

Budget Worksheet		From Record of DE	Adjusted	1st Month		2nd Month		3rd Month		4th Month		5th Month	
				Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
FIXED	Rent or Mortgage Payment												
	Home Equity/2nd Mortgage												
	Life/Health												
	Home/Renter's Insurance												
	Auto Insurance												
	Child Support												
	Charitable/Worship Donations												
	Monthly Debt Payments												
	Emergency Fund Savings												
	Savings for Goals												
	Total Fixed Expenses												
VARIABLE	Food at Home (Groceries)												
	Meals & Snacks on Job												
	School Lunches												
	Meals Out												
	Electricity												
	Gas/Heating												
	Water/Sewer/Garbage												
	Phone/Long Distance/Cellular												
	Cable/Satellite												
	Internet Charges												
	Gasoline												
	Bus Fares/Parking/Tolls												
	Clothing												
	Uniforms												
	Dry Cleaning/Laundromat												
	Cleaning Supplies												
	Grooming & Personal Items												
	Children's Allowance												
	Baby Sitter												
	School/Tuition/Activities												
	Cigarettes/Tobacco/Alcohol												
	Recreation												
	Newspapers/Magazines												
	Video/Book												
	Hobbies/Lessons												
	Doctor Visits												
	Dentist												
Medicine													
Bank Charge/ATM													
Postage													
	Total Variable Expenses												
PERIODIC	Back to School												
	Car Repairs/Tires												
	Tags/Inspection												
	Gifts - Holiday												
	Appliance Repair												
	Home Maintenance/Repair												
	Total Periodic Expenses												
TOTAL MONTHLY EXPENSES													
MONTHLY NET INCOME													
SURPLUS/DEFICIT													

INSTRUCTIONS: **1** Examine the first column, "From Record of DE" (Daily Expenditures), and decide if the amounts in each category are the same as the amounts you plan to spend during the next 12 months. **2** Adjust expenses that you think may increase or

decrease during this year. Try to anticipate the actual month when purchases will occur. Fill in the appropriate amount each month in the Budget column of the Expense Worksheet. **3** Cross out categories that do not apply, and add new category names

if you need additional lines. **4** Purchases that you are planning to make by credit card should be entered by category name. For example, clothing to be purchased on a credit card should be listed as Clothing. **5** Total all expenses for one month

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6th Month		7th Month		8th Month		9th Month		10th Month		11th Month		12th Month		Annual Totals
Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	

at the bottom of the worksheet on the Total Monthly Expenses line. **6** Transfer Monthly Net Income amounts from the Income Worksheet. **7** Subtract Expenses from Income, and write down the amount of surplus or deficit for each month. This will give you

a picture of how you plan your cash to flow during the next 12 months. Some months may be negative. You may want to revise the plan by shifting spending to another month so that spending will not be greater than income.

