Money Management

Shepherd Center

Strategies for Home and Community

- Have someone help you when you are getting back into the finances to check your work or for reassurance that you are calculating correctly at first.
- Organize your mail and bills according to category, and then organize them by the due date.
- Have a designated time when you pay your bills and pick a quiet location to complete this activity (preferably a place without clutter).
- Take your time when: reading over the bills, balancing the register, writing checks, and sending the bills out.
- Organize each transaction in the check register, online banking, or computer software such as Quicken.
- Try to mentally do the math and double check your work with a calculator so you can continue to work your brain and keep it fresh with mental math.
- After each transaction write down check number, and date paid on the stub.
- Develop a template/chart of your common bills and include estimated charges to help develop a budget. Use your chart to make sure all bills were paid for the month.
- Develop a filing system in a drawer or a box. Create a tab for each bill type, then file your paid bills in the same location.
- When making a transaction in the community, try to get a mental total before you make the purchase so you can get your money ready for the clerk.
- Always count your money before and after any money transaction.
- When eating out or shopping continue to work on calculating tips and discount. Remember tips are added to the total and discounts are taken away
- Bring a pen and paper in your wallet or purse if mental math is difficult, this way you can keep track of purchases and their actual costs.
- When using the ATM, making a deposit, or withdrawal try to work on filling out paper transactions before you get in line to make the transaction smoother.

Please also print a **sample bill tracking form**

Please also print **sample monthly budget**.

For **Military Financial Toolkit** resource information, please visit this website:

https://www.saveandinvest.org/military