

The four **USES** of cash

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We know it's important to have cash available for our everyday spending needs as well as for the inevitable rainy day. However, many of us have never taken the time to understand how much we really need.

And while it may seem like a good problem to have, having too much of your savings sitting in cash can be an issue, especially when you're investing for long-term goals such as retirement. Ultimately, your cash strategy can be a key factor in your long-term financial success.

To determine the role of cash in your financial life and how much you should have, we use the acronym USES:

U

Unexpected expenses and emergencies: Cash used for situations such as a job loss, a home repair or an unplanned medical expense

S

Specific short-term savings goal: Cash dedicated for a goal that will occur within the next year or so, such as a wedding or vacation

E

Everyday spending: Cash used to provide for your lifestyle, including day-to-day spending needs such as groceries, utilities, entertainment and your mortgage/debt payments

S

Source of investment: Cash used as an asset class and as a source for investment opportunities

The priority of these pieces may change depending on your goals and objectives. For example, younger individuals who have a regular paycheck may find that building a fund for the unexpected may be the biggest priority. For retirees, the first goal may be to ensure you have enough for your everyday spending.

Benefits of USES

By viewing your cash based on its USES, you can:

- Be confident you have enough cash on hand to meet your day-to-day living expenses as well as for the unexpected
- Determine the cash that can be used as a source of investment for your long-term goals
- Provide a cushion for your spending needs and emergencies to help avoid selling longer-term investments during a short-term market decline

How much should you have?

Cash has benefits and trade-offs. It provides for your current spending needs and can serve as a cushion for the unexpected. On the other hand, cash generally earns a very low interest rate, which can make it a poor vehicle to achieve your long-term investment goals. Each stage of life is an opportunity for a new chapter that you get to write. So, it's important to have the appropriate amounts in each of the categories.

As you'll see, our guidance for appropriate amounts of cash depends on whether you are still employed. Do you receive a regular paycheck, or does your income come from Social Security and investments? Since these situations are different, we provide different guidance for each where appropriate.

	Pre-retirees	Retirees
U Unexpected expenses and emergencies	Three to six months of total expenses	
S Specific short-term savings goal	Amount needed is based on your specific short-term savings goal(s)	
E Everyday spending	One to two months of total expenses (refreshed by your next paycheck)	12 months of total expenses, minus income from outside sources
S Source of investment	0%-5% of your investment portfolio	

U

Unexpected expenses and emergencies

Description:

This includes cash for unexpected and necessary expenses or to cover your necessary expenses after a temporary loss of income. This includes, for example, a job loss, a home repair or an unplanned medical expense. This cash should be held in easily accessible, principal-protected accounts. While avoiding investment risk, favor accounts that earn some yield. While outside credit sources can supplement your emergency cash, they should not be viewed as a replacement for it.

Establishing an emergency fund can help prevent the need to sell long-term investments, invade your retirement accounts or take on debt to meet a short-term cash need. Eliminating the need to sell long-term investments can be especially valuable during a short-term market decline, when these investments may be down in value. You may be better prepared to stick to your long-term investment strategy knowing you have cash set aside for the unexpected.

Recommendation:

At least three to six months of total expenses

For most individuals (whether before or in retirement), having three to six months of total expenses in emergency savings is appropriate. The specific amount to target depends partly on your risk of having unexpected expenses and, if working, your risk of a temporary loss in income. Consider, for example, the insurance coverage (health, home, auto, etc.) you have and how likely you are to use it, the amount of property you own that might need unexpected repairs, your job security or how many earners are in your household. In addition, think about how much you value the peace of mind of being able to weather extreme or multiple emergencies. The higher your risks and/or the more peace of mind you want, the closer to six months (or even longer) you should be.

S

Specific short-term savings goal

Description:

Cash earmarked for a specific purchase or goal in the next year or two, such as a vacation, wedding, car, etc. This cash would be held in a savings account, money market or short-term CD.

While this cash could be mixed in with your everyday cash, it is often separated (at least mentally), so you know what is targeted for this specific goal. Some people even have dedicated accounts —

one for each goal. For longer-term goals (three to five years or more), we recommend considering investments with growth potential instead of keeping the money in cash.

Recommendation:

We know your financial needs may change. Work with your dedicated financial advisor to estimate the amount you need as well as the appropriate savings vehicle for your specific goal.

E

Everyday spending

Description:

This is the cash used to pay your day-to-day expenses. It is usually held in a checking or cash management account and should be easily accessible and principal-protected.

To find out how much is enough, it's important to start with a word that makes some of us cringe — "budget." But budgets don't have to be intimidating. In fact, they can help you see where you spend your cash, which could help:

- Potentially highlight areas where you could reduce your spending
- Determine how much you may have available to invest for your long-term goals

Recommendation:

Pre-retirees — One to two months of total expenses

For pre-retirees, your everyday cash is replenished every couple of weeks by your paycheck. Therefore, having one to two months of total expenses in cash provides for your ongoing spending needs. Anything above and beyond your expenses (and your emergency cash) can be directed to your investment accounts.

Retirees — 12 months of total expenses, minus any amount received from outside income sources such as Social Security, pensions and annuities

We believe it's important to have about a year's worth of living expenses in cash, after subtracting income from outside sources such as Social Security or a pension. For example, if you have annual expenses of \$60,000 and receive \$20,000 from Social Security and \$10,000 from a fixed annuity, you should have \$30,000 in cash for everyday spending.

In addition to your everyday cash, we also recommend building a ladder of CDs or other short-term investments that will mature annually over the next three to five years, which would serve as the short-term portion of your fixed income in your portfolio. This could help ensure your near-term expenses are covered should a short-term market decline occur. It could also help prevent having to sell your long-term investments to provide for your income needs when your investments are down in value.¹

¹ Investors must evaluate whether a bond or CD ladder and the securities held within it are consistent with their investment objectives, risk tolerance and financial circumstances.

S

Source of investment

Description:

Cash can play a role as part of a well-diversified investment portfolio. This role is typically one of the following:

- A strategic cash allocation as part of your portfolio's asset allocation — cash can be viewed as a distinct asset class. It tends to behave differently from other asset classes, such as stocks and bonds, and therefore, can provide some diversification benefits.
- A temporary allocation to cash targeted for future investment — you may have cash you have recently deposited in your investment account, or from an investment that has matured that you are targeting for reinvestment.

Recommendations:

Strategic allocation

Based on our outlook for interest rates, the markets and the economy, we recommend about 0%–5% of your overall investment portfolio in cash. This recommendation may be adjusted as our long-term outlook changes.

Temporary allocation

This is temporary cash, so it should be invested based on a schedule you have established with your financial advisor.

Since this is cash you are targeting for reinvestment, you may wonder when is the right time to invest. In our view, the best time to invest is when you have the money available. One way to take timing (as well as emotions) out of the investing decision is through dollar-cost averaging (DCA). DCA is a strategy designed to help you purchase more shares when prices are low and fewer

shares when prices rise.² It can help smooth out the price you pay for your investment (i.e., cost averaging) as well as help maintain discipline in your investing decisions.

Using cash wisely

Cash has many USES, whether it is providing for an unexpected event, a short-term savings goal, your everyday expenses or even a source of investment. By ensuring you have each of these areas covered, you can better focus on your longer-term goals, including preparing for retirement and paying for education. Schedule some time with your financial advisor to review your USES of cash.

² Dollar-cost averaging does not ensure a profit or protect against loss. Investors should consider their willingness to keep investing when share prices are declining.

The risk of not investing

Some people hold too much in cash, viewing it as a safe haven against the risk of a market decline.

But cash is not risk-free. There are also risks of not investing. If this cash is designated for long-term goals such as retirement or education, you may face an even bigger risk than a short-term decline. In fact, the biggest risk you face isn't a temporary pullback in the market — it's the possibility of not reaching your long-term goals.

If you have your cash needs covered as outlined in the USES framework, then it is important to focus on the growth necessary to help achieve your long-term investment goals.