



# Making a Budget

A budget is a plan that shows you how you can spend your money every month. Making a budget can help you make sure you do not run out of money each month. A budget also will help you save money for your goals or for emergencies.

## How do I make a budget?

- Write down your expenses. Expenses are what you spend money on. Expenses include:

### **Bills:**

- › bills that are the same each month, like rent
- › bills that might change each month, like utilities
- › bills you pay once or twice a year, like car insurance

### **Other expenses, like:**

- › food
- › gas
- › entertainment
- › clothes
- › school supplies
- › money for family
- › unplanned expenses, like car repairs or medical bills
- › credit card bills

You might have bills that change every month. Look at what you paid for the same month last year. You might need \$200 for your gas bill in January, but \$30 in July.

- Write down how much money you make. This includes your paychecks and any other money you get, like child support.
- Subtract your expenses from how much money you make. This number should be more than zero. If it is less than zero, you are spending more money than you make. Look at your budget to see what you do not need or what you could spend less on.



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### How do I use my budget?

You can use your budget every month:

- At the beginning of the month, make a plan for how you will spend your money that month. Write what you think you will earn and spend.
- Write down what you spend. Try to do this every day.
- At the end of the month, see if you spent what you planned.
- Use the information to help you plan the next month's budget.



# Make a Budget

Use this worksheet to see how much money you spend this month. Then, use this month's information to help you plan next month's budget.

Some bills are monthly and some come less often. If you have an expense that does not occur every month, put it in the "Other expenses this month" category.

**MONTH** \_\_\_\_\_ **YEAR** \_\_\_\_\_

## My income this month

### Income

### Monthly total

Paychecks (salary after taxes, benefits, and check cashing fees)	\$
Other income (after taxes) for example: child support	\$
<b>Total monthly income</b>	<b>\$</b>

**Income**

## My expenses this month

### Expenses

### Monthly total

### HOUSING

Rent or mortgage	\$
Renter's insurance or homeowner's insurance	\$
Utilities (like electricity and gas)	\$
Internet, cable, and phones	\$
Other housing expenses (like property taxes)	\$

### FOOD

Groceries and household supplies	\$
Meals out	\$
Other food expenses	\$

### TRANSPORTATION

Public transportation and taxis	\$
Gas for car	\$
Parking and tolls	\$
Car maintenance (like oil changes)	\$
Car insurance	\$
Car loan	\$
Other transportation expenses	\$



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	Expenses	Monthly total
HEALTH	Medicine	\$
	Health insurance	\$
	Other health expenses (like doctors' appointments and eyeglasses)	\$
PERSONAL AND FAMILY	Child care	\$
	Child support	\$
	Money given or sent to family	\$
	Clothing and shoes	\$
	Laundry	\$
	Donations	\$
	Entertainment (like movies and amusement parks)	\$
	Other personal or family expenses (like beauty care)	\$
FINANCE	Fees for cashier's checks and money transfers	\$
	Prepaid cards and phone cards	\$
	Bank or credit card fees	\$
	Other fees	\$
OTHER	School costs (like supplies, tuition, student loans)	\$
	Other payments (like credit cards and savings)	\$
	Other expenses this month	\$
Total monthly expenses		\$

**Expenses**

$$\begin{array}{c} \$ \\ \text{Income} \end{array} - \begin{array}{c} \$ \\ \text{Expenses} \end{array} = \begin{array}{c} \$ \\ \end{array}$$

Maybe your income is more than your expenses. You have money left to save or spend.

Maybe your expenses are more than your income. Look at your budget to find expenses to cut.