

Manage Your Money

(Stop Laughing! It's Possible...)



OnTrack Financial Education & Counseling invites you to use this budget worksheet to evaluate the way you currently spend money and to set goals to ensure your future financial fitness. OnTrack WNC is a private, nonprofit, United Way funded agency offering free and confidential budget and credit counseling to all consumers regardless of age, income level or geographic location. We invite you to take advantage of our individual counseling services, participate in our education programs, and learn to take charge of your money life!

STEP 1 – Monthly Income

Enter your monthly *net income* (after taxes and other payroll deductions) from ALL sources. For income received infrequently, such as interest, commissions, or tax returns, calculate the annual amount received, then divide by 12.

Source	1st Month/baseline	2nd Month/tracking	3rd Month/Goals
Job			
Spouse or Partner's Job			
Part-Time job			
Rental income			
Commissions, Bonus, Self-employment			
Tax refund, Interest			
Child Support, Alimony			
Social Security, Veterans Benefits			
Unemployment, Disability, TANF Benefits			
Other (including EBT)			
TOTAL MONTHLY NET INCOME	\$	\$	\$

STEP 2 – Basic Monthly Expenses

Enter all expenses paid directly by you (do not include items that are payroll-deducted). For expenses that vary from month to month, (i.e., utilities, car repairs), **enter an average monthly amount**. To calculate the monthly expense, divide the estimated annual cost by 12. Items paid quarterly should be divided by 3 to get the average monthly expense.

Expense	1st Month	2nd Month	1st Month/baseline
Housing			
Rent / Mortgage Payment			
2nd Mortgage / Home Equity Loan			
Taxes (Not in Mortgage Payment)			
Electricity			
Fuel Oil / Wood / Gas			
Water / Sewer / Garbage			
Telephone / Long Distance			
Cell Phone / Pager			
Food			
Groceries			
School Lunches			
Work Lunches / Snacks / Coffee Breaks			
Transportation			
Car Payment			
Gas (Or Bus Fare, Etc.)			
Maintenance / Repairs			
Registration / Parking / Tax			
Insurance			
Car			
All Life			
House / Renter's (Not in Escrow)			
Medical (Not Payroll Deducted)			
Savings			
TOTAL BASIC MONTHLY EXPENSES	\$	\$	\$

STEP 3 – Additional Expenses

Enter all expenses paid during the year. A rule of thumb is to enter the amount you *need* to spend, not what you would like to spend. To calculate the monthly figure on infrequent expenses, estimate the annual expense, the divide by 12.

Expense	1st Month	2 nd Month	1st Month/baseline
Personal			
Barber & Beauty Shop			
Personal Spending Allowances			
Cosmetics & Toiletries			
Cigarettes, Tobacco, Snacks			
Medical			
Doctor, Dentist, Other Practitioners			
Drugs/prescriptions			
Clothing			
Family Clothing Purchases			
Cleaning and Laundry			
Diapers			
Gifts			
Birthdays, Anniversaries			
Christmas, Hanukkah			
All Other			
Education			
Tuition			
Books, Papers, Supplies			
Donations			
Church			
All other			
Entertainment			
Movies, Plays, Video Rentals			
Books, Magazines, Newspapers, Music			
Eating Out			
Clubs & Sports			
Health Club Membership			
Cable TV / Satellite			
Vacations			
Crafts / Hobbies			
Internet			
ChildCare			
Day Care/ Afterschool Care			
Baby Sitting			
Summer Camp			
Miscellaneous			
Vet - Animal Expenses			
Postage / Bank Fees			
Home Maintenance			
Paper Products / Cleaning Supplies			
Day Care / Babysitter			
Alimony / Child Support			
Children's Allowances			
Storage Building Rental			
TOTAL ADDITIONAL EXPENSES	\$	\$	\$

