



Rhonda Sweeney

I can make bookkeeping services affordable for individuals that need help with managing their money!

*I'm a certified **QuickBooks Certified ProAdvisor** and can be your own **Personal Money Manager**.*

There are various reasons that may cause you to struggle with your money management.

Factors could include accountability based on your income, mental health, age or a busy lifestyle.

I can help with setting you up with management skills and resources that will make a difference in your life.



114 West Main Street
Durand, WI 54736
715-672-8093
www.numb3rsrus.com



NUMB3RS R US
Common Cents Bookkeeping & More

*It's All About the
Numbers!*

*...when it comes to your
Personal Finances*

**Daily Money
Management
Personal Budgeting
Individual Education**

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Daily Money Management

A Daily Money Manager does all the same things an accountant does for businesses, but for individuals.

This could be for a wide range of reasons including mental health, age, or a busy lifestyle.

We provide accountability, help avoid fees, family conflict and fraud.

We offer a variety of bookkeeping, financial and accounting services to get you on the right track when you are managing your money.

Each month we provide a detailed statement based on the level of the agreement. We can do this from your home or at our office.

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Services & Education

- ◆ Process mail & track expenses
- ◆ Process timely expense payment to avoid late fees
- ◆ Set up payment plans & work with creditors to reduce fees
- ◆ Reconcile the check book & credit cards
- ◆ Create & set up a budget that will help you get where you want to go
- ◆ Analysis of spending & asset management (*we do not invest but we can track value of your assets*)
- ◆ Organize & maintain files
- ◆ Monitor accounts for fraud
- ◆ Work with your tax accountant or personal representative
- ◆ And more!



Budgeting 101

Common categories that need to be addressed when budgeting:

- ◆ **Housing** - mortgage, rent, property taxes, repair
- ◆ **Transportation** - vehicle payment, warranty, maintenance & repairs
- ◆ **Food** - groceries, restaurant, pet
- ◆ **Utilities** - electric, water, phones, cable, internet
- ◆ **Clothing** - adult, children
- ◆ **Medical** - primary, urgent, dental, medication
- ◆ **Insurance** - health, home, life, auto, disability
- ◆ **Household Items/Supplies** - daily needs
- ◆ **Personal** - hygienic, babysitter, memberships, subscriptions
- ◆ **Debt** - personal, student loans, credit cards
- ◆ **Retirement** - financial planning, investing
- ◆ **Education** - college, supplies, books
- ◆ **Savings** - emergency, big purchases, other
- ◆ **Entertainment** - games, concerts, vacations