



# MONTHLY BUDGETING FORM

Getting on a budget is easy. Once you see your savings grow, it'll be fun as well! Be as detailed as possible, but don't worry about getting it perfect right now. It'll take you about 90 days to get your budget working like a well-oiled machine!

## STEP 1

Enter your **MONTHLY TAKE HOME PAY**. This should be the cash that goes into your bank account after taxes and other deductions. Be sure to work with a licensed tax advisor to ensure you have enough taxes coming out of your paycheck so you don't owe at the end of the year.

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<b>MONTHLY TAKE HOME PAY</b>	
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## STEP 2

Within the **BUDGET** column, create a plan for how much you will spend in a given month for each category / subcategory. Try to stay within the recommended percentage of take-home pay to not overspend.

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FOOD	BUDGET	SPENT
Groceries		
Restaurants		
<b>TOTAL (target 5-15%)</b>		

## STEP 3

In the summary at the end of the budget, enter your **TAKE HOME PAY** again and add up your **CATEGORY TOTALS**. They should be the same amount! You want to decide before the month begins where every dollar will be spent so there's no question about what your dollars will do!

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Take Home Pay		
(Category Totals)		
<b>Balance (Zero)</b>		

## STEP 4

At the end of the month, add up your actual expenses for each category and fill in the **SPENT** column. You will likely need to make adjustments to your budget, and your spending, for a few months while you get used to budgeting. But that's ok!

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FOOD	BUDGET	SPENT
Groceries		
Restaurants		
<b>TOTAL (target 5-15%)</b>		

<b>MONTHLY TAKE HOME PAY</b>	
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<b>GIVING</b>	<b>BUDGET</b>	<b>SPENT</b>
Local Church Offering		
Other Giving		
<b>TOTAL (target 10%+)</b>		

<b>SAVING</b>	<b>BUDGET</b>	<b>SPENT</b>
Emergency Fund		
Retirement Fund		
College Fund		
<b>TOTAL (target 10-15%)</b>		

<b>HOUSING</b>	<b>BUDGET</b>	<b>SPENT</b>
First Mortgage / Rent		
Second Mortgage		
Real Estate Taxes		
Repairs / Maintenance		
Association Dues		
<b>TOTAL (target 25-35%)</b>		

<b>UTILITIES</b>	<b>BUDGET</b>	<b>SPENT</b>
Electricity		
Gas		
Water		
Trash		
Phone / Mobile		
Internet		
Cable		
<b>TOTAL (target 5-10%)</b>		

<b>FOOD</b>	<b>BUDGET</b>	<b>SPENT</b>
Groceries		
Restaurants		
<b>TOTAL (target 5-15%)</b>		

<b>CLOTHING</b>	<b>BUDGET</b>	<b>SPENT</b>
Adults		
Children		
Cleaning / Laundry		
<b>TOTAL (target 2-7%)</b>		

<b>TRANSPORTATION</b>	<b>BUDGET</b>	<b>SPENT</b>
Gas & Oil		
Repairs & Tires		
License & Taxes		
Car Replacement		
Other _____		
<b>TOTAL (target 10-15%)</b>		

<b>MEDICAL / HEALTH</b>	<b>BUDGET</b>	<b>SPENT</b>
Medications		
Doctor Bills		
Dentist		
Optometrist		
Vitamins		
Other _____		
Other _____		
<b>TOTAL (target 5-10%)</b>		



INSURANCE	BUDGET	SPENT
Life Insurance		
Health Insurance		
Homeowner / Renters		
Auto Insurance		
Disability Insurance		
Identity Theft		
Long-Term Care		
<b>TOTAL (target 10-25%)</b>		

PERSONAL	BUDGET	SPENT
Child Care / Sitter		
Personal Care		
Education / Tuition		
Books / Supplies		
Child Support		
Alimony		
Subscriptions		
Organization Dues		
Gifts (inc. Christmas)		
Replacement Furniture		
Pocket Money (His)		
Pocket Money (Hers)		
Baby Supplies		
Pet Supplies		
Music / Technology		
Miscellaneous / Other		
<b>TOTAL (target 5-10%)</b>		

RECREATION	BUDGET	SPENT
Entertainment		
Gym Membership		
Vacation		
<b>TOTAL (target 5-10%)</b>		

DEBTS	BUDGET	SPENT
Car Payment 1		
Car Payment 2		
Credit Card 1 _____		
Credit Card 2 _____		
Credit Card 3 _____		
Credit Card 4 _____		
Credit Card 5 _____		
Student Loan 1		
Student Loan 2		
Student Loan 3		
Student Loan 4		
Other _____		
Other _____		
Other _____		
<b>TOTAL (GOAL IS 0%)</b>		

PREPAID FUND	BUDGET	SPENT
General		
Real Estate		
<b>TOTAL</b>		

<b>Take Home Pay</b>		
<b>(Category Totals)</b>		
<b>Balance (Zero)</b>		

