

# Monthly Cash Flow Analysis Checklist

Take control of your personal finances with this comprehensive monthly cash flow checklist. This structured guide helps you track every dollar coming in and going out, ensuring you maintain a clear picture of your financial health throughout the year.

# Housing Liabilities & Property Costs

## Core Housing Expenses

Your largest monthly obligations that keep a roof over your head and protect your property investment.

Housing costs typically represent the largest portion of your monthly budget. Tracking these expenses carefully ensures you're never caught off guard by major obligations. Set aside time at the beginning of each month to verify due dates and amounts for all housing-related payments.

Consider setting up automatic payments for recurring expenses like mortgage and insurance to avoid late fees. However, continue to review statements monthly to catch any unexpected changes in amounts or terms.

### Mortgage Payment or Rent

Primary housing payment due monthly

- Principal and interest portion
- Escrow contributions if applicable
- Verify payment date and amount

### Real Estate Taxes

Property tax obligations

- May be included in mortgage escrow
- Quarterly or annual direct payments
- Track assessment changes

### Homeowners Insurance

Property protection coverage

- Annual or monthly premium
- Review coverage limits yearly
- Compare rates for savings

### Vacation Home Mortgage

Secondary property expenses

- Separate mortgage payment
- Additional property taxes
- Secondary insurance needs

PROTECTION

# Insurance Coverage Checklist

Insurance provides the safety net that protects you and your family from financial catastrophe. While these premiums may feel like a burden month to month, they represent your commitment to long-term financial security. Review your coverage annually to ensure it still meets your changing needs and life circumstances.

 <p><b>Life Insurance</b></p> <p>Term and Universal Life policies protecting your family's future income needs</p>	 <p><b>Health &amp; Dental Insurance</b></p> <p>Medical coverage premiums for preventive care and major health expenses</p>	 <p><b>Long Term Care Insurance</b></p> <p>Protection against extended care facility costs and home health services</p>	 <p><b>Auto Insurance</b></p> <p>Vehicle liability and collision coverage for all household automobiles</p>
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## Monthly Premium Tracking

- Record payment dates for each policy
- Note automatic vs manual payments
- Keep beneficiary information current
- Review coverage limits quarterly
- Compare rates from multiple carriers annually

## Coverage Adequacy Review

- Life insurance should cover 10-12x annual income
- Health insurance deductibles match emergency fund
- Auto coverage meets state minimums plus extra liability
- Long term care decisions align with retirement goals

# Loans and Credit Obligations

Understanding your debt obligations is crucial for maintaining financial health. This section tracks all borrowed money you're paying back monthly, from major loans to revolving credit accounts. Making consistent, on-time payments not only reduces your principal balance but also builds your credit score, opening doors to better rates in the future.

	
<p><b>Auto Loans</b></p> <p>Vehicle financing payments including principal, interest, and terms remaining</p>	<p><b>Personal Loans</b></p> <p>Unsecured loans for various purposes with fixed monthly payment amounts</p>
	
<p><b>Charge Accounts</b></p> <p>Credit card balances and minimum payments due each billing cycle</p>	<p><b>Other Obligations</b></p> <p>Additional debt payments including lines of credit or specialty financing</p>

**Debt Reduction Strategy:** Always pay more than the minimum payment when possible. Even an extra \$25-50 monthly can save thousands in interest over the life of a loan. Prioritize high-interest debt first while maintaining minimum payments on all accounts.

Track your total monthly debt obligations and calculate your debt-to-income ratio by dividing total monthly debt payments by gross monthly income. Financial experts recommend keeping this ratio below 36% for optimal financial health. If you're above this threshold, consider debt consolidation or aggressive paydown strategies.

# Savings and Investment Contributions

Paying yourself first through consistent savings and investments is the cornerstone of long-term financial security. These aren't expenses—they're investments in your future self. Whether you're building an emergency fund, saving for retirement, or working toward specific goals, regular contributions create the compound growth that builds real wealth over time.



## Payroll Deductions

Automatic contributions taken before you see your paycheck, including Christmas club savings and employer-sponsored programs



## Credit Union Deposits

Regular savings through credit union accounts offering competitive rates and member benefits



## Mutual Funds & Roth IRA

Tax-advantaged retirement investing with diversified fund holdings for long-term growth



## Stocks and Bonds

Individual securities providing income and growth potential aligned with your risk tolerance



## Real Estate Investment

Property investments generating passive income and appreciation over time

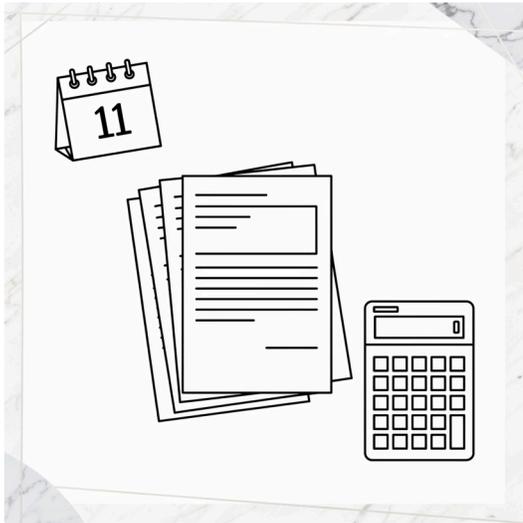


## Annuities

Insurance products providing guaranteed income streams for retirement security

**Emergency Fund Priority:** Before aggressive investing, ensure you have 3-6 months of expenses in an accessible savings account. This protects you from using high-interest debt during unexpected financial emergencies.

# Tax Obligations Tracking



Tax planning extends beyond April 15th—it's a year-round responsibility that requires monthly attention. Understanding your tax obligations helps you avoid penalties, plan for quarterly payments if self-employed, and ensure adequate withholding from paychecks. Proper tracking also positions you to maximize deductions and credits when filing time arrives.

Review your tax situation quarterly to adjust withholdings if your income changes significantly. This prevents unexpected tax bills or unnecessarily large refunds, which represent interest-free loans you've given to the government.



## Federal Income Tax

- Paycheck withholding amounts
- Quarterly estimated payments if applicable
- Track W-4 elections and adjustments



## State Income Tax

- State withholding from wages
- State estimated tax payments
- Multi-state obligations if working across borders



## Local Income Tax

- City or municipal tax requirements
- School district taxes where applicable
- Local services tax amounts

# Social Security and Retirement Plans

Your retirement security depends on multiple income streams working together. Social Security provides a foundation, but employer-sponsored plans and personal savings create the three-legged stool of retirement income. Understanding what you're contributing now helps you project what you'll receive later, allowing for informed planning and course corrections while you still have time.

<h2>Social Security Contributions</h2>	<h2>Civil Service Retirement</h2>	<h2>Other Benefit Programs</h2>
<p>Mandatory FICA deductions from client and spouse paychecks funding future retirement benefits</p> <ul style="list-style-type: none"> <li>• Client contribution tracking</li> <li>• Spouse contribution tracking</li> <li>• Combined household total</li> <li>• Annual statement review</li> </ul>	<p>Federal employee retirement system contributions for government workers</p> <ul style="list-style-type: none"> <li>• Client CSRS or FERS contributions</li> <li>• Spouse federal retirement system</li> <li>• Combined civil service total</li> <li>• Benefit projection calculations</li> </ul>	<p>Additional employer-sponsored retirement and benefit plans</p> <ul style="list-style-type: none"> <li>• Client additional programs</li> <li>• Spouse additional benefits</li> <li>• Private pension contributions</li> <li>• Stock purchase plans</li> </ul>

# Household Expenses Checklist

These everyday costs form the operational budget that keeps your household running smoothly. While individually they may seem small, collectively they represent a significant portion of monthly cash flow. Tracking these expenses reveals patterns and opportunities for savings without sacrificing quality of life. Small adjustments across multiple categories can free up substantial funds for savings or debt reduction.



## Food and Groceries

Weekly shopping, meal planning expenses, and household consumables



## Medical & Dental

Out-of-pocket healthcare including copays, prescriptions, and eye care



## Utilities

Gas, electricity, water, and energy costs keeping your home functional



## Home Furnishings

Furniture, decor, and household items improving your living space



## Education

Tuition, supplies, and learning resources for family members



## Gifts

Birthday, holiday, and special occasion presents for family and friends



## Clothing

Apparel purchases for all family members including seasonal updates



## Personal Care

Grooming, hygiene products, haircuts, and personal maintenance



## Maintenance & Repair

Home repairs, garbage service, and property upkeep expenses



## Communication

Phone, internet, and cable services connecting you to the world



## Pets

Food, veterinary care, and supplies for beloved animal companions



## Children's Needs

Allowances, daycare, activities, and child-specific expenses

# Transportation and Vehicle Costs

Transportation expenses extend far beyond the monthly car payment. From fuel to maintenance, insurance to registration, vehicles represent a significant ongoing investment. Understanding the total cost of vehicle ownership helps you make informed decisions about when to repair versus replace, whether to lease or buy, and how to budget for unexpected repairs.

## Regular Operating Costs

- **Gas and Oil**

Fuel costs fluctuate with prices and driving patterns

- **Maintenance and Repairs**

Oil changes, tire rotations, and unexpected fixes

- **Vehicle Licensing**

Annual registration, tags, and inspection fees

## Alternative Transportation

- **Public Transportation**

Bus, train, or subway passes for commuting

- **Ride Services**

Occasional taxi, rideshare, or car rental expenses

- **AAA Membership**

Roadside assistance and travel benefits annual fee

*The average American spends over \$10,000 annually on vehicle ownership. Tracking every transportation dollar reveals opportunities to reduce this burden through carpooling, public transit, or strategic vehicle choices.*

# Charitable Giving and Discretionary Spending

The final components of your monthly cash flow reflect your values and flexibility. Charitable contributions demonstrate your commitment to causes larger than yourself, while discretionary spending covers life's pleasures and unexpected opportunities. These categories deserve intentional planning, not leftover scraps of your budget.

Set giving and recreation budgets at the start of each month based on your priorities. This transforms discretionary spending from guilty afterthoughts into purposeful choices aligned with your values. Track what brings genuine joy versus empty consumption, then adjust future months accordingly.

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## Religious Contributions

Tithes, offerings, and faith-based giving reflecting spiritual commitments

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## Charitable Donations

Non-profit support, cause-based giving, and community investment

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## Recreation and Hobbies

Entertainment, sports, clubs, memberships, and leisure activities enriching your life

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## Vacation and Travel

Trips, camps, getaways, and experiences creating lasting family memories

## Complete Your Analysis

### Calculate Your Bottom Line:

- Total all income sources
- Sum all expense categories
- Subtract expenses from income
- Determine discretionary money remaining

Review this analysis monthly to identify trends, catch overspending early, and celebrate progress toward financial goals.

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**Your monthly cash flow analysis is complete when you can answer:** Where does every dollar come from? Where does every dollar go? What remains for emergencies and opportunities? How does this month compare to last month? Armed with these answers, you're not just tracking money—you're mastering it.

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