



MAKE A BUDGET WORKSHEET



This worksheet will help you track your spending and create a spending plan to help you reach your financial goals. This is a **monthly** budget but you may find that you have some income and expenses that occur less often like car insurance or getting a tax return. If this is true, divide the total expense by how often you pay it. For example, if you pay \$350 in car insurance every 6 months, take $\$350 \div 6 = \58.33 per month. Include this monthly expense into your budget.

Income Source	Monthly Total
Paycheck(s) net pay AFTER taxes	\$
Tax Return (annual amount \div 12)	\$
Other Income (Child Support, Alimony, Food Stamps, etc):	\$
	\$
Total Monthly Income	\$

Fixed Expenses	Monthly Total	
Housing	Rent/Mortgage	\$
	Renter's Insurance/Homeowner's Insurance	\$
	Property Taxes (annual amount \div 12)	\$
	Electricity (monthly average)	\$
	Gas (monthly average)	\$
	Water/Sewer (monthly average)	\$
	Garbage	\$
	Internet	\$
	Cable/Satellite	\$
	Phone	\$
Auto	Auto Payment	\$
	Auto Insurance	\$
	Auto Maintenance (typically \$20-\$50 per month)	\$
	Other	\$
Health	Health Insurance	\$
	Life Insurance	\$
	Monthly Prescriptions	\$
	Gym Membership	\$
Kids	Child Care	\$
	Child Support	\$
	Other	\$
Savings	Emergency Savings	\$
	Retirement Savings (only track if taken out AFTER taxes)	\$
	Other	\$
Other	Other (Credit Cards, Personal Loans, Alimony, Student Loans):	\$
		\$
		\$
		\$
Total Monthly Fixed Expenses		\$

	-		=	
Income		Fixed Expenses		Amount Left for Variable Expenses



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Variable Expenses

Monthly Total

Home Repairs (estimate 1% home value ÷ 12)	\$
Groceries	\$
Meals Out	\$
Gas	\$
Public Transportation	\$
Parking and Tolls	\$
Pet Supplies	\$
Grooming	\$
Clothing and Shoes	\$
Laundry	\$
Beauty/Personal Care	\$
Additional Medical Expenses/Co-pays	\$
Educational Expenses (Tuition, Sports, Activities, etc.)	\$
Entertainment	\$
Vacations	\$
Money Given or Sent to Family	\$
Donations/Charity	\$
Gifts	\$
Tax Payment (annual amount ÷ 12)	\$
Other Expenses	\$
Total Monthly Variable Expense	\$

	-		=	
Amount Left From Pg. 1		Variable Expenses		Amount Left For Extra Debt Payoff, Savings, or Lifestyle

Extra Savings, Debt Payment, etc.	\$
	\$
	\$
	\$
Final Balance (to have a balanced budget, your final balance should be \$0)	\$

If you have a **positive** amount left over, think about contributing more to savings, retirement or paying off debt.

If you have a **negative** amount left over, you may need to cut some of your expenses. For some great ideas, check out the Consumer Federation of America publication "66 Ways to Save Money" at <http://www.consumerfed.org/pdfs/66ways.pdf>.