

MY BUDGET

HOUSING	
Expenses	Monthly
Mortgage/Rent	\$ _____
Second Mortgage/ Home Equity	\$ _____
Property Taxes	\$ _____
Insurance	\$ _____
Association Dues	\$ _____
Other _____	\$ _____

UTILITIES	
Expenses	Monthly
Gas	\$ _____
Electric	\$ _____
Telephone Landline	\$ _____
Cell phone(s)	\$ _____
Internet/Cable	\$ _____
Water/Sewage/Trash	\$ _____
Other _____	\$ _____

TRANSPORTATION	
Expenses	Monthly
All Vehicle Payments	\$ _____
All Vehicle Payments	\$ _____
Vehicle Gas	\$ _____
Vehicle Insurance	\$ _____
Vehicle Maintenance	\$ _____
Other _____	\$ _____

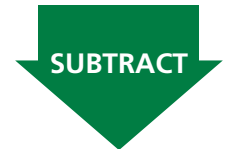
SAVINGS	
Expenses	Monthly
Savings	\$ _____
Retirement/Investments	\$ _____
Other _____	\$ _____

DEBT	
Expenses	Monthly
Total Credit Cards	\$ _____
Misc. Debt	\$ _____
Student Loans	\$ _____
Medical Debts	\$ _____
Other _____	\$ _____

LIVING EXPENSES	
Expenses	Monthly
Groceries	\$ _____
Work Lunch	\$ _____
School Lunch	\$ _____
Household/Toiletries	\$ _____
Tobacco/Alcohol	\$ _____
Medical/Life Insurance	\$ _____
Medical/Doctor	\$ _____
Medications	\$ _____
Clothing/Laundry	\$ _____
Hair/Nails	\$ _____
Pet/Medical	\$ _____
Children Allowance	\$ _____
Tuition/Books	\$ _____
Movies/Concerts	\$ _____
Misc Entertainment	\$ _____
Dining Out	\$ _____
Holidays/Birthdays	\$ _____
Church/Donations	\$ _____
Sports/Recreation	\$ _____
Hobbies	\$ _____
Childcare/Alimony	\$ _____
Trips/Vacations	\$ _____
Other _____	\$ _____
Other _____	\$ _____

Total Monthly Expenses	\$ _____
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Total Monthly Income
Include <i>after</i> tax income: wages, part time, government assistance, pension, social security, etc.
\$ _____



Total Monthly Expense
\$ _____



Budget Surplus/Deficit
\$ _____



MY BUDGET PROCESS



COMPLETE

Estimate each monthly expense. *(Strive for accuracy)*

Fill in Total Monthly Income. *(include take-home pay and all sources of income)*

Subtract Total Monthly Expense.
 ➔ Surplus or Deficit?

What if my expense is not monthly?

Non-Monthly Expense	What to Do	By What Number	Monthly Expense
Weekly (groceries, gasoline)	X	4	= monthly expense
Quarterly (water, etc.)	÷	3	= monthly expense
Semi-Annually (auto Insurance)	÷	6	= monthly expense
Annually (vacations, gifts)	÷	12	= monthly expense



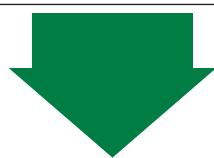
BALANCE

Key to success - live within your means.

Pay yourself first by trying to save 10% of your income.

Decide what your family's most important goals are. Think about your wants vs. your needs.

Result	What to do
Surplus (income greater than expenses)	<ul style="list-style-type: none"> • Add to savings • Save for goals
Deficit (expenses greater than income)	<ul style="list-style-type: none"> • Increase incomes • Decrease expenses • Both
Balance (income = expenses)	<ul style="list-style-type: none"> • Always aim to include • Savings in your budget



TRACKING & ADJUSTING

Keep track of actual spending. (save receipts, use a notebook, computer or app)

Record monthly expense totals on the My Budget worksheet.

Hold meetings with family and adjust spending to balance the budget.

Utilities	Turn off lights; use energy star appliances; unplug appliances when not in use; turn down heat; turn up air conditioning; insulate; use LED bulbs.
Transportation	Shop vehicle insurance; keep proper air pressure in tires; car pool; public transportation; combine errands; walk.
Debt	Keep debt low; make arrangements to pay off old debt; carefully evaluate taking on new debt.
Expenses	Buy sale items; take lunch to work; limit entertainment and dining out expenses.

