



Budget Practical Financial Workbook

Instructions:

1. Save this file to your computer under the file name that makes sense for you, such as "My Supplier
2. Please input your data in the "yellow" areas only.
3. The worksheets have been provided to you with "protected" data fields. If you need to make adjustments or tax rates, please save your file, then "unprotect" the appropriate sheet(s) by using the password

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	Income Allocation	Use this spreadsheet to breakdown each paycheck according to h
	Surplus Allocation	Use this spreadsheet to pre-plan how you will spend any surplus r
	Individual Category Account	This spreadsheet can be duplicated and inserted into your Mainte
	Life Insurance	This spreadsheet will help you calculate your life insurance needs
	Idea Sheet	Brainstorm ideas on how to generate income, reduce expenses, a

Personal Budget Forms".XLS.

removes any formulas
"2015" (without quotes).

How every dollar will be spent.

Money that you receive.

Personal Budget and used for any and all categories for which you want more specific details on spending than v

. Of course, you will need to balance the recommendation with what your budget allows.

and obtain cash.

What the Spending Tracker provides.

Income Allocation

BUDGET CATEGORY	Monthly Allocation	Pay Period #1*	Pay Period #2	Pay Period #3	Pay Period #4	Pay Period #5**	Other Income***	Total
Income (His)								
Income (Hers)								
Tithe								0.00
Tax (Est. - Incl. Fed., State, FICA)								0.00
TOTAL NET SPENDABLE		0.00	0.00	0.00	0.00	0.00	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
Food								0.00
Automobiles	0.00							
Payments (Car #1)****								0.00
Payments (Car #2)****								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

* If you are paid twice a month, you will only need 2 Pay Period columns.

If you are paid every two weeks, you will need 2 Pay Period columns most months, but 2 times a year, you will have an "extra" paycheck. Use the

** If you are paid weekly, you will need 4 Pay Period columns most months, but 4 times a year, you will have an "extra" paycheck. Use the Pay P

*** Use this for other income you may have: bonuses, income tax refunds, side jobs, etc.

**** If you don't have a first or second car payment, use this for a car replacement fund.

Life Insurance Worksheet

GROSS MONTHLY INCOME

Present Annual Income Needs:

Subtract deceased person's needs:

Subtract other income available:

(Social Security, Investments, Retirement)

= Net annual income needed:

Net annual income needed, multiplied by
12.5 (assumes an 8% after-tax investment
return on insurance proceeds

Lump sum needs:

Debts:

Education:

Other:

Total lump sum needs:

Total Life Insurance Needs:

**Priority
Number**

Idea

**Decrease
Expenses**

**Increase
Income**

**Raise Cash
(sell things)**