



Rhonda Sweeney

I hold a Bachelor's degree in Accounting and Masters Degree in Business Management.

With over 25 years of experience in bookkeeping for small business and individuals, I come prepared to bring solutions to the table!

Let me take the stress out of bill Handling so you can focus on family, business and play.



309 3rd Ave W Suite C
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NUMB3RS R US
Common Cents Daily Money Management

*It's All About
the Numbers!*

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

Budget & Debt Management
Daily Money Management
Mail Handling & Bill Payment
Power of Attorney
Trustee or Executor

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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, travel, military service or a busy lifestyle.

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

We offer a variety of services to get you on the right track and keep you there to help you manage your money.

We believe in transparency so each month we provide a detailed statement to our clients. We can

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Services & Education

- ◆ Process mail & track expenses
- ◆ Notary Public
- ◆ Small Business Bookkeeping
- ◆ 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
- ◆ Power of Attorney, Trustee, 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