Financial Recordkeeping Starter Sheets

Simple Tools for Organizing Financial Information

> These worksheets are introductory organizational tools and do not replace comprehensive financial accounting or professional advice.

01 Financial Transaction Log

Record each payment or deposit made for the person. Keep receipts with this log. Use an account nickname, never a full account number.

Date	Description	Category	Amount	Account or payment method	Receipt or reference

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02 Expense & Payment Tracker

List regular bills and expenses, when each is due and whether it has been paid.

Expense	Due date	Amount	Payment status	Notes

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03 Financial Document Checklist

Check what exists and note where each item is kept. Not every item applies to every person.

BANKING

- ☐ Checking and savings statements
- ☐ Credit union or other accounts

Kept at _____

INCOME

- ☐ Social Security or pension statements
- ☐ Other regular income

Kept at _____

INSURANCE

- ☐ Health, life and long-term care policies
- ☐ Home and auto policies

Kept at _____

PROPERTY

- ☐ Deeds or leases
- ☐ Vehicle titles

Kept at _____

RECURRING EXPENSES

- ☐ Utilities and housing costs
- ☐ Subscriptions and memberships

Kept at _____

TAXES

- ☐ Recent tax returns
- ☐ Property tax statements

Kept at _____

PROFESSIONAL CONTACTS

- ☐ Accountant or tax preparer
- ☐ Financial advisor or attorney

Contact details kept at _____

OTHER

_____

_____

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