

YOUR MONEY COUNTS

MY BUDGET WORKSHEET

HOUSING	
Expenses	Monthly
Mortgage/Rent	\$ _____
Second Mortgage/ Home Equity	\$ _____
Property Taxes	\$ _____
Insurance	\$ _____
Association Dues	\$ _____
Other _____	\$ _____

UTILITIES	
Expenses	Monthly
Gas	\$ _____
Electric	\$ _____
Water/Sewage/Trash	\$ _____
Cell Phone	\$ _____
Internet/Cable	\$ _____
Land Line	\$ _____
Other _____	\$ _____

TRANSPORTATION	
Expenses	Monthly
Public Transportation	\$ _____
Car Loan/Lease Payments	\$ _____
Fuel	\$ _____
Car Insurance	\$ _____
Car Maintenance	\$ _____
Parking/Tolls	\$ _____
Other _____	\$ _____

SAVINGS	
Expenses	Monthly
Savings/Emergencies	\$ _____
Retirement/Investments	\$ _____
Education	\$ _____
Other _____	\$ _____

DEBT	
Expenses	Monthly
Total Credit Cards	\$ _____
Student Loans	\$ _____
Medical Debts	\$ _____
Misc. Debts	\$ _____
Other _____	\$ _____

LIVING EXPENSES	
Expenses	Monthly
Groceries	\$ _____
Childcare	\$ _____
Child Support/Alimony	\$ _____
Medical/Life Insurance	\$ _____
Medical/Doctor	\$ _____
Medications	\$ _____
Tuition/Books	\$ _____
Children Sports/Activities	\$ _____
Work/School Lunch	\$ _____
Clothing	\$ _____
Laundry	\$ _____
Household/Toiletries	\$ _____
Pet/Medical	\$ _____
Religious Institution Giving	\$ _____
Charitable Giving	\$ _____
Eating Out	\$ _____
Tobacco/Alcohol	\$ _____
Entertainment	\$ _____
Sports/Recreation/Hobbies	\$ _____
Vacations	\$ _____
Hair/Nails	\$ _____
Holidays/Birthdays	\$ _____
Children Allowance	\$ _____
Other _____	\$ _____
Total Monthly Expenses	\$ _____

Total Monthly Net Income
Include <i>after tax</i> net income: wages, part time, government assistance, pension, Social Security, etc.
\$ _____



Total Monthly Expense
\$ _____



Budget Surplus/Deficit
\$ _____

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HOW TO USE MY BUDGET WORKSHEET

COMPLETE

Estimate each monthly expense. *(Strive for accuracy.)*

Fill in Total Monthly Net Income. *(Include take-home pay and all sources of net income.)*

Subtract Total Monthly Expense.

➔ Surplus or Deficit?

What if my expense is not monthly?

Non-Monthly Expense	What to Do	By What Number	Monthly Expense
Weekly (groceries, gasoline)	X	4	= Monthly expense
Quarterly (water, etc.)	÷	3	= Monthly expense
Semi-Annually (auto insurance)	÷	6	= Monthly expense
Annually (vacations, gifts)	÷	12	= Monthly expense

BALANCE

Key to success — live within your means.

Pay yourself first by trying to save 10% of your net income.

Decide what your family's most important goals are. Think about your wants vs. your needs.

Result	What to do
Surplus (net income greater than expenses)	<ul style="list-style-type: none"> • Add to savings • Save for goals
Deficit (expenses greater than net income)	<ul style="list-style-type: none"> • Increase net income • Decrease expenses • Both
Balance (net income = expenses)	<ul style="list-style-type: none"> • Always aim to include savings in your budget

TRACKING & ADJUSTING

Keep track of actual spending. (Save receipts, use a notebook, computer or app.)

Record monthly expense totals on the My Budget worksheet.

Hold meetings with family and adjust spending to balance the budget.

Utilities	Turn off lights; use Energy Star appliances; unplug appliances when not in use; turn down heat; turn up air conditioning; insulate; use LED bulbs.
Transportation	Shop vehicle insurance; keep proper air pressure in tires; car pool; public transportation; combine errands; walk.
Debt	Keep debt low; make arrangements to pay off old debt; carefully evaluate taking on new debt.
Expenses	Buy sale items; take lunch to work; limit entertainment and dining out expenses.

For further assistance, you may wish to reach out to GreenPath Financial Wellness, a non-profit financial wellness organization. Your individual situation can be reviewed at no cost by calling 866-692-2659. You can also visit www.YourMoneyCounts.com & www.greenpath.org for more information.

