ChecklistGuro

Financial Case Management Checklist Template

Client Intake & Assessment

Initial data gathering and assessment of client's financial situation.

Client Background & History

Write something...

Annual Gross Income

Enter a number...

Estimated Monthly Expenses

Enter a number...

Employment Status

- [ ] Employed
- [ ] Unemployed
- [ ] Self-Employed
- [ ] Retired

Date of Initial Contact

Enter date...

Primary Financial Concerns

- [ ] Debt Management
- [ ] Budgeting
- [ ] Credit Repair
- [ ] Retirement Planning

Client's Goals (Brief Summary)

Write something...

Budget Creation & Analysis

Developing a realistic budget and analyzing spending patterns.

Monthly Income (Net)

Enter a number...

Monthly Rent/Mortgage Payment

Enter a number...

Monthly Utilities (Estimate)

Enter a number...

Monthly Food Expenses

Enter a number...

Monthly Transportation Costs

Enter a number...

Monthly Debt Payments (Minimum)

Enter a number...

Monthly Entertainment/Recreation

Enter a number...

Monthly Healthcare Expenses

Enter a number...

Debt Management Strategies

Planning and implementing strategies to manage and reduce debt.

Debt Prioritization Method

- [ ] Highest Interest Rate
- [ ] Smallest Balance
- [ ] Avalanche Method
- [ ] Snowball Method

Total Outstanding Debt

Enter a number...

Monthly Debt Payments

Enter a number...

Debt Negotiation Start Date

Enter date...

Notes on Debt Negotiation Strategy

Write something...

Debt Consolidation Option (if applicable)

- [ ] Personal Loan
- [ ] Balance Transfer Credit Card
- [ ] Home Equity Loan
- [ ] Not Applicable

Interest Rate (Consolidated Loan/Credit Card)

Enter a number...

Credit Report Review & Repair

Analyzing credit reports, identifying errors, and developing a plan for credit improvement.

Credit Report Retrieval Date

Enter date...

Summary of Credit Report Findings

Write something...

Identified Credit Report Errors?

- [ ] Incorrect Account Information
- [ ] Duplicate Accounts
- [ ] Unauthorized Accounts
- [ ] Incorrect Balances
- [ ] No Errors Found

Detailed Description of Errors Identified

Write something...

Dispute Resolution Status

- [ ] Not Started
- [ ] In Progress
- [ ] Resolved
- [ ] Closed - No Action Needed

Dispute Submission Date (if applicable)

Enter date...

Correspondence with Credit Bureaus (Notes)

Write something...

Supporting Documentation (e.g., identity verification)

Upload File

Asset Identification & Protection

Identifying and safeguarding client assets.

Detailed Inventory of Bank Accounts

Write something...

Estimated Value of Real Estate

Enter a number...

Copies of Investment Statements

Upload File

Value of Vehicles (if applicable)

Enter a number...

Description of Personal Property (jewelry, collections, etc.)

Write something...

Ownership Structure (Sole, Joint, Trust)

- ☐ Sole Ownership
- ☐ Joint Ownership
- ☐ Trust
- ☐ Other

Financial Education & Resources

Providing financial literacy training and resources.

Explanation of Budgeting Basics

Write something...

Understanding Credit Scores & Reports

Write something...

Recommended Financial Literacy Website

- [ ] NerdWallet
- [ ] Investopedia
- [ ] Consumer Financial Protection Bureau
- [ ] Khan Academy

Relevant Financial Topics Discussed

- [ ] Debt Management
- [ ] Saving for Retirement
- [ ] Homeownership
- [ ] Investing
- [ ] Emergency Funds

Client Handouts/Resources

Upload File

Number of Educational Sessions Completed

Enter a number...

Goal Setting & Progress Tracking

Defining financial goals and monitoring progress towards achieving them.

Target Savings Amount

Enter a number...

Target Date for Savings Goal

Enter date...

Current Debt Amount

Enter a number...

Target Debt Reduction (Amount)

Enter a number...

Target Debt Reduction Date

Enter date...

Progress Toward Goal (Overall)

- [ ] On Track
- [ ] Slightly Behind
- [ ] Significantly Behind
- [ ] Completed

Notes on Progress & Challenges

Write something...

Documentation & Record Keeping

Maintaining accurate and complete records of all client interactions and financial plans.

Client Financial Assessment Notes

Write something...

Initial Financial Documents (Pay Stubs, Bank Statements)

Upload File

Document Review Date

Enter date...

Page Count of Key Documents

Enter a number...

Document Storage Location (Digital/Physical)

- [ ] Digital
- [ ] Physical

Summary of Reviewed Documents

Write something...

Reviewer Signature

Regular Review & Adjustments

Periodically reviewing the financial plan and making necessary adjustments based on changing circumstances.

Review Date

Enter date...

Summary of Current Financial Status

Write something...

Income Change (vs. Previous Review)

Enter a number...

Expense Change (vs. Previous Review)

Enter a number...

Significant Life Events?

- [ ] Yes
- [ ] No

Details of Life Events (if applicable)

Write something...

Goal Progress Assessment

- [ ] On Track
- [ ] Needs Adjustment
- [ ] Off Track

Notes/Recommendations for Adjustment

Write something...

Case Closure & Follow-Up

Finalizing the case and providing ongoing support as needed.

Case Closure Date

Enter date...

Summary of Case Outcomes & Results

Write something...

Client Satisfaction Level

- [ ] Very Satisfied
- [ ] Satisfied
- [ ] Neutral
- [ ] Dissatisfied
- [ ] Very Dissatisfied

Final Debt Balance (if applicable)

Enter a number...

Referral to Other Services (if applicable)

- [ ] Yes
- [ ] No

Notes on Potential Future Needs/Follow-Up

Write something...

Supporting Documents (if applicable)

Upload File