

BUDGET PREP WORKSHEET

STEP 1. INCOME

Where and how much income do you have coming in each month? Income sources to think about & include:

- Paycheck
- Spouse's Paycheck
- Alimony
- Part Time Jobs
- Child Support
- Social Security Benefits

SOURCE OF INCOME	WHEN (Weekly, Bi-Weekly, Monthly)	TOTAL MONTHLY AMOUNT
	TOTAL	

STEP 2. FIXED EXPENSES

Using your past bank statements, list out all fixed expenses that you must pay each month to keep your lights on and debt paid. Fixed Expenses to think about & include:

- Mortgage & Rent
- Utilities
- Insurance
- Subscriptions Netflix, Spotify, Hulu
- Car Payment
- Credit Card Bill
- Student Loan Payment

This does not include variable categories like groceries, gas, shopping and entertainment.

EXPENSE	DUE DATE	MONTHLY BILL
	TOTAL	

STEP 3. VARIABLE EXPENSES

Using your past bank statements, list out all your variable expenses. These are items that you can alter during the month if you are short on cash.

- Groceries
- Hair Care
- Clothing
- Fun Money
- Gas
- Entertainment

EXPENSE	DUE DATE	MONTHLY BILL
	TOTAL	
	TOTAL	

STEP 4. WHAT'S LEFT?

To see if you are going over your monthly budget, fill out the equation below.

Are you positive? Great! That means you have money left over. Are you negative? Sadly, that means we need to rework your budget so you balance out. Does your equation equal zero? Awesome! You're balanced, but now we need to make room for saving.

