



Adult Mental Health Division
Representative Payee Program
Managing Your Money Worksheet

Consumer Name: _____ Date: _____

Each of us handles our money differently. This exercise is designed to help you to get a handle on your money management practices and to see where you can make changes if necessary.

1. When you want to purchase something and you do not have the cash, what do you do?

2. When you have extra money, where do you keep it? _____

3. How do you pay your monthly expenses? Cash___ Check___ Money order___ Other___

4. Where do you cash checks (bank, grocery store, check cashing service, etc.)? _____

5. What works well about your approach to managing your money? _____

6. What does not work well? _____

The following are some tips on making the most of your money.

1. To save money on your electric bill, turn off lights, TV, etc. when you leave a room and hang clothes if possible instead of using a dryer.
2. Wait for sales before making purchases.
3. Only buy things that you and your family really NEED.
4. Cut back on eating out. Take home lunch to work or school.
5. Make a shopping list before going shopping & avoid shopping for food when you are hungry.
6. Do not cash your checks at check cashing stores to avoid check cashing fees.
7. If you smoke, buy tobacco in bags and roll your own cigarettes.
8. Try to make appointments and shopping trips on the same days to save on gasoline or other means of transportation.

What other ways can you think of to make the most of your money? List some ideas below.
