Personal Security Checklist

Note: Use of this checklist is not a substitute for consultation with a competent professional advisor. It is intended only as a tool for preliminary determination of current needs.

Action/Need	Date Completed	Needs Attention
General:		
1. Will is complete and up-to-date.		
2. Financial goals have been set and prioritized.		
Cash Management:		
1. Personal cash reserves adequate to cover emergency situations.		
2. Personal budget is in place and monitored on a regular basis.		
3. Major near-term expenditures have been identified and funded.		
4. Discretionary funds needed to meet financial goals have been identified.		
5. Credit cards have been reviewed for best rate and are paid off on a monthly basis.		
Insurance:		
1. Life insurance needs have been determined.		
2. Life insurance is up-to-date for all family members.		
3. Other insurance needs have been reviewed including: - Disability insurance - Homeowners insurance - Auto insurance - Long-term care insurance - Excess liability insurance		
Investment Planning:		
1. A competent investment advisor has been engaged.		
2. Analysis of risk tolerance versus yield requirements completed.		
3. Investment mix has been reviewed for risk, yield and liquidity.		
Tax Planning:		
1. Yearly and extended tax forecast has been prepared.		
2. Investments have been evaluated for tax impact.		
3. Tax implications of charitable giving have been considered.		
4. Year-end planning has been completed to minimize taxes.		

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Education Planning:		
1. Determination of future education expenditures completed.		
2. A plan is in place to meet future education funding needs.		
3. Tax-advantaged methods of funding have been employed.		
4. External sources of funding have been utilized.		
Retirement Planning:		
1. Projection of retirement date and financial needs completed.		
2. Employer provided retirement benefits have been fully utilized.		
3. Non-employer retirement benefits have been explored.		
4. Future Social Security benefits have been reviewed.		
Estate Planning:		
1. A complete list of assets and liabilities has been compiled.		
2. Estimate of estate tax liability at death has been calculated.		
3. Goals for giving to heirs and charity have been clearly defined.		
4. Tax-advantaged planning techniques have been utilized.		
5. Small business owners have developed a succession plan.		
6. Consideration for lifetime gifts has been made.		