

*Written for younger & older people to reduce personal financial stress by better managing their personal finances. The CPA author, retired after 39 years, uses common language and avoids technical terms, based on his own experiences.*

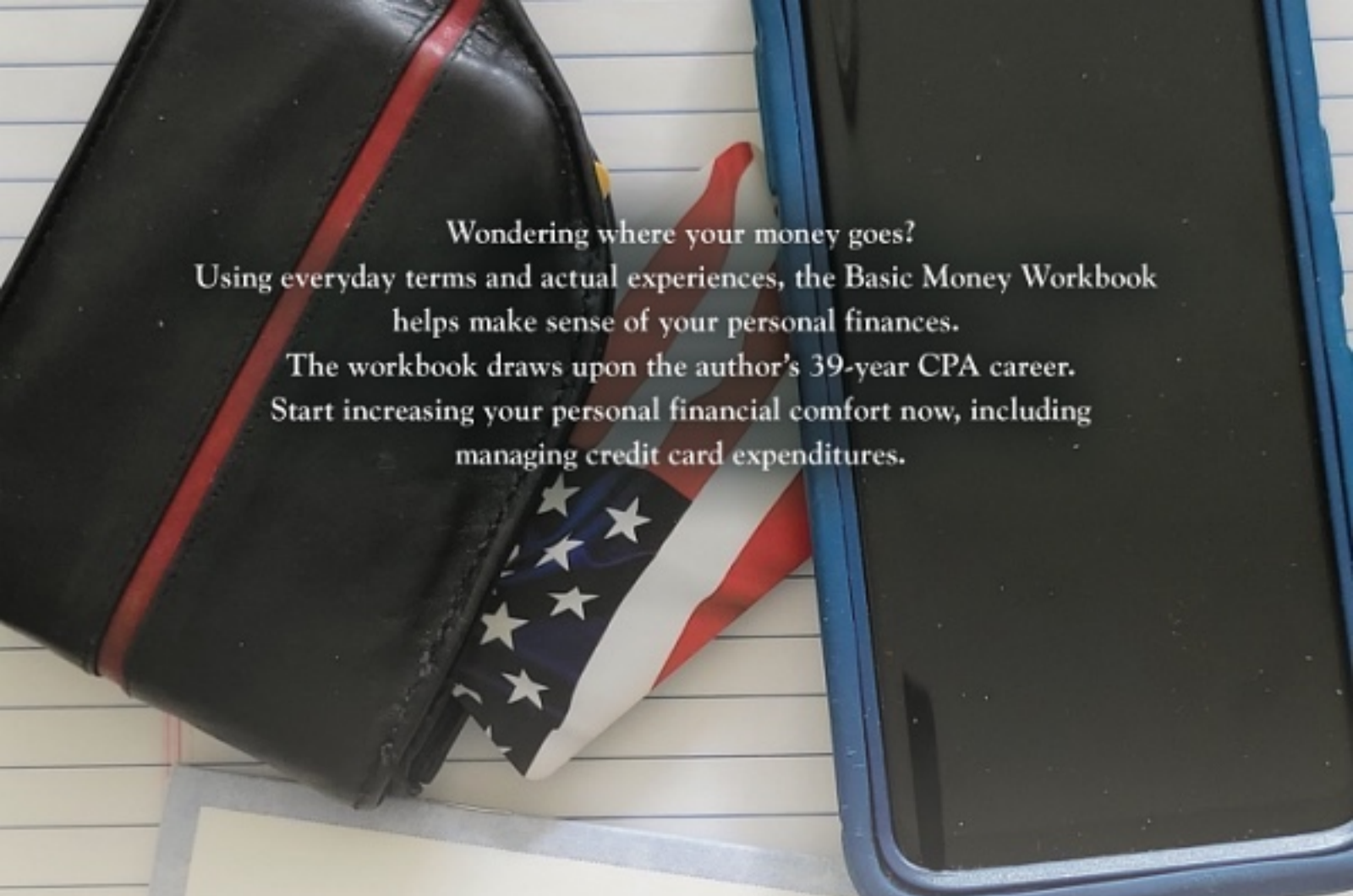
## **Basic Money Workbook: Ways to Help Reduce Personal Financial Stress**

By James D. Bond, retired CPA

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Wondering where your money goes?  
Using everyday terms and actual experiences, the Basic Money Workbook  
helps make sense of your personal finances.

The workbook draws upon the author's 39-year CPA career.  
Start increasing your personal financial comfort now, including  
managing credit card expenditures.



Transaction

**BASIC MONEY  
WORKBOOK**

**JAMES D. BOND, Retired CPA**

## **Basic Money Workbook**

### **Ways to help reduce personal financial stress**

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## Introduction

The Basic Money Workbook is based on the author's 50+ years of managing the household finances. It is written for people who want to improve managing their personal finances, both young adults and other people, who may want to reduce personal financial stress, regardless of their level of wealth.

It is written in easy-to-understand terms, and attempts to avoid professional financial jargon, where possible. It is brief to save readers' time.

Following suggestions and illustrations in the Basic Money Workbook may help you manage monthly spending by offering ways to track recurring and non-recurring monthly expenditures. It also may help manage, and over time reduce credit card debt.

Preparing a personal plan, or budget, is suggested as one way to decide if your spending is roughly aligned with your priorities. For those interested in where they stand financially, a simplified personal balance sheet is suggested and illustrated. Other benefits of knowing where you stand financially are described.

The Basic Money Workbook is not intended to provide investment advice. Instead, it provides and illustrates ways to help become more comfortable with your monthly spending and income.

The effect of technology advances is discussed as they generally may apply to the Basic Money Workbook suggestions.

An appendix of illustrations and examples includes a workbook or templates for readers to immediately begin using.

For those already comfortable with managing their personal finances, the Basic Money Workbook may offer alternative ways to manage their personal finances. It may help people be more knowledgeable of what their hired professional may be providing.

## **Chapter 1: Who Should Read the Basic Money Workbook?**

The late Winston Churchill, Britain's former Prime Minister, had many talents and well-known successes, but dealing with numbers and personal financial matters was neither one of his interests nor talents. He recognized this and teamed with a colleague throughout much of Churchill's illustrious career. His financially-inclined colleague did not have Churchill's leadership, strategic, and diplomatic skills.

Similarly, some marriages and partnerships have one financially-inclined member and one partner whose talents and interests are elsewhere. Both are equally valuable, and together can make a formidable team by combining their separate skills.

The book is for younger and older people who want to improve their personal financial management, regardless of their level of wealth

The Basic Money Workbook (BMW) is directed to people who delegate most financial and related matters to another, whether that party is a spouse or a hired professional such as a tax professional who provides these services. The BMW offers non-financially inclined people some basic personal or household financial help, if they ever choose or need it. Others who do manage their own personal money matters may consider the BMW as another approach to their current one.

The overall goal is to reduce personal finance stress and increase comfort with related decisions. The BMW was developed and followed over 5 decades, because these suggestions continued to be helpful. Some people may find only doing a few of these suggestions provide the comfort and stress relief they want. These suggestions were not developed to increase financial stress.

## **Chapter 2: Why is this important?**

Why is it important to increase household financial knowledge? Several months after beginning our household as newlyweds, we were curious about our finances. Among our financial questions were:

Where did our money go?

Is our spending roughly in line with our priorities and goals?

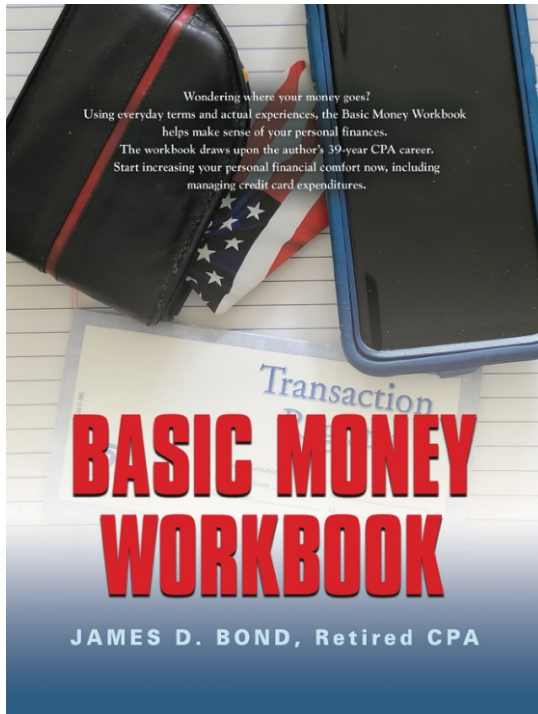
Where do we stand financially?

How do spending decisions impact our finances?

What financial risks should we insure?

My wife was comfortable leaving most money matters to me. Starting over 50 years ago, doing the following provided us with more comfort and reduced our stress in answering the above and other questions.





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