

Managing Cash Flow By Recording Spending

What about that pocket money that seems to elude your financial oversight? If you're like many people today, you don't know because you don't accurately keep track of spending. Yet, doing so is surprisingly easy. With that accomplished, you'll be able to analyze your spending patterns, solve "The Case of Your Missing Money" and draw up a realistic form for accounting for the missing money.

All you really need is about \$10 worth of materials. First, buy a daily journal. Special, daily expense logs, are tailored for business use, but for our purposes a 49 cent spiral-bound notebook small enough to fit in to your pocket or purse works fine. Second, buy a simple ledger book or columnar pad with one wide column on the left and at least six narrower columns ruled for entering figures. These plus a pocket calculator and a sharp pencil and you're ready to hunt for the missing money.