

Monthly Expenses Worksheet

How do you typically spend your money? In other words, how do you live your life every month? The following worksheet divides spending into fixed and flexible expenses:

Fixed expenses. These are expenses that you must pay regularly as part of your basic needs. If an expense occurs every month but the amount varies from month to month, enter a typical amount.

Flexible expenses. These are items or activities that either don't occur every month, or that you can control how much to spend and when to spend it.

As you complete this chart, you must decide whether each of your expenses is a "fixed expense" or a "flexible expense." If the expense is "fixed," put the amount in Column A. If the expense is "flexible," put the amount in Column B.

- ❑ **Record an expense in Column A** ("Fixed") if there is no reasonable way to change the amount you are spending for this item. One example of a fixed expense might be your rent.
- ❑ **Record an expense in Column B** ("Flexible") if there's a possibility you could change the amount you're spending. Movie and restaurant expenses might belong in the "flexible" column.

		A	B		
Expense Category	Expense Item	Current Fixed Expenses	Current Flexible Expenses		
SAMPLES					
Entertainment	Restaurants		\$200		
Home	Rent	\$600			
Home	Water/Sewer	\$50			
Housing					
	Rent or Mortgage				
	Maintenance or Condo Fee				
	Lawn and Gardening Expenses				
	Housing Cleaning Expenses				

Utilities					
	Electric				
	Gas or Oil				
	Water/sewer				
	Garbage				
	Telephone				
	Internet Account				
Food					
	Groceries (average bills)				
	Restaurants				
	Snacks (coffee, etc.)				
	Entertaining (food and beverage)				
Transportation					
	Car Payment or Lease				
	Gas				
	Subway, Bus or Train				
Medical					
	Health Insurance				
	Regular Prescriptions				
	Out-of-pocket Medical Expenses				
	Fitness Programs				
Appearance					
	Clothing Purchases				
	Dry Cleaning				
	Hair Care				
	Shoe Repair				
Entertainment					
	Movies				
	Video Rentals				
	Cable Television				
	Sports – Golf, etc.				
	Theater, concerts				

Savings					
	Retirement Contributions				
	Savings Contributions				
	Reserve Fund Contribution				
Debt payments					
	Credit Card Payments				
	Payment of Other Debt				
Other					
	If self-employed, business expense				

Calculate Your Total Monthly Expense:

Total from Column A: \$ _____
Total from Column B: + \$ _____
Equals Total Monthly Expenses: \$ _____