

Simple Budget Template

Print out this three page printable budget template and fill it out to build your own cash budget. We've prepared four simple steps to help you plan your budget. Start with how much you make. Account for income taxes if they are not already taken out of your paycheck. Itemize monthly spend and accrual expenses (below are some common budget expense categories). Then, subtract taxes and total expenses from your income to calculate your budget surplus / (deficit).

If you would like other options for building and managing your budget we offer a free Excel Budget Template you and as affiliates of *MVelopes* we are happy to also offer you a free trial of their digital budgeting solution.

Common Budget Expense Categories

1st Mortgage Entertainment **Natural Gas** 2nd Mortgage **Extra Curricular Activities** Office Supplies

Allowance Pets Family Support Auto Loan **Fun Money** Pool Care

Food **Professional Fees** Auto Registration Auto Repair and Gas **Property Taxes** Maintenance Gift Giving Renters Insurance **Birthdays** Gym Membership Retirement Account

Cable Haircuts Contributions Cat **Health Products** Retreats Cell Phone Healthcare Satellite

Spending Money **Charitable Giving** HOA Childcare **Hobbies** Tax Preparation

Cleaning Supplies Home Maintenance **Taxes** Clothing Tithe Hygiene Club Membership Homeowners Insurance Trash

College Fund Irrigation **Umbrella Insurance Policy** Cosmetics Lawn Care

Credit Card Lease / Rent Vacation Life Insurance VoIP Date Night **Loan Payment Plans** Dog Water

Domestic Help Makeup Web Hosting

Electric Medicine

Learn more about envelope budgeting at www.PlanThenBuy.com. Tips for saving money, paying off debt, budget building, preparing for successful homeownership and much more. For a digital solution for envelope budgeting take a free trial of MVelopes using this link.

Travel



Simple Monthly Budget Template

Income (take home after taxes, insurance and other withholdings) Monthly Income (Source 1): \$_____ Monthly Income (Source 2): \$

		
Monthly Income (Source 3): \$		
Monthly Income (Source 4): \$		
Total Monthly Income: \$		
Income Taxes (if not withheld above	r <u>e)</u>	
Income Source 1: \$		
Income Source 2: \$		
Income Source 3: \$		
Income Source 4: \$		
Total Monthly Taxes: \$		
Total Net Monthly Income (Total Monthly Income MINUS Total Monthly Taxes: \$		
	m paycheck or listed above with taxes)	
Category 1: Category:	/ Amount: \$	
Category 2: Category:	/ Amount: \$	
Category 3: Category:	/ Amount: \$	
Category 4: Category:	/ Amount: \$	
Category 5: Category:	/ Amount: \$	
Category 6: Category:	/ Amount: \$	
Category 7: Category:	/ Amount: \$	
Category 8: Category:	/ Amount: \$	
Category 9: Category:	/ Amount: \$	



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Category 10: Category:	/ Amount: \$
Category 11: Category:	/ Amount: \$
Category 12: Category:	/ Amount: \$
Category 13: Category:	/ Amount: \$
Category 14: Category:	/ Amount: \$
Category 15: Category:	/ Amount: \$
Category 16: Category:	/ Amount: \$
Category 17: Category:	/ Amount: \$
Category 18: Category:	/ Amount: \$
Category 19: Category:	/ Amount: \$
Category 20: Category:	/ Amount: \$
Total Monthly Expenses: \$	

Balancing the Budget:

This is an important process that will tell you if you are spending more than you make. It's important that you account for taxes as well as any paycheck deductions because you can't spend that money. Then, subtract taxes and expenses from your income and you should have money left over or else you are going to be going into debt/spending savings.

Formula:

Total Monthly Income
MINUS Total Monthly Taxes
MINUS Total Monthly Expenses
EQUALS Surplus (positive number is good) or Deficit (negative number is bad)

Total Monthly Income: \$______

MINUS Total Monthly Taxes: \$______

MINUS Total Monthly Expenses: \$______

We welcome your feedback on this template. Please email suggestions to info@PlanThenBuy.com