

Daily Finance Checklist

Complete each day to manage your household finances

Daily Finance Checklist

Date:_____

1. Cash Flow Review:

- Check bank account balances

Balance: \$_____

- Review credit card transactions

Balance: \$_____

Any unusual transactions?

Yes / No

2. Daily Spending:

- [] Record all daily expenses

Total daily spending: \$_____

- [] Categorize expenses (e.g., groceries, transportation, entertainment)

Categories:

- Groceries: \$_____

- Transportation: \$_____

- [Other]: \$_____

- [] Update weekly spending total

Running total: \$_____

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3. Budget Review:

- Compare spending to budget categories

Budget vs Actual (e.g., Groceries, Entertainment, etc.):

- [Category]: Budget: \$_____

vs Spent: \$_____

- [Category]: Budget: \$_____

vs Spent: \$_____

- Adjust spending plan if necessary

Adjustments: [_____]

4. Upcoming Bills/Payments:

- Check for upcoming bills

Bills/Payments Due:

- [Bill 1]: Due on [_____]

- [Bill 2]: Due on [_____]

- Schedule or make payments

Payments scheduled: Yes / No

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5. Savings & Investments (Optional):

- Review savings account progress

Current balance: \$_____

- Check investment accounts (e.g., 401k, IRA, stocks)

Account balance: \$_____

- Update progress towards savings goals

Goal: \$_____ / \$_____

6. Family Financial Inquiries (Optional):

- Communicate with family about any financial needs or requests

Notes: [_____]

- Plan for upcoming large purchases (if applicable)

Upcoming purchases: [_____]

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7. End of Day Summary:

- Unexpected expenses?

Yes / No

If yes, what were they?

[-----]

- Did I stay within my daily budget?

Yes / No

- Concerns for tomorrow?

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