

Unit 2: Budget Planning Document
Round up to closest \$5.00

Modify for Your Needs

Category	Amount	Notes
A. Monthly Income	<i>Regular recurring sources of income.</i>	
Your pay		<i>Take home pay</i>
Spouse pay		<i>Take home pay</i>
Alimony/child support		
Other		
Total		

Category	Amount	Notes
B. Monthly Fixed Expenses	<i>Items that you must pay every month and you pretty much know the amount due.</i>	
Rent/Mortgage		
Car Payment 1		
Car Payment 2		
Day Care		
Insurance (monthly)		<i>Health, Life, Renters, etc.</i>
Union Dues		
Phone/Cell phone		
Gas		
Electric		
Credit card 1		<i>Minimum +</i>
Credit card 2		<i>Minimum +</i>
Other		
Total:		

Category	Amount	Notes
C. Periodic/Non Monthly Fixed Expenses	<i>Items you know you have to pay and can estimate costs for the year.</i>	<i>Adjust to a monthly amount; set aside for future payment when due.*</i>
Car Insurance		
Car Registration		
Taxes		In addition to what is deducted from pay
Water bill		
Auto Maintenance		
Pet Care		Vets, licenses
Medical		Co-pays, co-insurance
Other		
Total:		

Category	Amount	Notes
D. Monthly Out of Pocket Expenses (estimates)	<i>Items you know you need to pay for every month but are somewhat discretionary in amount. Estimate.</i>	
Gasoline		
Commuting Expenses		Bus, tolls, subway, parking
Groceries		
Diapers		
School Expenses		Supplies, fees, books
Church		
SAVINGS		
Other		
Total:		

Category	Amount	Notes
E. Remainder/ Spending Money	<i>Totally discretionary money, available for other spending not budgeted for.</i>	A- [B+C+D] Budget within this category as you wish
Movies/Entertainment		
Dining Out		
Sports		
Clothes		
Gifts		
Charity		
Other		

*Examples of converting expenses to a monthly amount:

- Auto Insurance: \$500/6 months of coverage
 - \$500 divided by 6 = \$83
 - Budget @ \$85 per month
- Water Bill: \$86 per quarter
 - \$86 divided by 3 = \$29
 - Budget @ \$30 per month