

Cultivating Contentment and Generosity Workshop

Ten Steps to Calculating “What’s Enough?” for You

Step One – Gather Documents and Enter Checking Transactions

- a. Gather documents listed on the “Checklist of Financial Information to Gather for the Workshop” document.
- b. Retrieve check register from Envelope 1 – one at a time.
- c. If your partner is here and you have more than one account- each work on a different account using separate “Enough” Worksheets.
- d. Circle items in your register that are “fixed” – or difficult for you to change – see typical list of “fixed expenses” on Worksheet.
- e. Total circled items for each register and enter on “Other Fixed Expenses” input area.
- f. Post uncircled checks for last month in appropriate category on the “What’s Enough?” Worksheet (enter round numbers and print small)
- g. Post non-payroll check deposits in Section 1 of the Worksheet – do not post your net payroll check deposits at this time.
- h. Place a checkmark (√) after each item in your check register you have posted. (follow this instruction for every item you “post” to the worksheet).
- i. Replace Check Registers in Envelope and Retrieve Bank Statements.
- j. Review Automatic or Electronic Payments - Circle ‘fixed’ items, total them and enter in the “Other Fixed Expenses” line.
- k. Post other automatic payments from bank statement onto Worksheet – but only if you haven’t already entered them from your check registers.
- l. Replace Bank Statements into Envelope 1.

Step Two – Enter Credit Card Transactions

- a. Retrieve Credit Card Statements from Envelope 2 – one at a time.
- b. Post credit card charges in appropriate category on the Worksheet. From each credit card statement enter the information on the 1st 3 lines and then subtract the payments from the “prior balance”:

Card Name	
Prior Balance	\$ <u> </u>
Payments Received	< <u> </u> >
Debt< Payoff> or Increase	\$ <u> </u>

Card Name	
Prior Balance	\$ <u> </u>
Payments Received	< <u> </u> >
Debt< Payoff> or Increase	\$ <u> </u>

Card Name	
Prior Balance	\$ <u> </u>
Payments Received	< <u> </u> >
Debt< Payoff> or Increase	\$ <u> </u>

- c. Cross out all credit card payments you made on the “Enough” Worksheet.
- d. Refer to section (c) –Total all <Debt Payoff> amounts and enter below:
 Credit Card Debt Payoff Total \$
 Enter this value on the “Debt Payoff” – Minimum Payment line on the “Enough” Worksheet.
- e. Refer to section (c) –Total all “Debt Increase” amounts and enter here:
 Credit Card Debt Increase Total \$
 Enter this value on the “Other Income” line on the “Enough” Worksheet.
- f. Replace Credit Card Statements into Envelope 2.

Step Three – Enter Average Monthly Expenditures

- a. Retrieve your most recent vehicle insurance premium statement from Envelope 3.
- b. Determine policy period and calculate your monthly premium for all your vehicle insurance. (i.e., If Policy period is for 6 months, divide your insurance premium by 6).

Total Premium Billing	\$ _____
Premium Term (# ofMonths)	divided by _____
Average Vehicle Ins. Premium	\$ _____

Return the premium statements to Envelope # 3.

- c. Post this average premium under Worksheet Section VI item b. Next post this value in the ‘input’ section next to “Insurance: Auto” – cross out other entries on that line.
- d. Scan your totals under the “actual” column and make other adjustments such as the vehicle insurance – if necessary. (Other categories that are often paid on a non-monthly basis are Life Insurance, Taxes and Insurance on your home (if not included in your monthly mortgage payment), and quarterly estimated tax payments.

Total Expense	\$ _____
Covers # of months)	divided by _____
Average _____ Monthly Expense	\$ _____

- e. Retrieve your most recent paystubs from Envelope 4.
- f. Post individual entries from your paystubs to the “What’s Enough?” Worksheet – lines that may pertain to your paystub include;
 - a. “Salary before deductions”
 - b. “Insurance – health”
 - c. Insurance – life”
 - d. “Taxes withheld from Paychecks”
- g. The total of your postings onto the Worksheet for each paycheck should total your net paycheck which was deposited into your checking account.
- h. Replace your paystubs into Envelope # 4.

Step Four – Identify Expenses not Reflected in this Month’s Activity

- a. Scan your categories for lines with no entries in the “Input” row or with balances you know are below your monthly average spending. Circle these categories.
- b. Write in an estimate of those monthly categories under Worksheet Section VI, item C. (Turn the “Enough” Worksheet over if you need more space).
- c. Now post those items under the “Actual” column in their appropriate category box and circle the items.

Step Five – Remove “One - Time” income or expenditures

- a. Scan your categories for items that will not recur in the future – i.e., a one-time gift or lottery winning!
- b. Place a box around those items and enter them in Worksheet section VI, item a.
- c. Remove these amounts from the input rows by placing a box around the value with a line through the box.

Step Six – Add up individual postings and enter sum in the box under the “Actual” heading.

- a. Please note this Excel spreadsheet will do this automatically once you download the file provided you with your seminar materials.
- b. If your partner has been working on additional checking and credit card accounts – make sure to label one of your “Enough” Worksheets as “Summary Worksheet” and total up both pages’ input and enter the total on the “Actual” column of the Summary Worksheet.

Step Seven – Total the “Actual” columns from top to bottom and calculate the “Excess” or “<Shortfall>” amount.

- a. Please note this step will automatically be performed once you are using your computer to manipulate this spreadsheet.

Step Eight – Calculate “What’s Enough” Retirement Savings Adjustment

- a. Complete entering your personal information on the “Financial Information Summary Sheet” (FIS) and related Worksheet 4 Steps– pages 3-14:
- Remove your most recent paystubs from Envelope # 4.
 - Calculate annual income at page 3, line (a)
 - If you are self-employed, remove tax return from envelope #5 and enter your income below:
 - i. Business profit (Page 1, Line 12 or Schedule C)
\$ _____
 - ii. Partnership/Rental/S Corp profit (Page 1, line 17 or Schedule E) \$ _____
 - iii. Substitute or add self employment income on line (a) of the Financial Information Summary Sheet.
 - Calculate your current retirement contributions at lines (b) and (c) using your paystubs and tax return pages.
 - Return your paystubs to Envelope # 4.
 - Complete lines (d) through (h) using your tax return pages.
 - Return your tax return pages to Envelope # 5.

 - Remove investment account statements from Envelope # 6 and complete lines I, I-1, and I-2 on page 4 of the Financial Information Summary Sheet.
 - Return Investment Statements to Envelope # 6.

 - Remove Private Pension Information from Envelope # 7 and complete lines (j), (k), (l) on page 5 of the Financial Information Summary Sheet.
 - Return private pension information to Envelope # 7.

 - Remove Social Security Information from Envelope # 8 and complete lines (m), (n), and (o) on page 5.
 - Return Social Security Information to Envelope # 8.

 - Complete lines (p) through (s) on page 6 of the Financial Information Summary Sheet.

 - Complete Step 3 on pages 7 & 8 of your FIS.

- Complete Step 4 on page 9 of your FIS.
 - Complete Step 5 on pages 11-14 of your FIS
- b. Add up your current contributions to your retirement accounts – FIS page 3, items (b)_____ (c)_____ (e)_____ and (f)_____ = \$ _____
Divide this total by 12 = \$ _____
- c. Enter monthly out of pocket savings – item “P” from the “Am I Saving Enough to Retire?” Worksheet here: \$ _____
- If item (c) is more than item (b), enter the difference under the “Retirement Savings Increase” – “Enough” column.
 - If item (b) is more than item (c), enter the difference under “Other Income” in the “Enough” column and label it “Excess retirement savings”.

Step Nine – Adjust the “Enough” Column to reflect a more contented and generous management of your income and expenditures.

- a. Copy total “Other Fixed Expense” from “Actual” to “Enough” Column.
- b. Transfer “actual” income values to “Enough” Column “as is” or with changes that are more conscious with what you really want.
- c. Enter amounts in the “Enough” Column next to the other rows that have “actual” values – making adjustments that you feel are realistic.
- d. Sum sections 1-IV of the “Enough” Column until the “Excess or Shortfall” line is zero.

Step Ten – Use this Spreadsheet to post your actual income and expenditures for each month and compare this with your “Enough” Budget.

- a. Remember to change your retirement plan contributions to reflect Step Eight.
- b. Setup a savings account to receive monthly savings for non-monthly bills.
 - Keep a record of what each contribution to savings is for. When those are paid from savings, don't re-enter them on the Worksheet, but post them to your savings account log.
 - Contribute savings goals under Worksheet Section III to your savings account – making note of the purpose of each deposit as noted in item b.
 - Consider opening an on-line savings account where you can easily transfer monies from your checking account. Two options are: www.emigrantdirect.com and www.ingdirect.com