

# How To Complete the **BUDGET WORKSHEET**

**Step 1:** Fill out the amount for each payee. Look at the amount paid over the past month to determine the amount to use. Do not enter anything where there is already a 0.00 entered.

**Step 2:** Enter your total monthly income next to TOTAL INCOME. The sheet will calculate the balance remaining, which should be zero. Make adjustments on the budget until it reaches zero.

For example, if you see a negative number, then decrease a payment or two. If you see a positive, increase something on the sheet.

**Step 3:** As you make your payment each month, enter that in the amount paid column. This will help you adjust next month's budget accordingly.

# BUDGET WORKSHEET

BUDGETED ITEM	AMOUNT BUDGETED	ACTUAL SPENT
<b>DONATIONS</b>		
<b>SAVINGS</b>		
Emergency Fund		
Retirement Fund		
College Fund		
<b>HOUSING</b>		
First Mortgage or Rent		
Second Mortgage		
Real Estate Taxes		
Maintenance / Repairs		
Insurance		
<b>UTILITIES</b>		
Electricity		
Water		
Gas / Oil		
Sewer		
Trash		
Cable (or other)		
Internet		
Phone / Cell Phones		
<b>FOOD</b>		
Groceries		
Dining Out		
<b>TRANSPORTATION</b>		
Vehicle Payment #1		
Vehicle Payment #2		
Fuel		
Maintenance / Repairs		
Insurance		
License / Taxes		
<b>CLOTHING</b>		
Adult		
Children		
Cleaning / Laundry		

BUDGETED ITEM	AMOUNT BUDGETED	ACTUAL SPENT
<b>HEALTH</b>		
Health Insurance		
Dental Insurance		
Doctor Visits		
Dentist		
Optometrist		
Medicine		
<b>PERSONAL</b>		
Life Insurance		
Child Care / Sitter		
Toiletries / Cosmetics		
Household Items		
Hair Care		
Education / Tuition		
School Supplies		
Subscriptions		
Organization Dues		
Miscellaneous		
Blow (free spending)		
<b>RECREATION</b>		
Entertainment		
Vacation		
<b>ADDITIONAL DEBTS</b>		
Credit Card #1		
Credit Card #2		
Credit Card #3		
Credit Card #4		
Personal Loan		

TOTAL Income	
TOTAL Budget	
NET Balance (should zero)	