

Our Planning Meeting

You should review your Financial Plan to:

- Ø Understand your financial situation
- Ø Measure your progress
- Ø Avoid making inaccurate choices
- Ø Updates on your investments
- Ø Updates on your insurance coverage
- Ø Review your goals and objectives

Once your financial situation is reviewed I will give you a copy of your pre-financial plan:

- Ø To help you assess your needs
- Ø To help you make appropriate financial decisions
- Ø To help you plan for your future

In order to complete this form look for information in your:

- Ø Financial Files
- Ø Checkbook Register
- Ø Credit Card statements
- Ø Budget forms

NAME(S): _____

Please remember to have the following information available at our planning meeting:

- Ø Documents showing current values of any personal retirement programs or other investments that you may have.
- Ø Latest copies of your company's benefit statement from your employer. This should include a recent status of group insurance benefits, pension plans, and other related information.
- Ø Revenue Canada Notice of Assessment from your last tax year.
- Ø Copies of any disability insurance or critical insurance policies you may have.
- Ø Copies of life insurance policies including recent status notices showing any policy loans and/or fund values.

** Any of the above information you hold with me, I will have an update for you at our planning meeting.

Income Statement

The purpose of an income statement is to show the status of your income and expenses. This information allows you to make informed financial decisions on matters that affect cash flow.

Income Type	Gross Income	Take Home Income
Regular Employment	_____	_____
Part-Time Income	_____	_____
Spouse's Income	_____	_____
Part-Time Income	_____	_____
Business Income	_____	_____
Alimony / support payments	_____	_____
Pension Income	_____	_____
Other	_____	_____
Total Monthly Income	_____	_____
Current RRSP carry forward	_____	_____

Does your income fluctuate any over the period of a year? How? Is your work subject to any seasonal changes or layoffs? When?

Additional Income	Date	Annual
Bonus Income	_____	_____
Spouse Bonus Income	_____	_____
Interest / Investment	_____	_____
Other	_____	_____
Total	_____	_____

Income Increases

You may not know exact amounts that fall in these categories. However, please fill in the blanks as best you can – showing the probable amounts that will apply to each category in the next year.

Pay Raises	Expected Dates	Expected Amounts
Your Employment	_____	_____
Spouse's Employment	_____	_____
Periodic Bonus	_____	_____
Spouse Bonus	_____	_____
Total		_____
Additional Income		
Inheritance	_____	_____
Trust Income	_____	_____
Pension Pay Out	_____	_____
Other	_____	_____
Total		_____

Are you aware of any major changes in your finances over the next year that will make a significant change in your cash flow?

Monthly Expenses

Housing

Rent or mortgage payment _____
 Property Taxes _____
 Utilities / Maintenance / Upkeep _____

Food

Monthly grocery expense _____
 Meals away from home _____

Personal Expenses

Medical/Dental/Health Care _____
 Education/Memberships _____
 Other _____

Transportation

Car Loan / Lease payments _____
 Maintenance/repairs/parking/plates _____
 Gas/Fuel expense _____
 Public Transportation _____
 Other _____

Entertainment

Entertaining/restaurants _____
 Vacations(annual expense \$ _____)

Hobbies, interests

Other _____

Clothing

Average monthly clothing costs _____
 Other _____

Miscellaneous

Gifts _____
 Professional fees _____
 Alimony Support _____
 Household help _____
 Child Care, Babysitting _____
 Other _____

Allocations (\$)

Insurance

Life Insurance _____
 Disability Insurance _____
 Critical Illness Insurance _____
 Health Insurance _____
 Mortgage Insurance _____
 Homeowner's Insurance _____
 Automobile Insurance _____

Credit Card / Loan Payments

Institution	Purpose	
_____	_____	_____
_____	_____	_____
_____	_____	_____

Savings Allocation

Institution	Purpose	
_____	_____	_____
_____	_____	_____

Other

Total Monthly Expenses

Cash Flow Summary

Total monthly income (from income statement) _____

Subtract: Total monthly expenses _____

Equals: Net Cash Flow

Net Worth Statement

Investment Assets

	Market Value (\$)
RSP Investments	_____
Savings	_____
Certificates	_____
Life Insurance Cash Values	_____
Non-RSP Investment	_____
Real Estate (not residence)	_____
Business Interests	_____
Vested Company Pension	_____
Other _____	_____
Other _____	_____
Total Investment Assets	_____

Personal Use Assets

Personal Residence	_____
Household furnishings, appliances	_____
Vehicles, boats, etc.	_____
Computer, hobby equipment	_____
Jewelry, furs, valuables, etc.	_____
Art, antiques	_____
Total Personal Use Assets	_____

Total Assets _____

Liabilities

Personal Liabilities

Mortgage	_____	_____
Bank Loans	_____	_____
Credit Cards	_____	_____
Other	_____	_____
Total Liabilities	_____	_____

Personal Net Worth

Total Assets	_____
Subtract: Total Liabilities	_____

Net Worth _____

Financial Objectives

In the next year I/we would like to:

In the next three years I/we would like to:

My/Our long-term financial objectives are to:

I want to save more money because:

In the next year I/we plan to:

- Marry
- Buy a home
- Have a child
- Change employment
- Retire
- Start a business
- Receive an inheritance
- Buy a vehicle
- Borrow money
- Save more money
- Purchase property
- Invest more money
- Sell property
- Sell a business
- Receive a promotion

I/We would like to review:

- Estate taxation concerns
- Business Insurance planning
- Maxing retirement income
- Estate Planning
- Investment priority planning
- Leveraging to invest
- Current Life Insurance coverage
- Current Disability Coverage
- Current RSP Investments
- Education Plans
- Financial Planning for children
- Spousal Life Insurance

Financial Independence:

At what age would you like to be financially independent?

How much Annual Gross Income would you want at that time (in today's dollars)?

Thanks!!