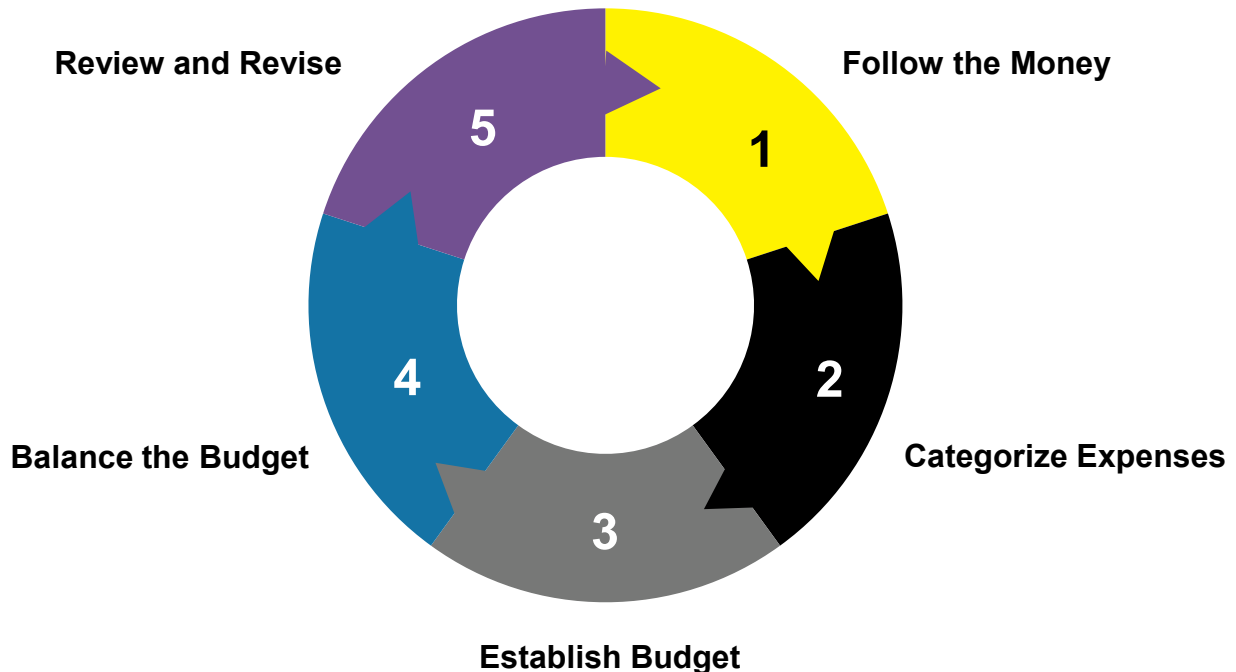


# Budgeting Worksheet

## Overview

Budgeting is all about effectively tracking where your money is being spent so you can properly plan for how and when to spend it. This workshop will walk you through the five key steps and use a scenario to help you learn the process. To complete this worksheet, you should have access to your transactions over the last month or two.

## Five steps to creating a budget



## Resources

There are a number of ways you can accomplish following the money and categorizing your expenses. The simplest approach is to use an old fashioned journal or notebook and simply record everything by hand. Of course, technology has made things much easier in recent times. There are now programs that will track and categorize your expenses automatically. If you prefer the benefit of technology but the flexibility of the old fashioned approach, then you may consider using computer software or a spreadsheet program. Below are a few resources you may find helpful<sup>1</sup>.



### Mobile Apps and Websites

- Mint.com
- MyMoney.gov



### Computer Software

- Microsoft Excel
- Quicken
- Numbers



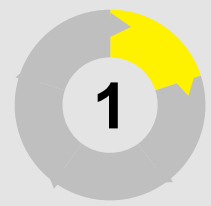
### Traditional Entry

- Journal
- Notebook
- Pen and paper

<sup>1</sup>References to third parties are for informational purposes only.

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# Follow the Money



Directions: Determine your monthly income by looking back at paystubs or bank statements.

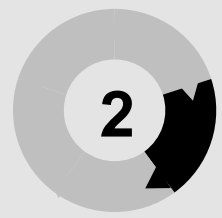
Pay	Total
Monthly Take Home Pay 1:	
Monthly Take Home Pay 2:	
Other Income:	
Total:	

Write out your monthly expenses. Round each amount up to allow room for flexibility.

Expense	Total
Total:	

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# Categorize



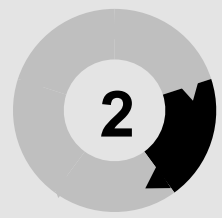
Categorize each expense item and determine if it is a need or want.

Category: <input type="text"/>	Cost	Need or Want?
Total:		

Category: <input type="text"/>	Cost	Need or Want?
Total:		

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# Categorize



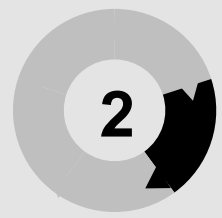
Categorize each expense item and determine if it is a need or want.

Category: <input type="text"/>	Cost	Need or Want?
Total:		

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# Categorize



Categorize each expense item and determine if it is a need or want.

Category: <input type="text"/>	Cost	Need or Want?
Total:		

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Category: <input type="text"/>	Cost	Need or Want?
Total:		

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# Establish the Budget



## Instructions:

Prioritize your spending by placing total dollar amounts based on how you would like to spend your monthly income. Remember to round up.

Category	Total
Housing	
Total:	

## Remember

- Be sure to include your goals in the budget. It may be helpful to categorize them separately (e.g. emergency fund, retirement savings, college savings, etc.)
- Your total budget should not exceed your monthly earnings
- The “Flex” category is there to provide you a cushion. You will use money you’ve budgeted in that category only if you’ve gone over your budget in another category.

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# Balance the Budget



## Instructions:

With the budget now set, it's time to balance it! Throughout the month as you spend money, track your spending against what you have budgeted. Think of each category like a separate bank account with a beginning balance, deposits and withdrawals. As you spend money, money will come out of the "account" similar to a withdrawal, and when you reset your budget each month, money will go into the account, similar to a deposit.

## At the end of each month

At the end of each month, you may have money left over in some of your categories. A budgeting best practice is to save this money toward your goals such as emergency funds, retirement savings, college savings, etc. See the example below.

### Entertainment

Item	Amount
Initial Budget	\$450
Movies	(\$50)
Hair Care	(\$50)
Concert tickets	(\$100)
End of month balance	\$250



Savings

## Using the "Flex" category

If you happen to spend more than you have budgeted in a given category, you can use money in your "flex" category. A flex category provides flexibility to your budget by having a back-up plan if you overspend in a category. See the example below.

### Transportation Budget

Item	Amount
Initial Budget	\$500
Overage	(\$20)
Transfer from Flex	\$20
End of month balance	\$0

### Flex

Item	Amount
Initial Budget	\$100
Transfer to Transportation	(\$20)
End of month balance	\$80



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# Review and Revise



## Instructions:

It is important to consistently review your budget to make improvements. Keeping your budget flexible will also help with sticking to it, as your circumstances can change. Don't be afraid to adjust amounts up or down as time goes on.

Your budget can be improved from two angles. Look for ways to increase your income or decrease your expenses. For example, you can look for promotional opportunities, take a second job, and even work overtime if your employer allows it. Likewise, you can decrease your expenses by using coupons, car pooling to work, and making your own lunches. These are just a few ideas that can help improve your budget.



## Additional Resources<sup>1</sup>:

### General Resources

- Benefits website  
<http://CatBenefitsCenter.com>
- Benefits Center  
877-228-4010  
Monday - Friday, 8AM – 6PM CT  
Alight Financial Advisors  
Monday - Friday, 8AM – 8PM CT
- Financial Education Center  
Benefits website > Savings & Retirement >  
Financial Education Center
- Budgeting Applications  
[Mint.com](http://Mint.com), [MyMoney.gov](http://MyMoney.gov), [Quicken](http://Quicken.com)

### Debt Resources

- Credit Counseling Solutions (Clearpoint)  
Financial Education Center >>  
Credit Counseling Solutions
- Federal Student Aid website  
[studentaid.ed.gov](http://studentaid.ed.gov)
- Consumer Finance Protection Bureau  
[www.consumerfinance.gov](http://www.consumerfinance.gov)
- Free Annual Credit report  
[www.annualcreditreport.com](http://www.annualcreditreport.com)
- America's debt help organization  
[www.debt.org](http://www.debt.org)

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