Monthly Cash Flow Plan (Instructions)

Every single dollar of your income should be allocated to some category on this form. When you're done, your total income minus expenses should equal zero. If it doesn't, then you need to adjust some categories (such as debt reduction, giving, or saving) so that it does equal zero. Use some common sense here, too. Do not leave things like clothes, car repairs, or home improvements off this list. If you don't plan for these things, then you're only setting yourself up for failure later.

Yes, this budget form is long. It's *really* long. We do that so that we can list practically every expense imaginable on this form to prevent you from forgetting something. Don't expect to put something on *every* line item. Just use the ones that are relevant to your specific situation.

Every main category on this form has subcategories. Fill in the monthly expense for each subcategory, and then write down the grand total for that category. Later, as you actually pay the bills and work through the month, use the "Actually Spent" column to record what you really spent in each area. If there is a substantial difference between what you budgeted and what you spent, then you'll need to readjust the budget to make up for the difference. If one category continually comes up over or short for two or three months, then you need to adjust the budgeted amount accordingly.

Use the "% Take Home Pay" column to record what percentage of your income actually goes to each category. Then, use the "Recommended Percentages" sheet (Form 6) to see if your percentages are in line with what we recommend.

Notes:

- An asterisk (*) beside an item indicates an area for which you should use the envelope system.
- The emergency fund should get all the savings until you've completed your full emergency fund of three to six months of expenses (Baby Step 3).
- Don't forget to include your annualized items from the "Lump Sum Payment Planning" sheet (Form 4), including your Christmas gift planning.



Monthly Cash Flow Plan (Form 5)

Budgeted	Sub		Actually	% of Take
Item	Total	TOTAL	Spent	Home Pay
CHARITABLE GIFTS				
SAVING				
Emergency Fund				
Retirement Fund				
College Fund				
HOUSING				
First Mortgage				
Second Mortgage				
Real Estate Taxes				
Homeowner's Ins.				
Repairs or Mn. Fee				
Replace Furniture				
Other				
UTILITIES				
Electricity				
Water				
Gas				
Phone				
Trash				
Cable				
*F00D				
*Grocery				
*Restaurants				
TRANSPORTATION				
Car Payment				
Car Payment				
*Gas and Oil				
*Repairs and Tires				
Car Insurance				
License and Taxes				
Car Replacement				
PAGE 1 TOTAL				

Monthly Cash Flow Plan (Form 5 – continued)

Budgeted Item	Sub Total	TOTAL	Actually Spent	% of Take Home Pay
*CLOTHING				
*Children				
*Adults				
*Cleaning/Laundry				
MEDICAL/HEALTH				
Disability Insurance				
Health Insurance				
Doctor Bills				
Dentist				
Optometrist				
Medications				
PERSONAL				
Life Insurance				
Child Care				
*Baby Sitter				
*Toiletries				
*Cosmetics				
*Hair Care				
Education/Adult				
School Tuition				
School Supplies				
Child Support				
Alimony				
Subscriptions				
Organization Dues				
Gifts (incl. Christmas)				
Miscellaneous				
*Blow Money				
PAGE 2 TOTAL				



Monthly Cash Flow Plan (Form 5 – continued)

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Budgeted	Sub	TOTAL	Actually	
Item	Total	TOTAL	Spent	Home Pay
RECREATION				
*Entertainment				
Vacation				
DEBTS (Hopefully -0-)				
Visa 1				
Visa 2				
Master Card 1				
Master Card 2				
American Express				
Discover Card				
Gas Card 1				
Gas Card 2				
Dept. Store Card 1				
Dept. Store Card 2				
Finance Co. 1				
Finance Co. 2				
Credit Line				
Student Loan 1				
Student Loan 2				
Other				
 Other				
PAGE 3 TOTAL				
PAGE 2 TOTAL				
PAGE 1 TOTAL				
GRAND TOTAL				
3				
TOTAL HOUSEHOLD INCOME				
		ZERO		