ERKOS · MONTHLY MONEY REVIEW

Close the books on your month

Month: Closed on:

THE STEPS · ABOUT 30 MINUTES

- [ ] **Account for every payment.**
  Go through last month in your banking and card apps. Every payment in and out has a home; look into anything you don't recognise.
- [ ] **Sort your spending.**
  Running costs (the essentials) and discretionary (what you chose). Transfers between your own accounts don't count.
- [ ] **Update your balances.**
  Savings, what your investments are worth, and what you still owe.
- [ ] **Read the month as a statement.**
  Fill in the table below.
- [ ] **Compare with last month.**
  What went up, what went down, one surprise.
- [ ] **Check your safety net.**
  Is your emergency fund at its target? If you used some, plan the refill.
- [ ] **Decide one change for next month.**
  Small, specific, written down below.
- [ ] **Close the month.**
  Write the date at the top. Don't reopen it unless you find a mistake.

THE MONTH AS A STATEMENT

Income	
– Running costs	
– Discretionary	
= Cash from operations	
– Financing (loan and card repayments)	
– Capital deployed (invested; not spending)	
= Free cash flow (to or from savings)	

BALANCES AT MONTH END

Emergency fund / savings	
Investments	
Owed (loans, cards)	

ONE CHANGE FOR NEXT MONTH

General information, not financial advice.