

Budget Worksheet

Income	Amount	Description/Frequency
Job 1 _____	_____	_____
Job 2 _____	_____	_____
Job 3 _____	_____	_____
Job 4 _____	_____	_____
Misc Income _____	_____	_____
Bonuses _____	_____	_____
Interest _____	_____	_____
Dividends _____	_____	_____
Rents _____	_____	_____
Alimony _____	_____	_____
Child Support	_____	_____
Unemployment	_____	_____
Social Security	_____	_____
Pensions	_____	_____
Disability Income	_____	_____
Other _____	_____	_____
 Total Monthly Income:	_____	
 Total Annual Income:	_____	

Expenses	Amount	Description/Frequency
<u>Savings:</u>		
Charitable Gifts	_____	_____
Emergency Fund/Savings	_____	_____
College Savings	_____	_____
Retirement Account	_____	_____
<u>Housing:</u>		
First Mortgage	_____	_____
Second Mortgage	_____	_____
Real Estate Taxes	_____	_____
Homeowners Insurance	_____	_____
Repairs/Maintenance	_____	_____
Other _____	_____	_____
<u>Utilities:</u>		
Electricity	_____	_____
Water	_____	_____
Gas/Oil/Propane	_____	_____
Phone	_____	_____
Trash	_____	_____
Cable/Satellite TV	_____	_____
Other Housing _____	_____	_____
<u>Food:</u>		
Groceries	_____	_____
Eating Out	_____	_____

Transportation:

Car Payment 1 _____

Car Payment 2 _____

Gasoline _____

Repairs and Tires _____

Auto Insurance _____

Registration Fees _____

Auto Replacement _____

Misc. _____

Other _____

Clothing:

Adults _____

Children _____

Medical:

Health Insurance _____

Disability Insurance _____

Doctors _____

Dentist _____

Optometrist _____

Medicine _____

Personal:

Life Insurance _____

Child Care _____

Baby Sitter _____

Toiletries _____

Cosmetics _____

Hair Care _____

Education - Adults _____

Education – Children _____

School Supplies _____

Subscriptions _____

Organization Dues _____

Christmas Gifts _____

Birthday Gifts _____

Cell Phone 1 _____

Cell Phone 2 _____

Spending Money _____

Supporting Others _____

Misc. _____

Other _____

Other _____

Other _____

Recreation:

Entertainment _____

Vacation _____

Other _____

Obligations:

Alimony _____

Child Support _____

Debts:

Credit Card 1 _____

Credit Card 2 _____

Credit Card 3 _____

Credit Card 4 _____

Credit Card 5 _____

Credit Card 6 _____

Store Card 1 _____

Store Card 2 _____

Store Card 3 _____

Student Loan 1 _____

Student Loan 2 _____

Other _____

Other _____

Other _____

Other _____

Total Monthly Expenses _____

Total Monthly Income: _____

Total Monthly Expenses - _____

Difference = _____

If the amount in difference is a negative number, then you are overspending by this amount. You need to adjust your monthly expenses so that you are no longer overspending.

If the amount in difference is a positive number, congratulations, you are spending less than you make. This money should be used to build an emergency fund, pay down debt, and save for future goals.

Budget Worksheet Instructions:

On the first page (income) write in the amount of net income per month on the amount line. Write a description of the payment on the description/frequency line.

To calculate monthly amounts:

For weekly payments, multiply the amount by 52. Divide the answer by 12.

For twice monthly payments multiply the amount by 2.

For every other week payments multiply the amount by 26. Divide the answer by 12.

Add up all the amounts and place the answer in the Total Monthly Income blank. This is the total amount of money you have available to spend every month.

Multiply the Total Monthly Income by 12 and place the answer in the Total Annual Income. This is the total amount of spendable income you have available for the whole year.

I suggest you use pencil for the next section:

On the following pages (expenses) write in the total amount you spend per month for each item listed. If you have items not listed, use the other blank for the category it belongs in (make sure to write in what it is next to the word other).

Add up all the amounts and place the answer in the Total Monthly Expenses blank. This is the amount of money you spend every month.

Next place the total amount of monthly income from the first page in the blank for Total Monthly Income. Place the total monthly expenses from the expense section (just above this section) in the Total Monthly Expenses blank. Subtract Total Monthly Expenses from Total Monthly Income; write the answer in the Difference blank. If the amount in difference is a negative number, then you are overspending by this amount. You need to adjust your monthly expenses so that you are no longer overspending.

If the amount in difference is a positive number, congratulations, you are spending less than you make. This money should be used to build an emergency fund, pay down debt, and save for future goals.