

**TRUSTED  
PROFESSIONALS  
HELPING YOU  
NAVIGATE BILLS,  
BUDGETS & RECORD  
KEEPING**

*The involvement of an outsider in personal financial affairs may be too intimidating for some, but most clients find that once they have established a relationship with their DMM, they don't know how they managed without one. As the American population continues to change in both age and lifestyle, Daily Money Management services are becoming a mainstay. The American Association of Daily Money Managers hopes to lead the emergence of this profession in a positive manner.*

## **What is a Daily Money Manager?**

The American Association of Daily Money Managers (AADMM) is a national membership organization representing individuals and businesses in the growing profession of daily money management. These professionals provide personal financial services to seniors and older adults, people with disabilities, busy professionals, high net worth individuals, small business owners and others. A daily money manager (DMM) brings clarity and order to an individual's daily management of personal bills, budgets and record keeping.

The expertise of DMMs covers a broad range of tasks. The actual work they do depends on client need; however, the scope of services generally includes:

- Bill paying, including calls to payees regarding incorrect bills and preparation of checks for client signature.
- Reconciling checking accounts and investment statements.
- Preparing and making bank deposits.
- Organizing tax documents.
- Negotiating with creditors.
- Reviewing medical insurance papers and verifying proper processing of claims.
- Providing general organizational assistance.
- Referring clients to legal, tax, and investment professionals and to community resources.

Some, but not all DMMs will also provide additional services, such as:

- Notary services.
- Accepting responsibility to act as power-of-attorney or representative payee for Medicare.
- Preparation of payroll checks for home employees including calculation of Federal and state withholding and FICA taxes.
- Financial counseling.
- Preparing budgets of spending plans.
- Preparing plans to reduce debt.