

MONTHLY SPENDING PLAN

	Amount Budgeted	Total
Charity		
Tithe	_____	
Offering	_____	
Other _____	_____	_____
Savings		
Emergency Fund	_____	
Retirement Fund (401k, IRA, etc.)	_____	
College	_____	_____
Food		
Groceries	_____	
Restaurants	_____	_____
Utilities		
Home Phone	_____	
Cell Phone	_____	
Electric	_____	
Water	_____	
Gas	_____	
Trash	_____	
Cable/Satellite/Internet	_____	_____
Housing		
House Payment/Rent	_____	
Second Mortgage	_____	
Homeowner's insurance	_____	
Real Estate Taxes	_____	
Furniture	_____	
Repairs	_____	
HOA Fees	_____	
Other _____	_____	_____
Medical/Dental		
Medicine	_____	
Insurance	_____	
Dentist Bill	_____	
Doctor Bill	_____	
Eye Doctor	_____	_____
Page 1 Totals		_____

MONTHLY SPENDING PLAN (PAGE 2)

	Amount Budgeted	Total
Transportation		
Car Payment 1	_____	
Car Payment 2	_____	
Fuel	_____	
Car Insurance	_____	
Repairs, Maintenance, Tires	_____	
Car Replacement	_____	
License, Fees, Taxes	_____	
Bus, Cab, Uber, Train Fares	_____	_____
Insurance		
Life Insurance	_____	
Disability	_____	
Other	_____	_____
Clothing		
Adults	_____	
Children	_____	_____
Recreational		
Vacation	_____	
Entertainment	_____	_____
Educational		
School Tuition	_____	
School Supplies	_____	_____
Various		
Babysitter/Daycare	_____	
Child Support	_____	
Alimony	_____	
Club/Org Dues	_____	
Cosmetics	_____	
Gifts	_____	
Christmas	_____	
Subscriptions	_____	
Hair Care	_____	
Other_____	_____	
Discretionary/Pocket Money	_____	_____
Page 2 Totals		_____

MONTHLY ZERO BASED BUDGET DIRECTIONS

1. First, enter your Total Household Income for the month at the bottom of page 3.
2. Next, enter an amount for each item in the budget in the "amount budgeted" column (for example, car payment \$400, groceries \$500, etc.)
3. Then, add up the items in each major category and enter the total in the "Total" column.
4. Add up the "total" column for each page and enter it at the bottom of the page (1st page total, 2nd page total, etc.)
5. At the end of page 3, enter the totals from page 1, page 2, and Page 3. Add those numbers together and enter the total in the "Grand Total" column.
6. Subtract your "Total Household Income" from the "Grand Total". The result should be "zero"

The goal of the budget is to spend your total monthly income on paper before you spend it in the real world. This allows you to see **where your money is going** and to start learning to manage it well. You can play with the numbers as needed to help figure which items to spend less or more on.

For categories that you will need money throughout the month (Groceries, restaurants, gas, etc.), you can keep that money in envelopes labeled with the name of each category and take it out as you need it. **When the envelope is empty, you don't spend any more on that item for that month.** If you consistently have too much or too little in a category, you should tweak the budget accordingly each month.

Budgeting comes in especially handy when you're in the process of getting out of debt. You may need to drastically cut down on things such as restaurant food, vacation, entertainment, and others to free up money to put toward debt payments. These cuts can be a little painful in the short term, **but they won't last forever.** Once you're out of debt you can start adding back some of the things you missed out on in the short term.

Doing a budget doesn't come easy at first, but stick with it. You'll get the hang of it, and after a few months it will become second nature to you.

All savings should go into the "**emergency fund**" category until you have fully funded your starter emergency fund with at least \$1,000.

Later, when you become debt free, **continue doing a written budget every single month, forever!** Remember, if you don't know where your money is going, it is extremely easy to let your spending get out of hand and end up back in debt.