

MONEY MANAGEMENT

Personal Finances

(NAPSA)—When it comes to managing your household income and expenses, it can help to handle your personal bookkeeping the way that professionals do—with proper accounting tools, instead of just sticking receipts in envelopes. Not only can this mean less hassles come April 15, but it can give you more free time for the things you enjoy.



Applying a business mentality to personal finances can make bookkeeping easier.

One helpful tool is the Dome Household Budget File. This budget book includes pockets for filing bills, receipts, etc. It also contains money-saving budget information, plus national averages for comparison purposes.

Another useful item is the Dome Tax Deductions File, an easy-to-use record of all personal tax-deductible expenses. It simplifies the filing of federal and state tax returns for individuals, and has pockets for storing important papers.

Both books are undated, so you can start using them whenever it suits your accounting purposes. To learn more or to browse the company's catalog of books and software, visit www.domeproducts.com.