

Organizing Your Finances: Tasks

Annually



Beginning of the Year

- Create an annual budget that reflects your projected cash flow for the upcoming year
- Make a PDF copy of your preliminary annual budget and file it in this year's budget folder



End of the Year

- Go through your end of the year cash flow statement and compare it to your preliminary annual budget
- Make a list of accomplishments and a separate list of improvements you want to make for the next year

Quarterly



- Review and revise your financial goals (especially short-term goals)
- Calculate your net worth (March, June, September, December)
- Determine whether your investment accounts need to be rebalanced

Monthly



Beginning of the Month

- Adjust your monthly budget to reflect any changes needed for the upcoming month such as holidays, birthdays or periodic payments
- Determine whether there are any important financial tasks to be completed during the month such as gathering tax information, updating federal and state withholding or creating a holiday budget



End of the Month

- Update the budget spreadsheet to reflect actual cash flow for the month
- Make a PDF copy of the monthly budget & file it in the budget folder for the month

Weekly



- Check bank accounts to make sure there are adequate funds in each account for the upcoming week
- Pay bills that are due within the next week, file all paid bills in monthly folder
- Go through budget line by line to analyze whether you're on track with spending

Daily



- Track expenses for day-to-day items such as groceries, eating out, clothing, etc.
- Check budget before purchasing any large items