Helpful Hints for Completing the Monthly Budget Chart

1. Put your net income amount in the column for the week you receive it. Net income is money you have left after you have paid your tax deductions (federal, state, FICA/Social Security).

CAUTION:
If you have allotments or direct deposit of net pay to one or more financial institutions, be sure to count them correctly—first as part of your income, then as outgoing for whatever purposes the money is used, whether it be loan payments, insurance or a savings deposit.

2. Fixed and Variable Expenses—list the amount you *plan* to spend for the entire month in the "Budgeted Amount" column, and put the amount you *actually* spend in the weekly columns.

3. Savings—list the amount you *plan* to save for the entire month in the monthly goal column, and put the amount you *actually* save in the weekly columns.

At the end of the month, total all columns (down and across). Be sure that total expenses plus total savings equal net income.

FIGURE YOUR MONTHLY BUDGET

EXPENSES	Budgeted Amount	Actual Amount Per Budget Period					Amount Spent
		Week 1	Week 2	Week 3	Week 4	Week 5	
NET INCOME	$	$	$	$	$	$	$
FIXED EXPENSES	$	$	$	$	$	$	$
Rent/mortgage							
Insurance							
Car payments							
Loan payments							
Property taxes							
Furniture/appliances							
Other:							
Other:							
Other:							
VARIABLE EXPENSES	$	$	$	$	$	$	$
Food							
Clothing							
Transportation/car upkeep							
Total utilities							
Phone							
Dental/medical							
Entertainment/recreation							
*Credit Cards							
Other:							
Other:							
Other:							
Total Expenses	$	$	$	$	$	$	$
SAVINGS	**Monthly Goal**	**Actual Amount Saved Per Budget Period**					**Amount Saved**
Savings account	$	$	$	$	$	$	$
Emergency savings							
IRA/retirement							
Other:							
Total Savings	$	$	$	$	$	$	$

*Don't count a credit card purchase twice. Example—once as furniture payment and a second time as a credit card payment.

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