THE FUTURE™

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Monthly Finance Checklist™

A practical monthly routine for understanding your money, meeting priorities and planning ahead.

General information only. Rules, products and support vary; use official guidance or a qualified adviser for decisions specific to you.

MONTH: ____

REVIEW DATE: ______________________________________

HOUSEHOLD / OWNER: ________________________________

NEXT REVIEW: ______________________________________

1 | Gather the Month's Information

- ☐ Collect current-account, savings, credit and loan statements.
- ☐ Gather payslips, benefit notices and other income records.
- ☐ Collect receipts, invoices and irregular-expense notes.
- ☐ Record cash spending and transfers between your own accounts.
- ☐ Check that all expected transactions have appeared.

2 | Check Income

- ☐ Confirm salary, benefits, pension, freelance and other income received.
- ☐ Compare actual income with the amount expected.
- ☐ Follow up missing, late or incorrect payments.
- ☐ Set aside money for tax or other obligations where applicable.
- ☐ Update next month's expected income conservatively.

3 | Review Essential Bills

- ☐ Confirm housing, utilities, council tax or rates and insurance are paid.
- ☐ Check transport, childcare, food and essential service costs.
- ☐ Review direct debits and standing orders for the correct amount and date.
- ☐ Contact the provider early if an essential payment may be missed.
- ☐ Prioritise bills by consequence, not simply by who contacts you most.
- ☐ Record any payment arrangement and its next review date.

4 | Review Spending

- ☐ Categorise spending into essentials, commitments and flexible choices.
- ☐ Compare actual spending with the monthly plan.
- ☐ Identify unusual charges, price increases and repeated small costs.

- ☐ Check refunds, returns and reimbursements have arrived.
- ☐ Choose one realistic adjustment for the next month.
- ☐ Avoid judging necessary spending; focus on useful information and decisions.

5 | Subscriptions & Renewals

- ☐ Review subscriptions, memberships, apps and media services.
- ☐ Cancel anything no longer used or valued.
- ☐ Check free trials before they become paid renewals.
- ☐ Record annual renewals due in the next three months.
- ☐ Compare insurance, broadband or utility options when a contract ends.
- ☐ Confirm that cancellation has completed and retain evidence.

6 | Debt Review

- ☐ Record each balance, rate, minimum payment and due date.
- ☐ Confirm minimum payments were made on time.
- ☐ Direct any planned overpayment according to your chosen strategy.
- ☐ Avoid new borrowing that is not included in the plan.
- ☐ Check statements for fees, rate changes and promotional end dates.
- ☐ Seek free, independent debt help early if payments are becoming unmanageable.

7 | Savings & Emergency Fund

- ☐ Make the planned transfer to emergency or short-term savings.
- ☐ Track progress without using savings needed for essential bills.
- ☐ Replace money withdrawn for a genuine emergency when affordable.
- ☐ Create separate savings goals for predictable irregular costs.
- ☐ Review the interest rate and access conditions on cash savings.
- ☐ Increase contributions only when the monthly plan can sustain it.

8 | Pensions & Long-Term Goals

- ☐ Check expected pension or long-term contributions were received.
- ☐ Review beneficiary or nomination details after major life changes.
- ☐ Track long-term goals without reacting to every market movement.
- ☐ Reject unexpected investment or pension offers.
- ☐ Verify firms and advisers through the appropriate official register.
- ☐ Get regulated or impartial guidance before major long-term decisions.

9 | Protect Accounts & Identity

- ☐ Review statements for transactions you do not recognise.
- ☐ Report suspected fraud promptly using official contact details.
- ☐ Use unique passwords and multi-factor authentication.
- ☐ Ignore pressure to move money to a “safe account”.
- ☐ Check important messages through the provider's official app or website.
- ☐ Review your credit report periodically and dispute genuine errors.

10 | Prepare for Upcoming Costs

- ☐ List bills, renewals, events and annual costs due in the next 90 days.
- ☐ Set aside money for tax, repairs, school, travel or seasonal expenses.
- ☐ Update sinking-fund targets when prices or plans change.
- ☐ Plan for income changes, unpaid time or expiring support.
- ☐ Decide which non-essential costs can wait if the month will be tight.
- ☐ Add key payment and renewal dates to the calendar.

11 | Update the Budget

- ☐ Enter actual income and outgoings for the completed month.
- ☐ Carry forward only realistic figures, not idealised targets.
- ☐ Give every expected pound a purpose while keeping a contingency.
- ☐ Confirm the budget covers priority bills before flexible spending.
- ☐ Agree shared household decisions and responsibilities.
- ☐ Schedule the next review before the new month becomes busy.

12 | File & Finish

- ☐ Save statements, receipts and tax records using consistent names.
- ☐ Securely destroy documents that are no longer needed.
- ☐ Back up important financial records.
- ☐ Record actions, owners and deadlines from this review.
- ☐ Celebrate one piece of progress, even if the month was difficult.
- ☐ Choose the single most important money action for next month.

13 | Builder Tip

CONSISTENCY BEATS FINANCIAL PERFECTION.

A monthly review is not a test you pass or fail. See what happened, protect the essentials, make one useful adjustment and ask for qualified help early when you need it.

The future isn't something you wait for. It's something you build.