

Miscellaneous Money Matters

Use this pocket to store financial records relating to business and/or college expenses.

Business Expense Worksheet

Use this worksheet to make sure nothing relating to your business slips through the cracks.

Mileage (3 tax code %) _____ / _____ Internet connection _____

Cell phone _____ Office phone _____ Subscriptions _____

Legal fees _____ Office supplies _____ Business gifts _____

Hotel _____ Airline _____ Rental car _____

Parking/tolls _____ Cab fees _____ Research _____

Postage and shipping _____ Insurance _____ Teacher expenses (2005) _____

Professional association memberships _____ Consulting fees _____

Commissions _____ Travel meals (3 .5) _____ / _____



Business meals (3 .5) _____ / _____ Office equipment _____

Entertaining (3 .5) _____ / _____ Computer repair _____

Home office space _____ Maintenance and cleaning _____

Independent contractors _____ Web site development fees _____

Advertising _____ Messenger service _____ Post office box _____

Fixtures _____ Conferences _____ Coffee service _____

Accountants _____ Security service _____ Answering service _____



College Education Expenses

You can use this pocket to store information on college tuition savings plans, grants, scholarships, and admissions.

College Tuition Savings

Child's name _____ Tuition goal _____

Bank _____ Account # _____ Date needed _____

Deposit _____ Date _____ Deposit _____ Date _____ Deposit _____ Date _____

Deposit _____ Date _____ Deposit _____ Date _____ Deposit _____ Date _____

Child's name _____ Tuition goal _____

Bank _____ Account # _____ Date needed _____

Deposit _____ Date _____ Deposit _____ Date _____ Deposit _____ Date _____

Deposit _____ Date _____ Deposit _____ Date _____ Deposit _____ Date _____

Take a look at the state-sponsored college savings plans ("529 Plans"), which offer affordable, flexible, tax-advantaged ways to save for tuition, at www.collegesavings.org.

Child's name _____ Tuition goal _____

Bank _____ Account # _____ Date needed _____

Deposit _____ Date _____ Deposit _____ Date _____ Deposit _____ Date _____

Deposit _____ Date _____ Deposit _____ Date _____ Deposit _____ Date _____

Already have kids in college? Then you know how quickly the money can drain away. Track spending with this form.

College Student Cash

Student name _____ Phone _____ E-mail _____

Tuition _____ Monthly spending allowance _____

Room and board _____ Books _____ Transportation _____

Bank _____ Account # _____ Phone _____

Extras _____ Total _____

Student name _____ Phone _____ E-mail _____

Tuition _____ Monthly spending allowance _____

Room and board _____ Books _____ Transportation _____

Bank _____ Account # _____ Phone _____

Extras _____ Total _____

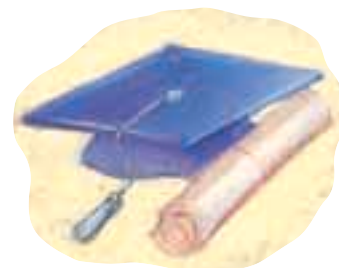
Student name _____ Phone _____ E-mail _____

Tuition _____ Monthly spending allowance _____

Room and board _____ Books _____ Transportation _____

Bank _____ Account # _____ Phone _____

Extras _____ Total _____



The more time and effort you put into organizing your finances, the smoother that part of your life will become. Take the time to put these systems into place, and you will soon reap the rewards!

Other Expenses

Expense _____

Expense _____

Expense _____

Expense _____

Expense _____

Expense _____

Credits For

Electric vehicles, 2006—up to \$2,000

Clean fuel vehicles, 2006—up to \$2,000

Personal energy property credit, 2006—\$500 lifetime