ANNUAL FINANCIAL REVIEW (AFR)

Use this outline to review your finances once a year.

1. REVIEW FINANCIAL ACCOUNTS

A. Confirm/Revise contact, employment and trusted contact information

B. Confirm/Revise primary and contingent beneficiaries, by account

C. Confirm/Revise ongoing deposits, withdrawals and tax withholdings

D. Decide if any accounts need to be opened, closed, transferred or rolled over

E. Consider the impact of any major personal, career or financial changes

2. UPDATE FINANCIAL INVENTORY

A. Gather all documents related to income and expenses for the past year

B. Gather all account statements related to assets owned & liabilities owed

C. Fill out new SAVINGS & SPENDING PLAN with updated income & expenses

D. Fill out new MONEY WORTH worksheet with updated account balances

E. If necessary, fill out new MONEY MIX then update TIMEFRAMES PLAN

3. IMPLEMENT ACTION ITEMS

A. Review status of MONEY GOAL, and create new one if needed

B. Review relationship with MONEY PAL and MONEY PRO, and act if needed

C. Review Portfolio Strategy by account, and rebalance if needed

D. Review insurance coverage with agent(s), if needed

E. Review tax planning with CPA, if applicable

F. Review estate planning with Attorney, if applicable

NOTES: