

MONTHLY INCOME & EXPENSES

Change cell labels as appropriate

GROSS INCOME PER MONTH	\$ 9,907		
Income	\$ 8,357	8. Enter. & Recreation	\$ 680
Commision	\$ 1,500	Eating Out	200
Dividends		Birding	10
Jenna Rent	\$ 50	Activities / Trips	100
		Vacation	250
		Pool	120
LESS:		9. Clothing	\$ 50
1. Tithe	\$ 1,435	10. Savings	\$ 100
2. Tax (Est. - Incl. Fed., State, FICA)	\$ 1,785	11. Medical Expenses	\$ 745
NET SPENDABLE INCOME	\$ 6,687	Doctor	50
3. Housing	\$ 2,067	Dentist	56
Mortgage	\$ 1,391	Contacts (ALL Vision)	39
Insurance		HSA	600
Taxes		12. Miscellaneous	\$ 318
Electricity	\$ 100	Books/postage	45
Gas	\$ 100	Beauty, barber	12
Water	\$ 30	Laundry, cleaning	10
Sanitation	\$ 30	Allowances / lunches	0
Telephone/Cellphone	\$ 161	Subscrip (Cov Eyes)	16
Maintenance	\$ 200	Gifts (incl. Christmas)	125
Cable/Internet	\$ 55	Mom's expense account	30
Other		YMCA	80
Other		Cash	
4. Food	\$ 350	13. School / Child Care	\$ -
5. Automobiles	\$ 618	Tuition	0
Tolls/Parking	\$ 70	Materials	
Gas & Oil	\$ 210	Transportation	
Insurance	\$ 90	Day Care	
License / Taxes	\$ 25	14. Investments	\$ 1,127
Maint. / Repair / Replace	\$ 223		
6. Insurance	\$ 632	TOTAL EXPENSES	\$ 6,687
Life	\$ 27		
Medical/Lifelock	\$ 605	INCOME VS. EXPENSES	
Other		Net Spendable Income	\$ 6,687
7. Debts	\$ -	Less Expenses	\$ 6,687
Credit Card	\$ -	Over or (under)	\$ -
Loans & Notes	\$ -		
Other		15. Unallocated Surplus Income	

Instructions for Recording Income and Expenses into Worksheet

Begin by clicking on one of the worksheets, if you use the colored worksheet you should put all your data into the green cells and it will also calculate %'s for you.

Income

List all income (income before deductions) in the " gross monthly income" column. Include any of the following you may receive. Make sure you are using a " total monthly" amount.

Commissions	Bonuses
Tips	Net business income
Retirement Income	Net rents

Taxes

Enter federal withholdings, Social Security, and state and local taxes. Self employed individual must regularly set aside money for taxes. Beware of the tendency to treat unpaid tax money as money you can spend.

Tithe/Giving

Include all that you give to:

The church	Other ministries
The poor	Other giving

Other Deductions

Payroll deductions for insurance, savings, debt payments, investments, retirement union dues, and such should be included as spendable income and deduct them from the proper category so you will have a more accurate picture of your spending. For example if a payroll deduction is made for health insurance this amount should be considered as a part of your income then noted as an expense under the Insurance Category.

Living Expenses

Housing	All expenses necessary to operate the home, including mortgage or rent payments, taxes insurance, maintenance, utilities, telephone, cable, internet and any furnishings you plan to purchase. The amount used for utility payments should be an average monthly amount for the past 12 months. If you cannot establish an accurate maintenance expense, use 10 percent of the monthly mortgage payment.
Food	All grocery expenses. Eating out and daily lunches eaten away from home will be under Ent/Rec. If you purchase things that would fall into another category at the grocery store put those amounts into the appropriate category.
Transportation	Automobile payments, insurance, gas, oil, maintenance, tolls, parking, licenses, taxes, and mass transit fares. The amount of money you set aside for repair and replacement should be sufficient to keep the car in decent repair and to replace it periodically. If replacement funds currently are not available in the budget, the minimum allocations should be maintenance costs. Annual or semiannual automobile insurance payments should be set aside on a monthly basis to avoid the crisis of a neglected expense.
Insurance	Health, life and disability. Do not include automobile or home mortgage insurance here.
Debts	Monthly payments required to meet debt obligations. Home mortgage and auto payments are not included here.
Entertainment & Recreation	Include vacations, camping trips, club dues, sporting equipment, hobby expenses, sporting events, books, videos and pets. Include eating out and all meals eaten away from home.
Clothing	Estimate the average annual amount spent on clothing, accessories and shoes.
Savings	Allocate something for savings in an attempt to meet Destination #1 on the Money Map if you are not there yet. This money will be put into a short term savings account.
Medical	Health insurance deductibles, medical bills, eyeglasses, prescriptions, dentist and so forth. Use a yearly average divided by 12 to determine monthly amount.
Miscellaneous	Toiletry, cosmetics, beauty, barber, laundry, cleaning, allowances, lunches, subscriptions,

gifts, cash, and cell phone.

Investments

Long term investments including 401K's etc.

School/Child Care

School tuition, tutoring, school books and materials, music/dance lessons, day care and any other similar expenses.

Income Allocation Instructions

Post totals from the balanced budget in the Monthly Income & Expense form into the green cells.

Post subcategories separately, they will total to overall category total.

Decide how much must come out of each paycheck and put that amount under appropriate pay period until total of that category appears in the total box on the right.

MONTHLY INCOME & EXPENSES

Change cell labels as appropriate

GROSS INCOME PER MONTH	\$ 9,857	8. Enter. & Recreation	\$ 727
Income	\$ 8,357	Eating Out	200
Commision	\$ 1,500	Birding	10
Dividends		Activities / Trips	100
Jenna Rent	\$ -	Vacation	297
		Pool	120
LESS:		9. Clothing	\$ 50
1. Tithe	\$ 1,435	10. Savings	\$ 400
2. Tax (Est. - Incl. Fed., State, FICA)	\$ 1,785	11. Medical Expenses	\$ 745
NET SPENDABLE INCOME	\$ 6,637	Doctor	50
3. Housing	\$ 1,460	Dentist	56
Mortgage (rent)	\$ 1,100	Contacts (ALL Vision)	39
Insurance	\$ 11	HSA	600
Taxes		12. Miscellaneous	\$ 478
Electricity	\$ 63	Books/postage/household	100
Gas		Beauty, barber	12
Water		Laundry, cleaning	50
Sanitation		Allowances / lunches	65
Telephone/Cellphone	\$ 161	Subscriptions	16
Maintenance	\$ 70	Gifts (incl. Christmas)	125
Cable/Internet	\$ 55	Mom's expense account	30
Other		YMCA	80
Other		Cash	
4. Food	\$ 400	13. School / Child Care	\$ -
5. Automobiles	\$ 618	Tuition	0
Tolls/Parking	\$ 70	Materials	
Gas & Oil	\$ 210	Transportation	
Insurance	\$ 90	Day Care	
License / Taxes	\$ 25	14. Investments	\$ 1,127
Maint. / Repair / Replace	\$ 223		
6. Insurance	\$ 632	TOTAL EXPENSES	\$ 6,637
Life	\$ 27		
Medical/Lifelock	\$ 605	INCOME VS. EXPENSES	
Other		Net Spendable Income	\$ 6,637
7. Debts	\$ -	Less Expenses	\$ 6,637
Credit Card	\$ -	Over or (under)	\$ -
Loans & Notes	\$ -		
Other		15. Unallocated Surplus Income	



Monthly Income and Expenses

Make entries as noted in any green shaded cells. Skip non-applicable cells. Change cell

Gross Income Per Month		-	
Salary 1			
Salary 2			
Interest			
Dividends			
Other			
Less			
1 Tithe (10%)			
2 Tax (Est. - Incl. Fed, St, FICA)		-	
Net Spendable Income		-	
3 Housing (38%-29%)		-	
Mortgage/Rent			
Home Insurance			
Real Estate Taxes			
Electricity			
Natural Gas			
Water			
Sanitation			
Telephone			
Home Maintenance			
Cable			
4 Food (14%-11%)			
5 Automobile(s) (14%-12%)		-	
Auto Payments			
Auto Gas & Oil		-	
Auto Insurance		-	
Auto License		-	
Auto Maint & Repair		-	
6 Insurance (5%)		-	

Summary of Net Spendable Income	
Net Spendable Income	
Less Expenses	
Unallocated Surplus	Income or deficit

8 Enter. / Rec. (4%-8%)	
Eating Out	
Baby Sitting	
Activities/Trips	
Vacation	
Pets	
Entertainment Other 1	
9 Savings (5%)	
10 Clothing (5%)	
11 Medical Expenses (4%-5%)	
Doctor	
Dentist	
Rx	
Medical Other	
12 Miscellaneous (10%-15%)	
Laundry-Dry Cleaning	
Gifts (incl. Christmas)	
Cash	
Internet	
Toiletries	
Personal \$ Husband	
Personal \$ Wife	
Subscriptions	
Cell phone	

Life Ins		
Medical Ins		
Ins Other		
7 Debts (5% Max)		-
Credit Card(s)		
Loans & Notes		
Debts Other 1		
Debts Other 2		

NOTE: Enter whole dollar figures.

13 Investments (5%-25%)	
14 School / Child Care (5%-8%)*	
Tuition	
School Materials	
School Transportation	
Day Care	
Total Expenses	

Income Allocation

BUDGET CATEGORY	Monthly Allocation	Pay Period #1	Pay Period #2	Pay Period #3	Pay Period #4	Pay Period #5	Total
Tithe							0.00
Tax (Est. - Incl. Fed., State, FICA)							0.00
Housing	0.00						
Mortgage (rent)							0.00
Insurance							0.00
Taxes							0.00
Electricity							0.00
Gas							0.00
Water							0.00
Sanitation							0.00
Telephone							0.00
Maintenance							0.00
Cable/Internet							0.00
Other							0.00
Other							0.00
Food							0.00
Automobiles	0.00						
Payments							0.00
Gas & Oil							0.00
Insurance							0.00
License / Taxes							0.00
Maint. / Repair / Replace							0.00
Insurance	0.00						
Life							0.00
Medical							0.00
Other							0.00
Debts	0.00						
Credit Card							0.00
Loans & Notes							0.00
Other							0.00
Enter. & Recreation	0.00						
Eating Out							0.00
Baby Sitters							0.00
Activities / Trips							0.00
Vacation							0.00
Pets							0.00
Clothing							0.00
Savings							0.00
Medical Expenses	0.00						
Doctor							0.00
Dentist							0.00
Prescriptions							0.00
Other							0.00
Miscellaneous	0.00						
Toiletry, cosmetics							0.00
Beauty, barber							0.00
Laundry, cleaning							0.00
Allowances / lunches							0.00
Subscriptions							0.00

Gifts (incl. Christmas)							0.00
Cash							0.00
Cell Phone							0.00
Other							0.00
School / Child Care	0.00						
Tuition							0.00
Materials							0.00
Transportation							0.00
Day Care							0.00
Investments							0.00
TOTAL BUDGETED	0.00						0.00
UNALLOCATED SURPLUS INCOME							0.00