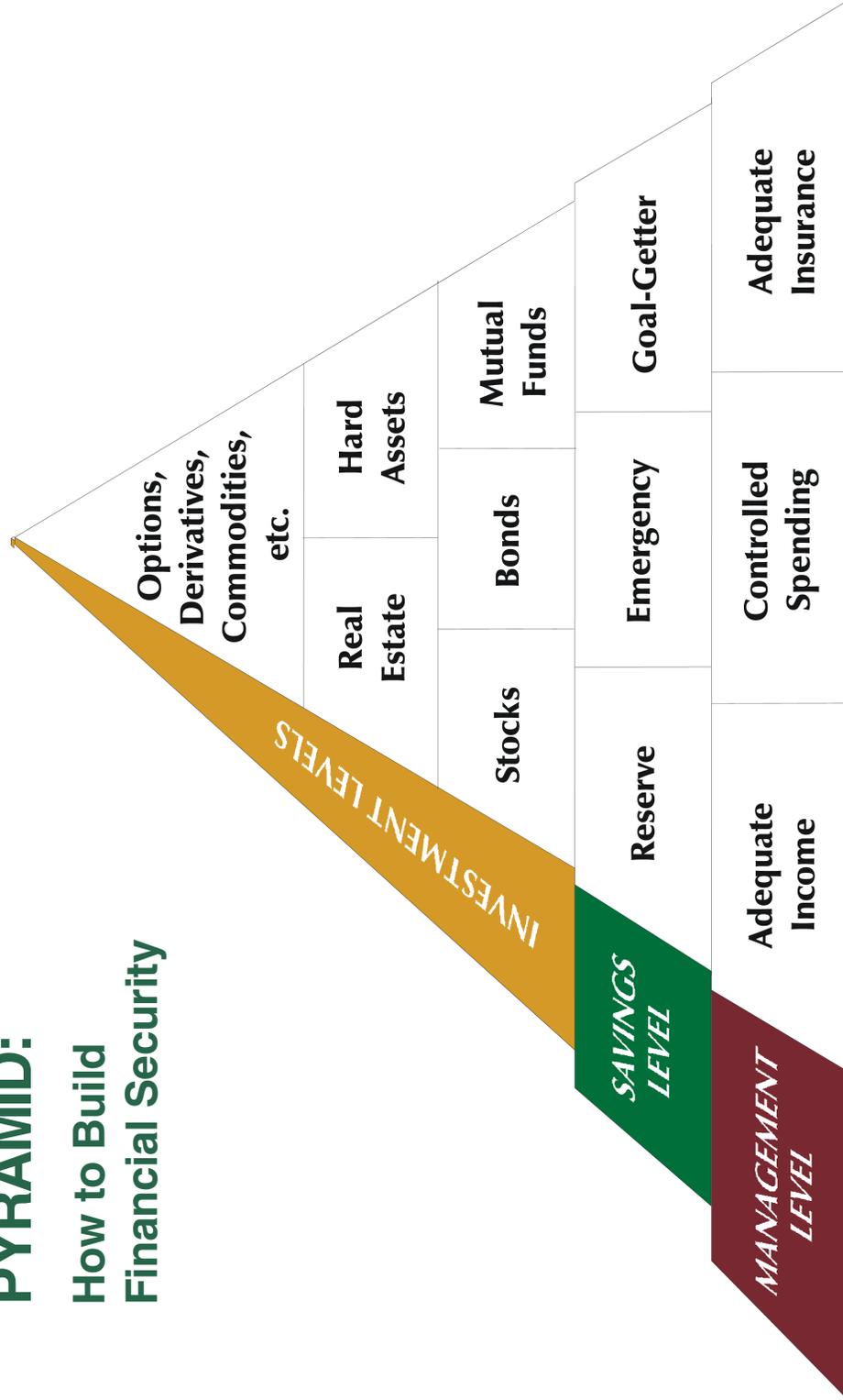


THE FINANCIAL PLANNING PYRAMID



THE FINANCIAL PLANNING PYRAMID:

How to Build
Financial Security



FINANCIAL PLANNING WORKSHEET



Date _____ SSN _____ Rate _____
 Name _____ Age _____
 Pay Grade _____ Yrs. in Svc. _____ Date Reported/PRD (Transfer) _____
 Marital Status _____ Spouse's Name _____ Age _____
 Spouse's Place of Employment _____
 Number of Children and Ages _____
 Home Address _____

 Work Telephone _____ Home Telephone _____
 Command & Referred By (Self, CMD, NMCRS, FFSC, Etc.) _____
 Amount of SGLI Elected _____ Amount of FSGLI Elected _____
 TSP Monthly Contribution _____ MGIB Monthly Contribution _____

STATEMENT OF NET WORTH

ASSETS

Cash on hand \$ _____
 Checking accounts \$ _____
 Savings accounts \$ _____
 Certificates of Deposit \$ _____
 Cash value of Life Insurance \$ _____
 U.S. Savings Bonds \$ _____
 Mutual Funds/Money Market \$ _____
 Stocks/Bonds \$ _____
 College Funds \$ _____
 401(k)/403(b)/TSP \$ _____
 Other (IRAs, etc.) \$ _____

Real Estate (Market Value) \$ _____
 Home \$ _____
 Rental Property \$ _____
 Other (Vac Home/Trailer/Time Share) \$ _____

Personal Property

Vehicles/Motorcycles/Boats \$ _____
 Furniture \$ _____
 Jewelry \$ _____
 Other (Collectibles, etc.) \$ _____

LIABILITIES

Signature Loans \$ _____
 Auto Loans or Leases \$ _____
 Consolidation Loans \$ _____
 Student Loans \$ _____
 NEX/AAFES (Star Card) \$ _____
 Department Store Credit Cards \$ _____
 Other Credit Cards \$ _____
 N&MCRS (Loan) \$ _____
 Other (Friends, Relatives, etc.) \$ _____
 Advance/Over Payments \$ _____

Mortgages-Balances Due

Home \$ _____
 Rental Property \$ _____
 Other (Vac Home/Trailer/Time Share) \$ _____

TOTAL ASSETS \$ _____

TOTAL LIABILITIES \$ _____

NET WORTH
(Assets - Liabilities) \$ _____

Counseling Provided By: _____

Counselor Phone #: _____

Appointment Date: _____ Time: _____

Place: _____

MONTHLY INCOME				
	ACTUAL	PROJECTED		REMARKS
ENTITLEMENTS				
* Base Pay				
Basic Allowance for Housing (BAH I or II)				
Overseas Housing Allowance (OHA)				
Basic Allowance for Subsistence (BAS)				
Family Separation Allowance (FSA)				
* Flight Pay/Diving Pay/Flight Deck Pay				
* Submarine Pay				
* Other Hazardous Duty Pay				
* Sea Pay				
Taxable COLA				
Other (tax exempt/allowance eg. COLA/FSSA)				
TOTAL MILITARY COMPENSATION (A)	\$	\$		
* Taxable pay ()				Excludes pretax ded for TSP/MGIB
DEDUCTIONS:				
ALLOTMENT				For/ends?
Family SGLI (For Spouses)				
Servicemen's Group Life Insurance (SGLI)				
Uniform Services TSP				
MGIB				
FITW Filing Status Actual:				Proj. Status:
FICA (Social Security)				Base Pay Only, Excludes MGIB
FICA (Medicare)				Base Pay Only, Excludes MGIB
State Income Tax				State Claimed:
AFRH (Armed Forces Retirement Home)				
Tricare Dental Plan (TDP)				
Advance Payments				Ends:
Over Payments				Ends:
TOTAL DEDUCTIONS (B)	\$	\$		
CALCULATE NET INCOME				
Service Member's Take Home Pay (A-B)	\$	\$		Divide by 2 for Payday Amount
Service Member's Other Earnings (less taxes)				
Spouse's Earnings (less taxes)				
ALLOTMENT				
Family SGLI (For Spouses)				
Servicemen's Group Life Insurance (SGLI)				
Uniform Services TSP				
MGIB				
Tricare Dental Plan (TDP)				
Advance Payments				
Over Payments				
Child Support/Alimony (Received/Income)				
Other Income (e.g. SSI, Rental Income)				
TOTAL NET MONTHLY INCOME	\$	\$		

*Note: Pay Entitlements are taxable. Allowance Entitlements are non-taxable.

MONTHLY SAVINGS AND LIVING EXPENSES

Note: Actual or Projected Figures can be carried forward to spending plan.

SAVINGS		ACTUAL		PROJECTED		REMARKS
SAVINGS Goal: 10% of Net Income Actual Projected \$ \$	Emergency Fund (1-3 months)					Monthly Contribution Amount
	Reserve Fund					Monthly Contribution Amount
	"Goal Getter" Fund					Monthly Contribution Amount
	Investments/IRAs/TSP/etc.					Monthly Contribution Amount
TOTAL SAVINGS AND INVESTMENTS (10%)		\$		\$		
LIVING EXPENSES		ACTUAL		PROJECTED		
HOUSING	Rent/Mortgage Payment					
	Taxes/Fees					
	Repairs/Maintenance					
FOOD	Groceries					
	Lunches (at work)					
	Other (e.g. school lunches)					
UTILITIES	Electricity					
	Gas/Oil (House)					
	Water/Sewage/Garbage					
	Cellular Phones/Pagers/Phone Cards					
	Telephone					Local = \$ Long Distance = \$
TRANSPORTATION	Gas/Oil (Vehicles)					
	Car Pool/Public Transportation					
	Tax, License, Inspection, etc.					
	Repairs/Maintenance					Consider age of car/#of miles.
CLOTHES	Laundry/Dry Cleaning/Tailoring					
	Clothing Purchased Yearly/12					
	Other					
INSURANCE	Autos					
	SGLI and Family SGLI					Both service member/Family SGLI
	Tricare Dental Plan					
	Other (e.g. Life/Health/Renters)					Add extra insurance costs here.
HEALTH	Prescription Drugs					
	Doctor/Hospital Visits					
	Dentist Visits					
EDUCATION	Tuition/Fees					
	Books					
	Lessons					Dance, Music, Self-Def, Tutor, etc.
	Other (MGIB, Room & Board)					Place Mont. GI Bill (MGIB) here.
CONTRIBUTIONS	Club Dues/Association Fees					
	Religious					
	Charities					
SUBSCRIPTIONS	Newspapers/Magazines					
	Computer Internet Services					
	Books/CDs/Records/Tapes/Videos					
	Cable/Satellite TV					
	Other (e.g. Pest Control, Lawn Srvc)					
PERSONAL	Beauty Shop/Nails					
	Barber Shop					
	Cigarettes/Other Tobacco					
	Vending Machines					
	Liquor/Beer/Wine					ABC, Package Store, etc.
	Other (Toiletries, Supplements, etc.)					
ENTERTAINMENT	Dinner/Carry Out					
	Movies/Video Rentals					
	Hobbies/Software/etc.					
	Sports/Youth Leagues/Scouts					Include Spectator Sports
	Gifts/Vacation					Include B-days, Holidays, Annv.
	Other (Clubs, Lottery, etc.)					
DEPENDENT CARE	Child Care					Include Other Dependent Care
	Child Support/Alimony (You Pay Out)					
	Allowances					
MISCELLANEOUS	Furniture, Appliances, Household					
	Pet Supplies, Grooming, Vet					
	Other (ATM fees, Stamps)					Recommend \$50-\$150 Buffer
TOTAL MONTHLY LIVING EXPENSES (70%)		\$		\$		

INDEBTEDNESS 20%

CREDITOR	PURPOSE	MONTHLY PAYMENT	BALANCE	PROJECTED PAYMENT	REMARKS <small>(Mos Behind, Pd by Allotment, etc.)</small>	APR %
1. US Govt.	Advance Pay				Automatic Deduction	
2. US Govt.	Over Payments				Automatic Deduction	
3.						
4.						
5.						
6.						
7.						
8.						
8.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						
21.						
22.						
23.						
24.						
25.						
TOTAL						

SUMMARY

	ACTUAL	PROJECTED
NET INCOME (Bottom of Page 2)		
SAVINGS & INVESTMENTS (Page 3) -		
LIVING EXPENSES (Page 3) -		
AMOUNT LEFT TO PAY DEBTS =		
TOTAL MONTHLY DEBT PMTS (Page 4) -		
SURPLUS OR DEFICIT =		
DEBT TO INCOME RATIO		

(Total Monthly Debt Payments/Net Income x 100 = Debt-to-Income Ratio)

ACTION PLAN

PROPOSED OPTIONS

INCREASE INCOME

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

DECREASE LIVING EXPENSES

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

DECREASE INDEBTEDNESS

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

REFERRALS/RECOMMENDED TRAINING

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

SETTING YOUR GOALS (Short & Long Term)

GOAL	COST	/ DATE WANTED	= MONTHLY SAVINGS TO REACH GOAL
1.			
2.			
3.			
4.			
5.			
6.			

MONTHLY SPENDING RECORD

Keep track of your daily expenses for two weeks

Keep a record of how you spend your money for the next two weeks. The secret is to record it when you spend it. Using a “stickie” note in your wallet or purse will help you track your expenditures. When you go for your money make a note on your “stickie”; (put the amount and what you spent your money on). At the end of the day, transfer the recorded amounts to this record. Be sure to include bills paid, along with sodas, lunches, etc.

Remember this is for tracking your take home pay, don't include allotments.

TAKE HOME PAY FOR TWO WEEKS _____ Dates _____

DATE:		DATE:		DATE:		DATE:	
Item	Amount	Item	Amount	Item	Amount	Item	Amount
DATE:		DATE:		DATE:		DATE:	
Item	Amount	Item	Amount	Item	Amount	Item	Amount
DATE:		DATE:		DATE:		DATE:	
Item	Amount	Item	Amount	Item	Amount	Item	Amount
DATE:		DATE:		DATE:		Take Home Pay \$ _____	
Item	Amount	Item	Amount	Item	Amount	Amount Spent -\$ _____	
						Balance =\$ _____ (+ or -)	

Keep a daily record like you did for the first two weeks. Remember to count ALL spending.

TAKE HOME PAY FOR TWO WEEKS _____ Dates _____

DATE: Item	Amount	DATE: Item	Amount	DATE: Item	Amount	DATE: Item	Amount
DATE: Item	Amount	DATE: Item	Amount	DATE: Item	Amount	DATE: Item	Amount
DATE: Item	Amount	DATE: Item	Amount	DATE: Item	Amount	DATE: Item	Amount
DATE: Item	Amount	DATE: Item	Amount	DATE: Item	Amount	Take Home Pay	\$ _____
						Amount Spent	-\$ _____
						Balance	= \$ _____ (+ or -)

CREATIVE SAVINGS STRATEGIES



Once you have made the commitment to start a savings plan, and you've decided which banking institution to put your money in, the crucial question you may ask yourself is, "Where am I going to find extra money to put away?" Listed below are ways to save that may help you in your effort to build a substantial nest egg. Have Fun!

Remember, money is not "saved" until it is truly in the account!

- When payday comes around, always pay your savings account first as though it were a regular bill. Direct deposit is probably the easiest way to do this. Remember, the amount you deposit is not as important as depositing something on a regular basis.
- Shift a debt payment into your savings account after making that final payment. Your savings account will grow very quickly this way!
- Put any unexpected sums of money into savings (reenlistment bonuses, tax refunds, birthday/anniversary checks, year-end bonuses, lottery jackpots!).
- Scrimp one month out of the year! Let your imagination go wild on how you can save as much as possible for one month. Knowing that this episode of frugality will end in 30 days may help add to your motivation.
- Give up one trip to a fast food place per week and make a sack lunch to eat instead. Put the money you saved into your account!
- Cut back on utilities (electricity, gas, phone) for a month. If your next bills are less than what you budgeted for, stick the extra money into savings!

If you have a family, get everyone involved:

- Make some family savings goals together (save for vacation, a dinner out, or a trip to an amusement park).
- Show the children your written family budget, and add up the numbers so they can see where the money is being allocated. Try to get a family consensus on which expenses can be cut back, and task each person with a money savings responsibility.
- Make a game out of cutting costs and saving. Offer special rewards to your kids if they meet their own savings goals (saved enough money for a toy, a trip to the movies, clothes, bike, or a first car).
- Hugs, smiles, and words of praise are great rewards, unless you have promised to match a dollar amount for a special project or item that your child is working on.

These are just a few creative ways to save. Open your mind to all possibilities when building a savings plan!

SOURCES OF HELP FOR MILITARY CONSUMERS



How to Complain Effectively

- See your Command Financial Specialist for guidance.
- Save all purchase-related paperwork. Include copies of receipts, repair orders, warranties, cancelled checks, contracts, and any letters to or from the company.
- If you have a problem:
 1. Contact the business—the salesperson you dealt with or the manager. Clearly and calmly describe the problem and the action you would like them to take. Document response in writing.
 2. Contact the company president or a representative of the manufacturer. Use the Sample Complaint Letter. Send it certified mail, return receipt requested.
 3. Allow time for the person you contacted to resolve your problem.
 4. Contact Consumer Advocates for further assistance. Don't give up until you are satisfied. Use the quick resource list on the reverse side of this page for consumer protection contacts.

To Remove Name From Solicitation Lists, Write:

Junk Mail: Preference Service
The Direct Marketing Association
P.O. Box 9008
Farmingdale, NY 11735-9008
Online at: www.the-dma.org

Telemarketing: Telephone Preference Service
The Direct Marketing Association
P.O. Box 9014
Farmingdale, NY 11735-9014
Online at: www.the-dma.org

Email: www.e-mps.org

Credit Bureaus: Ask to be put on their "opt out" lists.
Call 1-888-5-OPT OUT

Non-Compliance: Federal Trade Commission
Washington, DC 20580

Keep copies of your letter and all related documents!

SAMPLE COMPLAINT LETTER

(Your Address)
(Your City, State, ZIP)
(Date)

(Name of Contact Person, if available)
(Title, if available)
(Company Name)
(Consumer Complaint Division, if you have no contact person)
(Street Address)
(City, State, ZIP Code)

Dear (Contact Person):

On (date), I (bought, leased, rented, or had repaired) a (name of the product with serial or model or service performed) at (location, date, and other important details of the transaction).

Unfortunately, your product (or service) has not performed well (or the service was inadequate) because (state the problem). I am disappointed because (explain the problem: for example, the product does not work properly, the service was not performed correctly, I was billed the wrong amount, something was not disclosed clearly or was misrepresented, etc.).

To resolve the problem, I would appreciate (state the specific action you want—money back, charge card credited, repair, exchange, etc.). Enclosed are copies (do not send originals) of my records (include receipts, guarantees, warranties, cancelled checks, contracts, model and serial numbers, and any other documents).

I look forward to your reply and a resolution to my problem, and will wait until (set a time limit) before seeking help from a consumer protection agency or the Better Business Bureau. Please contact me at the above address or by phone at (home and/or office number with area codes).

Sincerely,
(your name)

(reference to whom you are sending a copy of this letter)
(Your Address)
(Your City, State, ZIP)
(Date)

Mail Preference Service [Telephone Preference Service]
Direct Marketing Association
PO Box 9008 [PO Box 9014]
Farmingdale, NY 11735

To whom it may Concern:
I am writing to register with your Mail Preference Service [Telephone Preference Service].

Please inform your members that I do not want my name sold to any company for the purpose of placing me on a mailing list [telephone calling lists] and sending me advertising mail. Please remove my name permanently.

In addition, I would like my name removed from any and all existing lists.

Sincerely,
(your name)

NO SOLICITATION SAMPLE LETTER

CONSUMER PROTECTION AGENCIES

Offer consumer advice and guidance; protection against unfair trade practices; processing and investigation of consumer complaints.

www.consumer.gov

"Firstgov for consumers", this site is a gateway to other US consumer protection sites

www.ftc.gov/ftc/consumer.htm

National Consumer Protection Bureau homepage

www.consumerworld.org

This is another gateway to numerous financial and consumer sites

www.nclnet.org

The National Consumer's League website

www.fraud.org

The National Fraud Information Center

BETTER BUSINESS BUREAU

Offers consumer resource services; complaints and investigations.

www.bbb.org

CREDIT REPORTING AGENCIES

Offer information pertaining to credit history of individuals and businesses.

Experian (formerly TRW)

1-888-397-3742

www.experian.com

Trans Union

1-800-888-4213

www.transunion.com

Equifax Inform

1-800-685-1111

www.equifax.com

INTERNET FRAUD

www.fraud.org

The National Fraud Information Center

www.bbb.org

The Better Business Bureau

Your Internet Service Provider

FINANCIAL COUNSELING PROGRAMS

Command Financial Specialists... check with your command. Offer free financial management guidance, credit counseling, and consumer education services.

Fleet and Family Support Centers

Navy-Marine Corp Relief Society

CONSUMER CREDIT COUNSELING SERVICES

www.nfcc.org

National Foundation for Consumer Credit (Locate the nearest Consumer Credit Counseling office at this website)

www.myvesta.org

National, non-profit debt management counseling via the internet

NAVY LEGAL SERVICES

Offers no-cost advice and guidance to military personnel and their family members; wills and powers of attorney. Contact the Navy Legal Services Office at your local installation.

ARMED FORCES DISCIPLINARY CONTROL BOARD

Where available, they investigate service member complaints and can put businesses off-limits.

EMERGENCY FINANCIAL ASSISTANCE

www.redcross.org

American Red Cross

www.nmcrs.org

Navy-Marine Corps Relief Society

MILITARY CREDIT UNIONS

Offer only simple interest loans and budget counseling. Call to compare rates and services.