

DIRECTIONS FOR MONTHLY BUDGET *plan*

Keeping track where your money is going each month.

FIRST

Write down your monthly take-home pay

 MONTHLY TAKE-HOME PAY \$ \$5,000

SECOND

Estimate and write down the planned amount of money you hope to spend in each category.

*Suggested percentage of budget category.
Combined categories equal 100%.*

SHOPPING	Planned	Spent
Shopping	\$600	
Other _____	\$175	

Total (2-10%)	\$775	

THIRD

Do the math for a zero balance budget. Enter your take-home pay. Add up all planned categories and enter into category totals. Subtract the category totals from your take-home pay. You should have a balance of zero.

Take-Home Pay		<u>\$5,000</u>
	-	
Category Totals		<u>\$5,000</u>
	=	
Zero Balance		<u>\$0</u>

FOURTH

Fill out what you actually spent in the spent column. That will give you insight if you have to make adjustments in the following months.

SHOPPING	Planned	Spent
 Shopping	\$600	\$647
Other _____	\$175	\$122

Total (2-10%)	\$775	\$769

MONTHLY BUDGET *plan*

MONTHLY TAKE-HOME PAY \$ _____

GROCERY & DINING

	Planned	Spent
Groceries	_____	_____
Restaurants	_____	_____
_____	_____	_____
Total (5-15%)	_____	_____

CLOTHING & PERSONAL CARE

	Planned	Spent
Clothing	_____	_____
Hair	_____	_____
Gym	_____	_____
Personal	_____	_____
Other _____	_____	_____
_____	_____	_____
Total (2-10%)	_____	_____

ENTERTAINMENT

	Planned	Spent
Activities/Events	_____	_____
Other _____	_____	_____
_____	_____	_____
Total (2-10%)	_____	_____

HOUSING & UTILITIES

	Planned	Spent
Mortgage/Rent	_____	_____
Water	_____	_____
Natural Gas	_____	_____
Electricity	_____	_____
Cable/Internet	_____	_____
Insurance	_____	_____
Other _____	_____	_____
_____	_____	_____
Total (25-35%)	_____	_____

SAVINGS & CONTRIBUTIONS

	Planned	Spent
Savings	_____	_____
Emergency Fund	_____	_____
Giving	_____	_____
_____	_____	_____
Total (5-10%)	_____	_____

DEBT	Planned	Spent
Credit Card 1		
Credit Card 2		
Credit Card 3		
Student Loan		
Medical Bill		
Personal Loan		
Other _____		
Other _____		
Other _____		

Total (2-10%)		

HOUSEHOLD NEEDS	Planned	Spent
Furniture		
Decor		
Pet Care		
Other _____		

Total (2-10%)		

SHOPPING	Planned	Spent
Electronics		
Phone		
Other _____		

Total (2-10%)		

TRANSPORTATION	Planned	Spent
Vehicle Payment		
Insurance		
Gas		
Maintenance		

Total (10-15%)		

Once you complete filling out each category, subtract all category totals from you take-home pay.

KID CARE	Planned	Spent
Childcare		
Education		
Doctor		

Total (15-20%)		

Take-Home Pay _____

- _____

Category Totals _____

Zero Balance = _____

