

Budgeting 100

making a budget



The wisest mind has something yet to learn.

George Santayana

Are you curious about making good financial decisions? Are you planning to buy a home? These topics and more are all a part of budgeting. Budgeting is much more than tracking your expenses—it's about understanding how you spend money, understanding your monthly statements, making major purchases and more. Use this guide to help you discover where your money is spent today, and make educated decisions about how you want to spend it in the future.

My Budget

Making significant progress on achieving your financial goals means knowing your income sources and where your money goes. This workbook is divided into three sections: Your income sources, fixed expenses and variable expenses. Fixed expenses such as rent, car payments, and insurance costs don't change from month to month. Variable expenses like utilities, clothing and food can change from month to month.

You'll find many categories included—there may be income sources you haven't thought about and discover that there are expenses that you're fortunate not to have. Either way, this comprehensive worksheet has virtually everything you need to create your annual budget. This plan will enable you to create a clear picture of where you are now and where you want to go.



Estimated time:

Organize and gather bills: 45 minutes

Complete worksheet: 60 minutes



Organize and gather bills

- Paycheck stub
- Other documents showing source of income (such as financial aid, spouse/family, child support, alimony, etc.)
- Credit card bills
- Electric utility bill
- Gas company bill
- Cell phone bill
- Internet service bill
- Cable/satellite TV bill
- Checkbook or bank statement
- Magazine subscription invoices
- Newspaper subscription invoices



Unsure where your monthly bills are? You can still get started by completing other worksheets in this workbook. For a more complete picture, set aside space (it could be space on your counter, or in a box or a folder) to place every bill, statement and pay stub you receive over the next month. At the end of the month you'll have most of what you need.

Income Sources

Income	
My regular take-home pay	\$
My tips, bonuses, etc.	\$
Spouse's regular take-home pay	\$
Spouse's tips, bonuses, etc.	\$
Total	\$
Student Aid	
Scholarships	\$
Fellowships	\$
Grants	\$
Federal student loans	\$
Private education loans	\$
Other student aid	\$
Total	\$
Tax Refunds	
Federal	\$
State	\$
Total	\$
Interest and Dividends	
Checking and savings account interest	\$
Investment dividends	\$
Total	\$
Other Income	
Parental / relative support	\$
Monetary gifts	\$
Trust-fund support	\$
Unemployment benefits	\$
TANF* benefits	\$
Social Security benefits	\$
Total	\$

Fixed Expenses

Savings	
Emergency	\$
Vacation	\$
Total	\$
Rent/Mortgage	
Monthly rent/mortgage	\$
Deposits and fees	\$
Total	\$
Insurance	
Renter's/Homeowner's	\$
Auto	\$
Health	\$
Medical	\$
Dental	\$
Vision	\$
Life	\$
Disability	\$
Total	\$
Loan Payments	
Federal student loan(s)	\$
Private student loan(s)	\$
Vehicle 1	\$
Vehicle 2	\$
Other loan 1	\$
Other loan 2	\$
Total	\$

* Temporary Assistance for Needy Families



Variable Expenses

School Cost of Attendance	
Tuition	\$
Fees	\$
Books	\$
Supplies	\$
Computer	\$
Equipment/tools	\$
Uniforms	\$
Child care	\$
Other school expenses	\$
Total	\$
Utilities	
Electricity	\$
Gas	\$
Water	\$
Sewer	\$
Disposal/trash	\$
Total	\$
Communication Services	
Cable/satellite television	\$
Internet	\$
Home telephone	\$
Cellular telephone	\$
Other service	\$
Total	\$
Food/Beverages	
Groceries	\$
Food/drinks away from home	\$
Total	\$
Transportation	
Fuel	\$
Vehicle maintenance	\$
Vehicle license/registration	\$
Parking permits/meter	\$
Toll fees (bridge)	\$
Public transport pass/fares	\$
Total	\$
Laundry	
Laundry money/supplies	\$
Dry cleaning	\$
Total	\$

Personal Miscellaneous	
Hair styling (cuts, colors, etc.)	\$
Personal Items	\$
Total	\$
Pets	
Food	\$
Veterinary	\$
Total	\$
Personal Attire	
Clothing	\$
Footwear	\$
Accessories	\$
Miscellaneous items	\$
Total	\$
Credit Card Account Payments	
Department store	\$
Gas	\$
Visa/Mastercard/other	\$
Other payments	\$
Total	\$
Entertainment	
Movie, play & concert tickets	\$
Movie rental	\$
Newspaper & magazine/books	\$
Club membership fees (gym, etc.)	\$
Hobby equipment, supplies & materials	\$
Internet media/subscriptions	\$
Music	\$
Other entertainment	\$
Total	\$
Household	
Cleaning supplies	\$
Kitchen items/supplies	\$
Other household supplies	\$
Furnishings/appliances	
Total	\$
Gifts	
Donations	\$
Holiday gifts	\$
Other gifts	\$
Total	\$

Budget

Now that you have your bills and have reviewed your statements, you're ready to develop a budget.

Monthly Income	
Income	\$
Student aid	\$
Tax refunds	\$
Interest and dividends	\$
Other income	\$
Savings	\$
Total income	\$
Monthly Expenses	
Rent/mortgage	\$
Insurance	\$
Loan payments	\$
School cost of attendance	\$
Utilities	\$
Communication services	\$
Food/beverages	\$
Transportation	\$
Laundry	\$
Personal miscellaneous	\$
Pets	\$
Personal attire	\$
Credit card account payments	\$
Entertainment	\$
Household	\$
Gifts	\$
Total expenses	\$

If you have more income, now is the time to start or add to your savings. If you have more expenses than income, search for ways to reduce your expenses.



Saving money is easier than you think. Some expense-cutting tips are painless while others take more effort.

SAVE A LITTLE:

- Use a grocery list
- Don't shop when hungry
- Clip coupons and buy bulk foods
- Combine errands
- Bring lunch to work or school a few times a week
- Leave credit cards at home
- Limit cash on hand

Possible monthly savings: \$50

SAVE SOME MORE:

- Shop at consignment/thrift stores
- Use economy car or public transportation
- Eat only one meal out each week
- Cancel cable TV or cell phone service
- Rent a DVD vs. going to the movies
- Lower winter thermostat—raise in summer

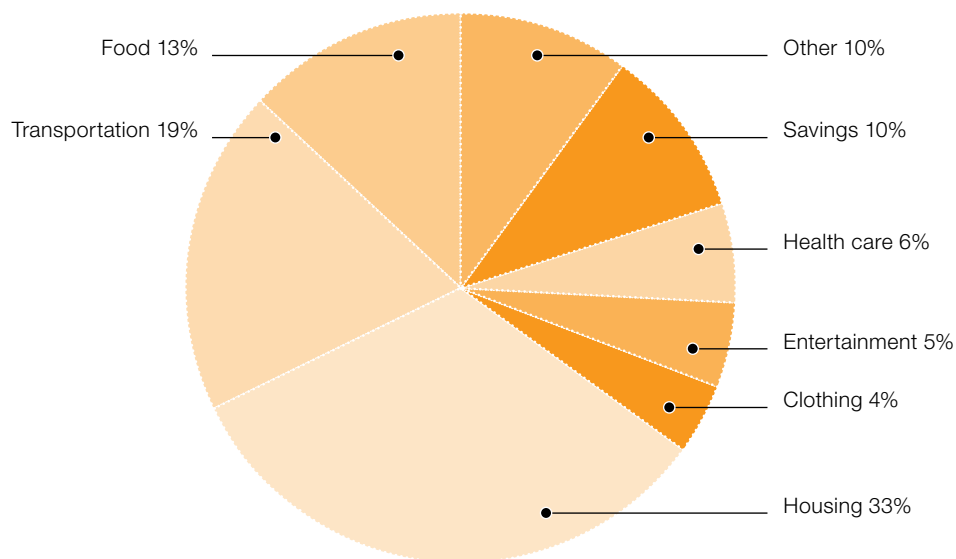
Possible monthly savings: \$250

SAVE EVEN MORE:

- Eat out only once a month
- Use public transportation often
- Cancel cable TV, cell phone and Internet services
- Visit the library vs. bookstore
- Share living costs with a roommate or two
- Read books on ways to save

Possible monthly savings: \$500

Need a guideline for where your money should go?



According to the Bureau of Labor Statistics, the above chart illustrates the average person's after-tax expenses

As with any journey, a great way to get started is to find out where you are now. Use the expense diary on the next page to track what you purchase throughout the week. Track what you buy, the cost and how you pay for it. After a week (or a month) you may be surprised at how much you spend on incidental items and how you pay for them. This will give you insight on where to reduce expenses or change how you pay for future purchases.

**Estimated time:**

Make copies of worksheet to track expenses for one month: 5 minutes

Complete worksheet throughout the day: 5 minutes per day

Review results: 30 minutes

Expense Diary



Record every transaction: each expense, every check you write and card you swipe. You'll learn more about your spending habits—the first step to taking control of your money! Copy one page per week to track your expenses for 2 - 4 weeks.

Method of Payment

Sample	Item	Cost
Cash	Coffee	\$1.75
Debit Card	Groceries	\$34.77
Check	Utility bill	\$29.01
Credit Card	CD	\$16.26
Auto debit	Gym membership	\$29.99
TOTAL		\$111.78

Thursday	Item	Cost
Total		

Monday	Item	Cost
Total		

Friday	Item	Cost
Total		

Tuesday	Item	Cost
Total		

Saturday	Item	Cost
Total		

Wednesday	Item	Cost
Total		

Sunday	Item	Cost
Total		

Finding a Place to Live

Looking for a new place to live?

This worksheet can help you remember the rent, fees, amenities and other details to compare among the places you visit.



Location	Distance From Work	Distance From School	Monthly Rent	Does Rent Include				Deposits	Credit Check Fee	Other Fees	Amenities
				Electricity	Heat	Internet	Cable				
			\$	Yes No	Yes No	Yes No	Yes No	\$	\$		<input type="checkbox"/> Gym <input type="checkbox"/> Laundry <input type="checkbox"/> Pool Other_____
			\$	Yes No	Yes No	Yes No	Yes No	\$	\$		<input type="checkbox"/> Gym <input type="checkbox"/> Laundry <input type="checkbox"/> Pool Other_____
			\$	Yes No	Yes No	Yes No	Yes No	\$	\$		<input type="checkbox"/> Gym <input type="checkbox"/> Laundry <input type="checkbox"/> Pool Other_____
			\$	Yes No	Yes No	Yes No	Yes No	\$	\$		<input type="checkbox"/> Gym <input type="checkbox"/> Laundry <input type="checkbox"/> Pool Other_____
			\$	Yes No	Yes No	Yes No	Yes No	\$	\$		<input type="checkbox"/> Gym <input type="checkbox"/> Laundry <input type="checkbox"/> Pool Other_____
			\$	Yes No	Yes No	Yes No	Yes No	\$	\$		<input type="checkbox"/> Gym <input type="checkbox"/> Laundry <input type="checkbox"/> Pool Other_____

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This workbook is intended to be a guide that introduces various financial planning topics. It's not intended to provide financial advice and it's not meant to be professional guidance.

Materials provided courtesy of EdFund.