

Budget Worksheet		From Record of DE	Adjusted	1st Month		2nd Month		3rd Month		4th Month		5th Month		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	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																													
	<b>Total Fixed Expenses</b>																													
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																														
<b>Total Variable Expenses</b>																														
PERIODIC	Back to School																													
	Car Repairs/Tires																													
	Tags/Inspection																													
	Gifts - Holiday																													
	Appliance Repair																													
	Home Maintenance/Repair																													
<b>Total Periodic Expenses</b>																														
<b>TOTAL MONTHLY EXPENSES</b>																														
<b>MONTHLY NET INCOME</b>																														
<b>SURPLUS/DEFICIT</b>																														

**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 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.