this worksheet is designed to help you set-up a detailed list of monthly expenses as well as to help you see where you can save by having a Target Budget for each expense.
- **Fritter Finder Worksheet** – This worksheet has been set-up for you to carry around with you. By keeping this worksheet updated at all times, it will help you identify the amount of money you spend on the odds and ends every day, and what these amounts accumulate to over a week. By systematically updating this worksheet, you will be able to see where you can cut-back on your daily spending.

“The average South African
saves R1.70 out of every
R100 earned...”

4

Set-up a plan to become
Debt Free



SET-UP A PLAN TO BECOME **DEBT FREE**

Once you have put your monthly expenses into perspective, you can efficiently see where you can cut-back, and where you spend your hard earned money. It is never easy to cut-back on the luxuries, but consider each expense you have and individually think of inventive ways to effectively reduce each cost. A few Rands here and there rather saved than spent will instantly put you on the road to financial success.

The easiest way to waste money is to have debt. Make a list of the debts you have, in order from the items with the highest interest rate to the lowest interest rate charged each year. The lowest interest rates are usually for things like your bond and motor vehicle. Credit Cards and Micro Loans, however, usually have the highest interest rates - currently averaging around 25% per year. Did you know that if you only pay the minimum payment due on your credit card each month, it could take up to 20 years to pay off your card? The reason for this is that the monthly minimum payment is mostly interest, so by only paying off the monthly interest on the amount you owe, you can't get to pay off the capital debt.

The most effective way to reduce your debt is not to initially pay more into your bond each month – like most people think. It is to first focus on paying every extra possible Rand into the highest interest rate debts. For example let's say you have credit card debt and repay the minimum required amount each month of R500. By analyzing your budget you see that you can find another R800 per month that you can add to this payment. This additional payment is now actually reducing your capital balance owing, and in most instances people can take under a year with these additional payments to settle their credit card.

Perhaps the second highest interest rate debt you have is a bank loan. Once your credit card has been settled, in this example, you would now have an additional R1 300 per month to add towards this bank loan payment of say R1 000 per month, again helping you to settle this debt in a much quicker period of time - while saving a lot of money in interest.

Once you have actively reduced your debt in this way, and all payments into high interest debts have been settled, you can now start paying off the lower interest rate items, such as your bond. On a R1 million bond this additional R2 300 per month you now have available from settling the high interest rate debts mentioned in the example above could reduce your 20-year bond by about 8 years saving you around R470 000 in interest.

“Vision without action is a daydream. Action without vision is a nightmare.”

- Japanese Proverb



TAKE ACTION

Complete the **Debt Worksheet** – this worksheet is designed to assist you in listing all your debts, with the applicable interest rates on each debt. This will help you to see which debts have the highest interest rates, so that you can focus on settling these first.

5

Create a Spending Plan that
EVERYONE sticks to!



CREATE A SPENDING PLAN THAT **EVERYONE STICKS TO!**

Now that you know exactly where you are financially and what you need to do to become debt free, you can create a spending plan that does not exceed your income. It is, however, important to get everyone in your household on board or this plan will become impossible to maintain. Everyone needs to know what the plan is and what part they will need to play in achieving its success.

Making short-term sacrifices will have a long-term effect, one that will result in comfort and wealth.

"The world hates change, yet it is the only thing that has brought progress."

- Charles Kettering



TAKE ACTION

Complete these worksheets, as well as the worksheets from Step 4. They will allow you to identify plans of action that you can discuss and get buy-in from everyone in your household. Make sure that you are all accountable to each other as well as your Financial Coach and Advisor so that you can stay on target.

- **Monthly Expenses Worksheet** – this worksheet is structured to assist you in correctly tracking all your monthly expenses at a summarised glance.
- **Weekly Expenses Worksheet** – this worksheet helps break down your monthly expenses more effectively into weekly expenses at a summarised glance.

6

*Insure the **big risks***



INSURE THE **BIG RISKS**

It might seem counter-productive to do all this work on your budget and setting-up a spending plan that everyone in the household sticks to, to effectively reduce debt and spending, while still spending your hard earned cash on insurance. However insurance is actually needed more by people who have debt and financial dependents than those who are financially independent.

By insuring the big risks in your life, you will be able to limit the damage if you should experience an unforeseen event. Take an example; severe flooding causes immense damage to your home. By being insured you can limit your financial exposure to this unforeseen event. Your insurance will cover the rebuilding of your home, while not increasing the amount you owe the bank. If you were not insured this could cause a financial set-back that you might never recover from, as in effect you will either end up with a double bond that you can't afford or a house you cannot live in; while still paying your monthly bond payments.

So what should you be insuring? Your Financial Coach will be able to help you prioritise the risks that could occur in your life and set a plan of action to cover these events. Basically you need to ask yourself what can't you live without – most people would immediately say their car or their house, and while these are valid items you should be insuring against loss, the first thing that should spring to mind is your income – regardless of whether you are 20 or 60. Could you or your loved ones financially survive without an income for an extended period of time? This is actually an event you can insure against, whether it be that you can't work due to an illness or disability, you can buy insurance to cover your income and make certain that you and your family are protected.

Another common saying when it comes to insurance is “I am worth more dead than alive”. If you have people that are financially dependent on you, life insurance is the cheapest way to replace your income needed by such people as your spouse, children, parents and even siblings. Again this is where your Financial Coach can calculate what your family would need as an income each month to maintain their standard of living over an extended period of time, should you suddenly pass away, taking inflation and increasing costs of living into consideration. The higher the costs and the longer the income needs to be sustained, the more insurance you will need. It is a fine balance to insure correctly against unforeseen events, while not spending too much money on insurance premiums.

While it is important to make sure that you are adequately covered, it is just as important not to be over insured. The additional premiums that you would be paying on over insurance would best be redirected into an investment plan, which can create long term wealth. Although bad things do happen, it is important to remember that they don't always happen. This means that you have a greater chance of not dying or becoming disabled early in life, and this increases certainty that you are going to need retirement income for your later years. In fact, an ever-greater concern nowadays is that you might retire at 65 or 70 and only have enough money to last for 15 years. The stats, however, are showing that people are living longer, albeit more unhealthily. There is an American study that has recently shown that the first person that will live to be 150 years old is already 50 years old today. Retirement planning is usually calculated over a 15 to 20 year period. How much more should this 50 year old be saving to ensure that he or she has sufficient income for an additional 60 years, including the inflation factor?

“Conditions are never just right. People who delay action until all factors are favourable do nothing.”
- William Feather



TAKE ACTION

This should be discussed in detail with your Financial Coach and Advisor so that you can correctly cover the areas in your life in accordance with your priorities.

7

*Have an **Emergency Fund***



HAVE AN **EMERGENCY FUND**

One of the first savings plans you need to establish is an Emergency Fund. This is a secure savings plan that is fully accessible at any stage and has low costs. You should not invest in risky asset classes such as equities with your Emergency Fund. You should at any time have at least 3 to 6 months income saved here.

Whether you are a salaried employee, a business owner or commission earner everyone needs to have this Emergency Fund. Having an Emergency Fund will ensure that you don't go into debt when something unexpected happens. You will have liquid cash that you can use when the car breaks down, the kids need new uniforms or sporting kits, your medical aid funds are exhausted and you need to cover medical expenses – the list goes on.

In order to achieve this you need to make saving for your emergency fund one of your monthly expenses. Set up a monthly debit order that automatically saves this money for you at the beginning of every month. This is not a luxury; it is a necessity and needs to be treated as such. Don't wait until the end of the month and then see what is left over to save into your Emergency Fund, if you do it this way round, chances are there will be nothing left at the end of the month.

“Pain is inevitable, suffering is an option.”

- Anonymous



TAKE ACTION

You can either set up a separate savings account, or fixed deposit with full liquidity, or you can discuss various options with your Financial Coach and Advisor who can establish a Unit Trust or Exchange Traded Fund (ETF) that can take lump sums and monthly payments to build up your Emergency Fund. Remember you should be invested in conservative funds so that there are no market fluctuations and you have immediate access when needed.

A Money Market fund on a Unit Trust Platform which is completely secure can give you an interest rate which is higher than what the banks will offer on their various accounts, however once you have saved 6 months worth of income in your Emergency Fund, you should consider investing additional savings into funds which are more market related. The reason for this is that if your investment is growing at a rate less than that of inflation, you are effectively losing spending value of your money over the long term.

8

*Set your own **personal goals***



SET YOUR OWN PERSONAL **GOALS**

Identifying clear, achievable goals is a crucial part of anyone's Financial Plan. It is important to know the difference between dreams and goals. A Financial Goal is the exact amount of money needed for a specific purchase or service at a definite date. Making the goal precise helps you determine how much you need to set aside each month, allowing you to track your progress.

There are 3 types of goals: short-term, medium-term, and long-term. Short-term goals are to be met in 1 year or less and should be invested conservatively, not in risky asset classes like equities. Vacations, gifts, and electronics are typical short-term goals. Medium-term goals are to be achieved in 1 to 5 years. These investments should be exposed to moderate managed risk portfolios. A deposit on a house is a common medium-term goal. Long-term goals are to be achieved in 5 years or more, and should be invested in more risky asset classes to ensure that the investment grows at a rate which outperforms inflation. If a fund is performing at a rate of 10% each year and inflation is 6%, this means that the Real Rate of Return is only 4% each year. If your investment is not out performing inflation over the long term you are basically losing the spending value of your money in the future. Long-term goals may include saving for retirement and a child's higher education.

The Financial Goals Chart can help you determine the timeline for your goals and the amount of money you'll need to regularly set aside in order to reach them. You may find the numbers daunting or even unrealistic, based on your current financial situation, however completing all the steps thus far will help you to determine how realistic your goals are. You may be able to increase your income and/or decrease your expenses or maybe you will have to consider adjusting your goals to make

them more realistic and achievable. Determining your priorities is essential. If you share your finances with someone else, discuss and set priorities together. It is not uncommon for couples to work at cross-purposes financially, without even knowing it. By communicating with each other and determining what's most important, it will be much easier to achieve your goals.

“Choosing a goal and sticking to it changes everything.”

- Scott Reed



TAKE ACTION

Complete the **Financial Goals Worksheet** – By writing down your financial goals and setting out a plan of how to achieve them by a specific date, will help you to stay on track until you achieve you goal.

9

*Diversify your investments
and **be patient***



DIVERSIFY YOUR INVESTMENTS AND **BE PATIENT**

Next to spending time in the market, diversification is the key to any successful investment portfolio. Nowadays we are geared more and more to instant satisfaction, causing people to invest in “get rich quick schemes” and specific stocks in the market that are the “flavour of the month”. There is no such thing as a “get rich quick scheme” – these are gambles that desperate people make to try and catch-up for time not invested in the market, or for mistakes made by investing all their money in “the flavour of the month” stocks. Usually these people get burned by these schemes, which turn out to be pyramid or ponzi schemes. If it sounds too good to be true – it usually is! Always make sure that the Financial Services Board (FSB) approves any investment you go into. They have strict regulations for financial products to be measured against and if they don’t approve a product – it is for a reason.

Don’t try to time the market, you are guaranteed to fail. Stats show that by just missing the 5 best and 5 worst days in the market you can lose 3% to 5% of your annual return. The longer you are invested the better your returns will be – so be patient.

If you are completely diversified across all your investments you won’t have to panic when you hear markets are facing a recession, or the Rand is depreciating. True diversification is making sure that you are invested in the whole spectrum of asset classes locally and internationally from Cash and Bonds to Property, Hedge Funds and the whole spectrum of Equities. There is always a correlation between various classes and usually when one is at the top of its cycle, the other is at the bottom. By buying in too late or selling out too early, can mean significant variables in your returns. Diversification reduces your risk and increases your long-term returns.

A quick way to calculate how long it will take to double your money, given a fixed annual rate of return is to use the “Rule of 72”. By dividing 72 by the expected rate of return, you can get a rough estimate of how many years it will take for your initial investment to double. For example, if you invested R100 000 at a 10% per annum return – 72 divided by 10 equals 7.2 years to double your money; however this is not including the depreciation rate of inflation. If the inflation rate is 6% per annum, the Real Rate of Return would be 4% per annum. 72 divided by 4 is 18 years, therefore it would actually take 18 years to double the present value of your money to R200 000; i.e. in 18 years you could buy something that has the equivalent value of R200 000 today.

“The key to everything is patience. You get the chicken by hatching the egg, not smashing it open.”

- Arnold Glasgow



TAKE ACTION

Discuss your entire portfolio with your Financial Coach and Advisor, and ensure that you are completely diversified across all asset classes and regions. It is important to remember that all your assets form part of this portfolio, so if you own property, you might be overweight in property or if you own shares, you might be overweight in a specific equity sector. Your Financial Coach and Advisor will be able to assist you in balancing your portfolio to achieve performance and security based on your personal investment risk profile.

10

*Make sure your important
documents are safeguarded*



MAKE SURE YOUR IMPORTANT DOCUMENTS ARE **SAFEGUARDED**

There is more than R500 million in unclaimed funds with banks and financial institutions in South Africa. This is due to people not having their paperwork in order when they die. The worst thing for a person to deal with is the death of a loved one. In this stressful situation it is really difficult for people to focus on what needs to be done and how to start winding up the estate.

The best gift you can give your family is to have all your important documentation easily accessible in one place, where your family know to find it. Having easy access to documents such as your **original** Will, your insurance policy documents, your Financial Advisor's contact information, your bank accounts, as well as all the documentation for all of your assets - including properties and investments - and a detailed list of contracts for all your liabilities; can make this difficult time much easier for your family.

Successful financial management is an ongoing process and one you need to take responsibility for. It is important to continually monitor your spending, savings, and investments and to regularly consult with your Financial Coach and Advisor so that they can help adjust your plan when necessary. Buying a house, changing jobs, getting an increase, having a child, getting married or divorced, are all things that can affect your Financial Plan, so you need to keep your Financial Coach and Advisor up-to-date.

Fortunately, you don't have to be an expert in personal finance to achieve financial success. However a solid understanding of the basics by following these 10 steps and more importantly implementing them and taking action, while working closely with your Financial Coach and Advisor – can put you in control of your money, and your future and allow you to become financially successful, and therefore to ultimately attain financial freedom and independence.

I wish you all the success in implementing and following through on these 10 steps to financial success, freedom and independence, and look forward to guiding you through each step of the way.



TAKE ACTION

Set-up a file or box with all the following original documentation and mark it clearly as 'Important Financial Documents' with your name on it.

Complete the **Important Financial Documents** template – this will help you identify all the important documents that you need to keep safe and accessible. Make sure your family know where it is, should anything happen to you. A duplicate is a great idea, which is kept in a different place; this will safeguard your documents should they be affected in any way. An electronic version can also be stored, but ensure that your **Original** Will is always in multiple safe places, as the courts in South Africa do not accept a Will that is copied in any way.

Also complete the **List of Important Numbers** – A way to keep record of all the numbers you will need in your lifetime in once place. Complete this document fully and ensure that you constantly update any changes to ensure that your latest information is always available. This should be kept with the above mentioned list and all corresponding documents.



My core foundation and purpose is to guide you to financial success by protecting you and your loved ones from expected and unexpected life events. Integrity and diligence form the foundation to my Xpert Advice and Service and I strive to add incredible value while making Insurance and Investing easy to understand, and accessible to all.

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Your Financial Workbook

Date

Name

NETWORTH WORKSHEET

In order to evaluate your progress as you work toward your goals, you must determine what your overall financial picture looks like today. Your networth is simply the difference between what you own and what you owe. To make sure that you are staying on track, it's a good idea to calculate your assets and liabilities annually. If you conscientiously follow your plan you should see a gradual, steady increase in your net worth.

WHAT YOU OWN	MARKET VALUE
Cash in Cheque Account	
Cash in Savings Account	
Liquid Investments / Unit Trusts	
Stock Shares	
Primary Property	
Other Property	
Vehicles	
Business Interests	
Retirement Savings	
Other Assets	
Total Owned	

WHAT YOU OWE	CURRENT SETTLEMENT VALUE
Primary Bond	
Other Bonds	
Credit Cards	
Student Loans	
Bank Loans	
Vehicle Loans	
Other Loans	
Overdrafts	
Tax Due	
Other Debts	
Total Owed	

TOTAL OWNED	LESS TOTAL OWED	EQUALS NETWORTH

CASHFLOW WORKSHEET

Monthly Income. Enter your nett (after taxes) income from all sources. For income received infrequently, such as bonuses or tax returns, calculate the annual income, then divide by 12 to find the monthly amount.

INCOME SOURCE	YOU	SPOUSE
Main source of income / salary		
Part-Time Income		
Rental Room and Board Received		
Commissions		
Bonuses		
Commissions		
Tax Refunds		
Investment Income		
Government Benefits / Tax Deductions		
Unemployment Insurance		
Child Support - Maintenance / Alimony		
Support from Friends and Family		
Other		
Other		
TOTAL MONTHLY INCOME		
LESS TAXES		
NETT MONTHLY INCOME		
TOTAL MONTHLY EXPENSES (DERIVED FROM BUDGET)		
WHAT IS LEFT AT THE END OF A MONTH		

MONTHLY BUDGET WORKSHEET

Joint Monthly Expenses. Since many expenses are variable, such as utilities and groceries, it is important to average the expenses. Other expenses are periodic (such as vehicle registration or some membership fees). Again calculate the annual amount and divide by 12 to attain a monthly average.

For more information visit - www.myfinancialcoach.co.za

CATEGORY	EXPENSES	AVERAGE PER MONTH	TARGET BUDGET PER MONTH
HOUSING	Rent / Bond Payment		
	Other Bond Payments		
	Home Maintenance		
	Renovation		
	Furniture		
	Household Supplies		
	Other		
FOOD	Groceries / Household Items		
	At Work / School		
	Other		
UTILITIES	Phone - Home		
	Phone - Cell		
	MNet / DSTV / TV License		
	Rates & Taxes		
	Levies		
	Water		
	Electricity		
	Internet		
	Other		
INSURANCE & SAVINGS	Medical Aid / Health Insurance		
	Life & Disability Insurance		
	Home Owners Insurance		
	Household Contents Insurance		
	Vehicle Insurance		
	Funeral Cover		
	Retirement		
	Emergency Fund		
	Education Savings		
	Other Savings		
	Other		

CATEGORY	EXPENSES	AVERAGE PER MONTH	TARGET BUDGET PER MONTH
TRANSPORTATION	Vehicle Finance - Primary		
	Vehicle Finance - Other		
	Petrol & Oil etc.		
	Maintenance / Services / Repairs		
	License Fees		
	Fines		
	Parking		
	Tolls		
	Public Transportation		
	Other		
MEDICAL & HEALTHCARE	Doctor's		
	Optometrists / Lenses		
	Dentist / Orthodontist		
	Prescriptions		
	Over the Counter Medication		
	Vitamins & Minerals		
	Other		
ENTERTAINMENT	Membership Fees		
	Restaurants		
	Events		
	Movies / Concerts / Theatre		
	Music / Video's / DVD's		
	Hobbies / Sports		
	Travel / Vacation		
	Books & Magazines		
	Games		
	Other		
CHILDCARE	School Fees		
	After School Care		
	Clothing / Uniforms		
	Sports / Hobbies		
	Transportation		
	Books / Stationary		
	Extra Classes		
	Other		

CATEGORY	EXPENSES	AVERAGE PER MONTH	TARGET BUDGET PER MONTH
UNSECURED DEBT	Credit Cards		
	Bank Loans		
	Student Loans		
	Debt Consolidation		
	Overdrafts		
	Micro Loans		
	Loans from Family / Friends		
	Furniture / Appliance Loans		
	Other		
PERSONAL	Beauty / Hairdresser / Barbour		
	Clothing		
	Jewelry		
	Cosmetics		
	Other		
SALARIES/ SERVICE FEES	Domestic Workers		
	Garden Service		
	Pool		
	Au pair / Childcare		
	Carpet / Upholstery Cleaning		
	Assistant		
	Financial Assistance to Family / Friends		
	Other		
MISCELLANEOUS	Banking Fees		
	Laundry / Dry Cleaning		
	Pet care		
	Gifts for Birthdays & Holidays		
	Postage		
	Union Fees		
	Cigarettes / Alcohol		
	Charity / Church		
	Donations		
	Pocket Money		
	Other		
	Other		
	Other		
	Other		

TOTAL	AVERAGE PER MONTH	TARGET BUDGET PER MONTH

Ever wonder where all of your money goes? The Fritter Finder can help you track where you spend your money. At the end of the week, you'll have a clear idea of where those extra Rands could be hiding. In the future, you can use funds you currently fritter away to increase savings, pay off bills or buy something special. The chart represents a nationwide guideline for a balanced budget.)

[illegible]

DEBT WORKSHEET

For more information visit - www.myfinancialcoach.co.za

	CREDITOR	ACCOUNT NUMBER	% INTEREST RATE	MONTHLY PAYMENT	BALANCE OWING	NUMBER OF MONTHS REMAINING
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
	TOTAL					

ITEM	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	TOTAL EXPENSES	MONTHLY BUDGET	OVER/ UNDER
Rent / Bonds								
Utilities / Rates / Electricity etc.								
Phones & Internet								
Fuel/Parking / Vehicle Payments								
Groceries								
Insurance								
Restaurants / Take-aways								
Dry Cleaning / Laundry								
Medical / Dental								
Child Care / School Fees								
Other Transportation								
Personal Care								
Clothing								
Bank Fees & Postage								
Entertainment								
Books / Music / Videos								
Cigarettes / Alcohol								
Gifts & Cards								
Home / Garden								
Church / Charity								
Savings								
Other								
Other								
MONTHLY EXPENSES TOTALS								



If you don't know where your money is going, it's time to start tracking your spending. Different methods of tracking work for different people - some like to save receipts while others prefer to jot down all purchases in a small notebook they carry with them. Remember, tracking is only effective if you count EVERY expense, including the morning newspaper and the change you give to the parking security guards. Use the worksheets on the next two pages to record weekly and monthly spending totals. (Make copies of the charts so that you can track for longer than a week.)

ITEM	MONDAY	TUESDAY	WEDNES- DAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	TOTAL EXPENSES	WEEKLY BUDGET	OVER / UNDER
Groceries										
Restaurants										
Dry Cleaning										
Medical / Dental										
Fuel / Parking / etc.										
Transportation										
Child Care Fees										
Personal Care										
Clothing										
Bank Fees										
Entertainment										
Books / Music/Video										
Cigarettes / Alcohol										
Gifts & Cards										
Home / Garden										
Church / Charity										
Savings										
Other										
Other										
Other										
MONTHLY EXPENSES TOTALS										



Your financial goals are specific things you want to do with your money within a certain time period. Short-Term Goals are accomplished within 1 year, Medium-Term Goals are accomplished within 1 to 5 years and Long-Term Goals generally take 5 years and longer to achieve.

	TARGET DATE	TOTAL NEEDED	CURRENT SAVINGS	ADDITIONAL SAVINGS NEEDED	NUMBER OF PAYMENTS UNTIL TARGET DATE	SAVINGS NEEDED PER PAYMENT PERIOD	SAVINGS NEEDED PER MONTH
Short-Term Goals (under 1 year)							
Medium-Term Goals (1 - 5 years)							
Long-Term Goals (5 years and longer)							

IMPORTANT FINANCIAL DOCUMENTS

For more information visit - www.myfinancialcoach.co.za

TICK IF INCLUDED	DOCUMENTS
	Contact details of your Financial Coach and Advisor
	Original Last Will and Testament
	Locations of other Original Wills
	Living Will - this is a document which verifies that you don't want to be kept alive on life support should you be declared clinically dead.
	Trust Deeds
	Organ Donation Documents
	Funeral Plan / Company Information and Policy Numbers
	List of important people's names and contact numbers at your office - including HR department
	Certified copy of your ID
	Original Passport
	Original Birth Certificate
	Original Marriage License
	Certified copy or Original Divorce Agreement
	Certified Copy of Drivers Licenses
	Curriculum Vitae (CV) - always good to have an up to date copy on record
	Detailed list of all Bank Accounts - include Bank Names, Account Numbers, & Account Types
	Original Bond Agreement(s) - include settlement documents if applicable
	Original Vehicle Financing Agreement(s) - include settlement documents if applicable
	Original Vehicle Ownership
	Comprehensive List of all Policies - including policy documents and policy numbers

TICK IF INCLUDED	DOCUMENTS
	Comprehensive List of all Investments - including original share certificates and Barer Bonds, Unit Trusts, Banks, or other Investments
	All documentation of any investments or savings you might have in your children's or family members names
	Valuation Certificates for all Jewelry
	Proof of Purchase invoices for any item of value
	Previous Year's Tax Returns and all supporting documentation - incase your Estate is audited
	A list of people and contact numbers of people who you would like invited to your funeral
	Safety Deposit Box
	Shareholder Agreements
	Buy and Sell Agreements
	Keyman Agreements
	Contingent Liability Agreements

LIST OF IMPORTANT NUMBERS

For more information visit - www.myfinancialcoach.co.za

Financial Coach and Advisor

- Personal - Life, Investments, Retirement, Healthcare
- Employee Benefits - Company Advisor
- Short Term Insurance
- Other

	NAME	OFFICE NUMBER	CELL NUMBER	ADDRESS	FSP NAME	FSP NUMBER	OFFICE ASSISTANT
1.							
2.							
3.							
4.							
5.							

Insurance Companies where you have Investments or Policies (include paid up policies)

	COMPANY NAME RISK & INVESTMENTS	POLICY/INVESTMENT NUMBER	TYPE OF POLICY	OTHER INFORMATION
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

LIST OF IMPORTANT NUMBERS

For more information visit - www.myfinancialcoach.co.za

	COMPANY NAME SHORT TERM INSURANCE	POLICY/INVESTMENT NUMBER	TYPE OF POLICY	OTHER INFORMATION
1.				
2.				
3.				

	COMPANY NAME SHORT TERM INSURANCE	POLICY/INVESTMENT NUMBER	TYPE OF POLICY	OTHER INFORMATION
1.				
2.				
3.				

Contact information where original Last Will and Testament is stored

	COMPANY NAME SHORT TERM INSURANCE	POLICY/INVESTMENT NUMBER	TYPE OF POLICY	OTHER INFORMATION
1.				
2.				
3.				

LIST OF IMPORTANT NUMBERS

For more information visit - www.myfinancialcoach.co.za

Bank Account Information

	BANK	BRANCH	ACCOUNT NUMBER	ACCOUNTTYPE	OTHER
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

Bond Account Information

	BANK	BRANCH	ACCOUNT NUMBER	ACCOUNTTYPE	OTHER
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

LIST OF IMPORTANT NUMBERS

For more information visit - www.myfinancialcoach.co.za

Vehicle Financing Account Information

	BANK	BRANCH	ACCOUNT NUMBER	ACCOUNT TYPE	OTHER
1.					
2.					
3.					
4.					
5.					

Shares, Stocks, Barer Bonds etc.

1.	
2.	
3.	
4.	
5.	
6.	

SARS and Tax Information and Numbers

	BRANCH	TAX NUMBER	OTHER	TAX CONSULTANT	CONTACT INFO
1.					
2.					
3.					
4.					
5.					

LIST OF IMPORTANT NUMBERS

For more information visit - www.myfinancialcoach.co.za

Doctor's Information - whom you have visited in the past

	SPECIALTY	DOCTOR'S NAME	CONTACT TELEPHONE NUMBERS	ADDRESS	PRACTICE NO.
1.					
2.					
5.					
6.					
7.					
8.					
9.					
10.					

Medical Aid and Healthcare Information

1.
2.
3.

LIST OF IMPORTANT NUMBERS

For more information visit - www.myfinancialcoach.co.za

Organ Donation Membership Information

1.	
2.	
3.	

List of Passwords

Cell Phones	
Tablets	
Computers	
Email Accounts	
Online Banking	
Bank Card Pin Numbers	
Social Media	
Other	
Other	

Contract, memberships and subscription

	ACCOUNT NUMBER	ACCOUNT TYPE	CONTACT INFORMATION
Phones			
Internet			
DSTV			
TV Licenses			
Computers			
Tablets			
Printers			
Gym			
Golf			
Other Sport			
Hobbies			
Newspapers			
Magazines			

LIST OF IMPORTANT NUMBERS

For more information visit - www.myfinancialcoach.co.za

List of people you would like invited to your funeral

	NAME	CONTACT NUMBER	ADDRESS	OTHER INFORMATION
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
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21.				
22.				
23.				
24.				
25.				

LIST OF IMPORTANT NUMBERS

For more information visit - www.myfinancialcoach.co.za

List of people you would like Invited to your funeral continued...

	NAME	CONTACT NUMBER	ADDRESS	OTHER INFORMATION
26.				
27.				
28.				
29.				
30.				
31.				
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