

BUDGET PLANNER

NAME: _____

DATE: _____

“Annual income twenty pounds, annual expenditure nineteen nineteen six, result happiness. Annual income twenty pounds, annual expenditure twenty pounds ought and six, result misery”.

Mr Micawber, *from* David Copperfield by Charles Dickens.

One of the most important steps in organising your financial affairs is to work out a budget for your anticipated living expense requirements. Whether you are in the wealth accumulation stage of your life or planning for retirement, this is not just important, it is ESSENTIAL. Unless you undertake this exercise, you can easily overestimate or (worse) underestimate your future expenditure.

The best way to get close to the right answer is to record your *actual* expenses as they occur. However, where you don't have time or inclination to do this, a close examination of your cheque book records, credit card statements, bank accounts and household expenses file will help.

To assist in this process, we have developed a very comprehensive list of possible areas of expense, many of which may not apply in your particular circumstances. These have been set out under 18 Expense Categories in the attached set of Budget Planner Worksheets.

Instructions to Complete Budget Planner

You should look over the Worksheets before you start, to familiarise yourself with the Categories and Expense Items under each. It is also both useful and therapeutic to cross out those Expense Items which do not apply to your situation, before you start. Record or estimate each applicable expense on a weekly, fortnightly, monthly or annual cost basis. Convert the weekly, fortnightly and monthly figures to an annual figure, then write the annual figure in the Annual column. You should then transfer the sub totals for each Expense Category to the Summary of Annual Budget page. The addition of all annualised totals will produce your Annual Budget figure.

Once you have completed this exercise, both you and your advisor can work with much greater knowledge and confidence in designing a Financial Plan to provide sufficient income to meet your needs.

It is a good idea to undertake this exercise on an annual basis. Remember, the first time is always the hardest – it is much easier the second time around. This will then allow you to plan your income to match your anticipated expenses each year and your Financial Plan can be adjusted to provide for expected changes.

Balancing your budget is essential – you don't want to have too little income, nor do you want too much income or you'll end up paying unnecessary tax. Keeping track of what you spend and what you receive is the basis of sound financial planning. The small amount of effort involved will ensure you stay in control of your finances and help your adviser to help you.

With Compliments



BUDGET PLANNER WORKSHEET - 1

Expense Item	Present Costs *				Est'd for Retirement - Annual
	Weekly	F'nightly	Monthly	Annual	
1. Housing Repayments / Rent					
Housing Loan Repayments					
Rent / Board					
Other					
TOTAL Housing Repayments / Rent				\$	\$
2. Utilities / Rates					
Electricity					
Gas					
Telephone – Home					
– Mobile					
Council Rates & Levies					
Water, Sewerage					
Body Corporate					
Other					
TOTAL Utilities / Rates				\$	\$
3. Household / Home Maintenance					
Home & Contents Insurance					
Home Maintenance, Repairs					
Furniture / Furnishings / Homewares					
Appliance Purchases, Repairs					
Home Help (Ironing, Cleaning etc)					
Lawn, Garden Expenses					
Cleaning (Carpet, Housewash, Windows)					
Tools, Garden Equipment					
Pool Expenses					
Security Monitoring					
Pest Control					
Other					
TOTAL Household / Home Maintenance				\$	\$
4. Food etc.					
Food (Groceries, Meat, Fruit & Vegetables)					
Takeaways					
Alcohol					
Tobacco					
Other					
TOTAL Food etc.				\$	\$
5. Pets					
Food					
Veterinary					
Medications, Supplies					
Registration					
Boarding, Kennel Costs					
Other					
TOTAL Pets				\$	\$

** Convert all Weekly, Fortnightly and Monthly Figures to an Annual Figure, to go into Annual Column*

BUDGET PLANNER WORKSHEET – 2

Expense Item	Present Costs *				Est'd for Retirement - Annual
	Weekly	F'nightly	Monthly	Annual	
6. Transport					
Car Lease / HP / Loan Repayments					
Registration					
Boat / Trailer / Van Registration					
RACQ					
Insurance					
Petrol, Oil					
Servicing, Repairs, Tyres, Carwashes					
Fares (Bus, Rail, Ferry, Taxis)					
Parking Fees, Toll Charges, Fines					
Other					
TOTAL Transport				\$	\$
7. Clothing / Grooming					
Clothing, Footwear - Father					
- Mother					
- Children					
Hairdresser / Barber					
Toiletries / Cosmetics					
Drycleaning, Laundry					
Other					
TOTAL Clothing / Grooming				\$	\$
8. Children / Education					
Kindy / Preschool Fees					
School / Uni Fees					
Special Tuition Fees					
Books, Stationery					
School Uniforms					
School Lunches, Excursions					
Babysitting / Childcare					
Pocket Money / Allowances					
Child Support					
Other					
TOTAL Children / Education				\$	\$
9. Health and Medical					
Private Health Insurance					
Doctors, Specialists					
Dentist					
Optometrist, Optical					
Chiropractor, Physiotherapy					
Special Services (Pathology, Podiatry etc)					
Pharmaceutical					
Vitamins, Supplements					
Hospital Charges					
Ambulance Subscription					
Other					
TOTAL Health & Medical				\$	\$

* Convert all Weekly, Fortnightly and Monthly Figures to an Annual Figure, to go into Annual Column

BUDGET PLANNER WORKSHEET – 3

Expense Item	Present Costs *				Est'd for Retirement - Annual
	Weekly	F'nightly	Monthly	Annual	
10. Entertainment					
Restaurants, Bars					
Movies					
Theatres, Concerts					
Sporting Events					
Video Hire					
Pay TV					
CDs, Tapes, Videos - Purchases					
Toys & Games					
Equipment Rental					
Newspapers, Subscriptions					
Books, Magazines					
Club, Association Memberships					
Gambling					
Other					
TOTAL Entertainment				\$	\$
11. Sports / Hobbies					
Equipment Costs					
Gym, Association Memberships					
Sports Clothing, Uniforms, Shoes etc					
Hobbies					
Other					
TOTAL Sports / Hobbies				\$	\$
12. Holidays / Travel					
Travel Fares / Fuel					
Accommodation					
Meals					
Tours, Sightseeing					
Insurance					
Other					
TOTAL Holidays / Travel				\$	\$
13. Computer / Home Office					
Home Office Costs					
Computer, Equipment					
Software					
Internet Access					
Other					
TOTAL Computer / Home Office				\$	\$
14. Employment / Professional					
Union, Professional Association Fees					
Professional Subscriptions					
Course / Continuing Education Costs					
Equipment, Tools					
Other					
TOTAL Employment / Professional				\$	\$

* Convert all Weekly, Fortnightly and Monthly Figures to an Annual Figure, to go into Annual Column

BUDGET PLANNER WORKSHEET – 4

Expense Item	Present Costs **				Est'd for Retirement - Annual
	Weekly	F'nightly	Monthly	Annual	
15. Gifts / Donations					
Birthday Gifts, Parties					
Christmas Gifts					
Other Gifts					
Donations, Charities					
Other					
TOTAL Gifts / Donations				\$	\$
16. Financial					
Personal Loan / HP Repayments					
Home Equity Loan Repayments					
Tax on Work Income					
Tax on Investment Income					
Accounting, Legal Fees					
Financial Planner Fees					
Credit / Dept Store Cards (expenses not counted elsewhere)					
Bank, Other Charges					
Other					
TOTAL Financial				\$	\$
17. Life / Personal Insurance					
Whole of Life / Endowment Policies					
Term Life / TPD					
Income Protection					
Trauma Insurance					
Other					
TOTAL Life / Personal Insurance				\$	\$
18. Savings					
Private Superannuation					
Regular Savings Program					
Negative Gearing Shortfall					
Special Purpose Savings (Car, Holiday etc)					
Additional Mortgage Payments					
Other					
TOTAL Savings				\$	\$
ANNUAL BUDGET				\$	*\$

* Would you consider this to be a Tight or Comfortable Budget?

** Convert all Weekly, Fortnightly and Monthly Figures to an Annual Figure, to go into Annual Column

SUMMARY OF ANNUAL BUDGET

EXPENSE CATEGORY	PRESENT COSTS	ESTIMATED RETIREMENT COSTS (IF APPLICABLE)
1. Housing Repayments / Rent	\$ _____	\$ _____
2. Utilities / Rates	\$ _____	\$ _____
3. Household / Home Maintenance	\$ _____	\$ _____
4. Food etc.	\$ _____	\$ _____
5. Pets	\$ _____	\$ _____
6. Transport	\$ _____	\$ _____
7. Clothing / Grooming	\$ _____	\$ _____
8. Children / Education	\$ _____	\$ _____
9. Health and Medical	\$ _____	\$ _____
10. Entertainment	\$ _____	\$ _____
11. Sports / Hobbies	\$ _____	\$ _____
12. Holidays / Travel	\$ _____	\$ _____
13. Computer / Home Office	\$ _____	\$ _____
14. Employment / Professional	\$ _____	\$ _____
15. Gifts / Donations	\$ _____	\$ _____
16. Financial	\$ _____	\$ _____
17. Life / Personal Insurance	\$ _____	\$ _____
18. Savings	\$ _____	\$ _____
TOTAL ANNUAL BUDGET	\$ _____	\$ _____