



# MONTHLY BUDGETING FORMS

Welcome to the wonderful world of cash flow management! By filling out just a few forms, your new financial plan will start to unfold right in front of you. You'll immediately identify problem areas and learn how to close the valve of wasteful spending, because you'll know exactly where all of your dollars are going!

It will take a little while to fill in these forms for the first time. That's because you'll be doing something you've probably never done, and you'll be facing behaviors you may have never faced. That's okay! After that initial start-up, however, you'll get better and better at this until budgeting feels like second nature.

For monthly budgeting, you'll just need to use two forms: the Monthly Cash Flow Plan along with the Allocated Spending Plan or Irregular Income Plan, depending on how you get paid. This should just take about 30 minutes a month once you get in the habit.

Dave covers these three forms in detail in the Cash Flow Planning lesson, and we also have tutorials online for each budget form. If you need a little help as you fill out the forms, just take a breath and check out one of those helpful resources.

**Are you ready? It's time to make your money work for you. Go for it!**



# MONTHLY CASH FLOW PLAN

Cash flows in and out each month. Make sure you tell it where to go!

## Yes, this budget form has a lot of lines and blanks.

But that's okay. We do that so we can list practically every expense imaginable on this form to prevent you from forgetting something. Don't expect to put something on every line. Just use the ones that are relevant to your specific situation.

### Step 1

Enter your monthly take-home pay in the box at the top right (A). This is the amount you have for the month to budget. So far so good, huh?

A

### Step 2

Within each main category, such as Food, there are subcategories, like Groceries. Start at the top and work your way down, filling out the Budgeted column (B) first. Add up each subcategory and put that number in the Total box (C).

B

	Spent	Budgeted
✉ Groceries		
✉ Restaurants		
	*5-15%	TOTAL

C

D

Also, pay attention to Dave's recommended percentages (D). This will help you keep from budgeting too much for a category.

### Step 3

Finally, enter your take-home pay in the top box at the end of the page (E), then add up all categories and place that total in the Category Totals box (F). Then subtract your Category Totals amount from your Take-Home Pay. You should have a zero balance (G). Doesn't that feel great?

E

F

G

### Step 4

When the month ends, put what you actually spent in the Spent column (H). That will help you make any necessary adjustments to the next month's budget.

H

	Spent	Budgeted
✉ Groceries		
✉ Restaurants		
	*5-15%	TOTAL

Monthly Take-Home Pay

Add up budgeted column  
1/3 enter here

These icons represent good options for cash envelopes

♥ CHARITY		
	Spent	Budgeted
Tithes	_____	_____
Charity & Offerings	_____	_____
	*10-15%	TOTAL

🐷 SAVING		
	Spent	Budgeted
Emergency Fund	_____	_____
Retirement Fund	_____	_____
College Fund	_____	_____
	*10-15%	TOTAL

🏠 HOUSING		
	Spent	Budgeted
First Mortgage/Rent	_____	_____
Second Mortgage	_____	_____
Real Estate Taxes	_____	_____
Repairs/Maint.	_____	_____
Association Dues	_____	_____
	*25-35%	TOTAL

⚙️ UTILITIES		
	Spent	Budgeted
Electricity	_____	_____
Gas	_____	_____
Water	_____	_____
Trash	_____	_____
Phone/Mobile	_____	_____
Internet	_____	_____
Cable	_____	_____
	*5-10%	TOTAL

🍏 FOOD		
	Spent	Budgeted
📧 Groceries	_____	_____
📧 Restaurants	_____	_____
	*5-15%	TOTAL


👕 CLOTHING		
	Spent	Budgeted
📧 Adults	_____	_____
📧 Children	_____	_____
📧 Cleaning/Laundry	_____	_____
	*2-7%	TOTAL








  



🚗 TRANSPORTATION		
	Spent	Budgeted
Gas & Oil	_____	_____
📧 Repairs & Tires	_____	_____
License & Taxes	_____	_____
Car Replacement	_____	_____
Other _____	_____	_____
	*10-15%	TOTAL


  

🩺 MEDICAL/HEALTH		
	Spent	Budgeted
Medications	_____	_____
Doctor Bills	_____	_____
Dentist	_____	_____
Optometrist	_____	_____
Vitamins	_____	_____
Other _____	_____	_____
Other _____	_____	_____
	*5-10%	TOTAL

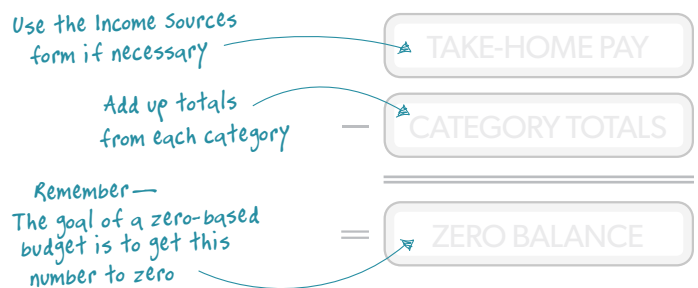
 <b>INSURANCE</b>	Spent	Budgeted
Life Insurance	_____	_____
Health Insurance	_____	_____
Homeowner/Renter	_____	_____
Auto Insurance	_____	_____
Disability Insurance	_____	_____
Identity Theft	_____	_____
Long-Term Care	_____	_____
	*10-25%	TOTAL

 <b>PERSONAL</b>	Spent	Budgeted
 Child Care/Sitter	_____	_____
 Toiletries	_____	_____
 Cosmetics/Hair Care	_____	_____
Education/Tuition	_____	_____
Books/Supplies	_____	_____
Child Support	_____	_____
Alimony	_____	_____
Subscriptions	_____	_____
Organization Dues	_____	_____
Gifts (inc. Christmas)	_____	_____
 Replace Furniture	_____	_____
 Pocket Money (His)	_____	_____
 Pocket Money (Hers)	_____	_____
Baby Supplies	_____	_____
Pet Supplies	_____	_____
Music/Technology	_____	_____
Miscellaneous	_____	_____
Other _____	_____	_____
Other _____	_____	_____
	*5-10%	TOTAL

 <b>RECREATION</b>	Spent	Budgeted
 Entertainment	_____	_____
Vacation	_____	_____
	*5-10%	TOTAL

 <b>DEBTS</b>	Spent	Budgeted
Car Payment 1	_____	_____
Car Payment 2	_____	_____
Credit Card 1 _____	_____	_____
Credit Card 2 _____	_____	_____
Credit Card 3 _____	_____	_____
Credit Card 4 _____	_____	_____
Credit Card 5 _____	_____	_____
Student Loan 1	_____	_____
Student Loan 2	_____	_____
Student Loan 3	_____	_____
Student Loan 4	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
	Your goal is 0%	*5-10% TOTAL

Once you have completed filling out each category, subtract all category totals from your take-home pay.





# ALLOCATED SPENDING PLAN

Don't let this one scare you. Managing your money week to week happens here!

## Life pulls your money in all directions. Spend time here before spending your cash.

Allocation is a fancy word for “when you spend your money.” We’re going to build on your Monthly Cash Flow Plan here and get a little more in depth by breaking your income down by pay period. The four columns on this form represent the four weeks in a given month. If you’re married, combine your spouse’s income with yours.

### Step 1a

Fill out the pay period in box **A**. This is simply how long you’ll go between paychecks. If you get paid on the 1st and 15th, then your pay period for July, for example, would be 7/1 to 7/14.

**A** ----->

Pay Period Dates	TO
Pay Period Income	

-----> **B**

### Step 1b

Write how much you will be paid in that pay period (**B**).

### Step 2

Write down how much money you’re budgeting in the Budgeted column (**C**). In the Remaining column (**D**), keep a running total of how much of your starting income you have left for that pay period.

	Budgeted	Remaining
<b>C</b> <b>HOUSING</b>		
First Mortgage/Rent	945	285
<b>D</b> Second Mortgage		
Real Estate Taxes	150	135

### Step 3

Keep going down the list until the “Remaining” column (**E**) hits zero. When “Remaining” equals zero, you’re done budgeting for that pay period.

	40	95
<b>E</b> ----->	20	75

### Step 4

If you have money left over at the end of the column (**F**), go back and adjust an area, such as savings or giving, so that you spend every single dollar. Every dollar needs a home.

	40	35
Other <u>Final cable bill</u>		
Other <u>Florist bill</u>	35	0
Other _____		
<b>F</b> ----->		













# IRREGULAR INCOME PLANNING

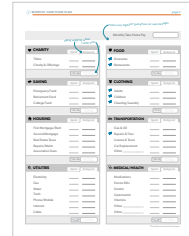
If you have an irregular income, this form just became your best friend!

## Some people's paychecks all look the same, and some people's don't.

If you're self-employed or in sales, you really understand this! But you're not free from filling out budgets. As a matter of fact, this form is vital for just that reason! It can be easy for debts and expenses to overtake what you're bringing in. Stay on top of your money here.

### Step 1

Fill in the Monthly Cash Flow Plan form based on what you reasonably expect to bring home for the month. If you aren't sure, use last year's lowest income month as your starting point.



### Step 2

List anything that didn't make it in your Monthly Cash Flow Plan in the Items column (A). These are the things that you couldn't budget for but need to be funded.

ITEMS	
A	Hospital Bill - Snowball
	Home Depot - Snowball
	Extra Entertainment

### Step 3

Rewrite your expenses in priority order and keep a running total. Setting good priorities is crucial here. For instance, a beach trip is not more important than putting food on the table!

BUDGETED		RUNNING TOTAL
460	+	460
1,000	=	1,460
50		1,510

### Step 4

When you get paid, write any additional income in the box (B). "Additional" means anything above and beyond what you budgeted on the Monthly Cash Flow Plan form.

Additional Irregular Income	1,500
-----------------------------	-------

### Step 5

Spend your money right down the list until it's all gone. You most likely won't make it all the way down the list. That's okay! That's why it's important to prioritize.

BUDGETED		RUNNING TOTAL
460	+	460
1,000	=	1,460
<del>50</del> 40		<del>1,510</del> 1,500





# QUICK-START BUDGET

Your first budget! It's also the simplest, so you can relax now.

## It's time to get your feet wet with budgeting.

This form is only one page, but it will show you how much money you need every month to cover necessities. While your mortgage or rent is listed here, we won't get into the details of your credit card bills, student loans, car payments, and any other debt yet. The Quick-Start Budget is just your starting point.

### Step 1

Write down what you're spending for the month in each of the categories listed (A). If you don't know exactly, just make your best guess. We're keeping it simple for now.

⚙️ UTILITIES	
	Budgeted
Electricity	_____
Gas	_____

### Step 2

Write the total for each category in the Total box (B) and move on to the next category. See? Easy!

Internet	_____
Cable	_____
TOTAL	

### Step 3

Add up all eight of your total boxes and enter that number at the bottom in the Category Totals box (C). This shows you how much you're spending in a month for your basic necessities, not including any kind of debt. We'll get to all that later.

CATEGORY TOTALS

Add up budgeted column  
 & enter here

These icons represent good options for cash envelopes

♥ CHARITY		Budgeted
Tithes	_____	
		TOTAL
🐷 SAVING		Budgeted
Emergency Fund	_____	
Other _____	_____	
		TOTAL
🏠 HOUSING		Budgeted
First Mortgage/Rent	_____	
Second Mortgage	_____	
Real Estate Taxes	_____	
Repairs/Maint.	_____	
Homeowner/Renter Ins.	_____	
		TOTAL
⚙️ UTILITIES		Budgeted
Electricity	_____	
Gas	_____	
Water	_____	
Trash	_____	
Phone/Mobile	_____	
Internet	_____	
Cable	_____	
		TOTAL

🍏 FOOD		Budgeted
✉️ Groceries	_____	
		TOTAL
👕 CLOTHING		Budgeted
✉️ Adults	_____	
✉️ Children	_____	
		TOTAL
🚗 TRANSPORTATION		Budgeted
Car Payment	_____	
Car Payment	_____	
Gas & Oil	_____	
✉️ Repairs & Tires	_____	
Auto Insurance	_____	
		TOTAL
👤 PERSONAL		Budgeted
Life Insurance	_____	
Health Insurance	_____	
Disability Insurance	_____	
✉️ Child Care/Sitter	_____	
✉️ Entertainment	_____	
Other _____	_____	
Other _____	_____	
		TOTAL

Add up totals  
 from all categories

CATEGORY TOTALS



# DEBT SNOWBALL

Get the ball rolling and start attacking your debt!

## You've got your emergency fund taken care of. Now it's time to dump the debt!

The Debt Snowball form will help you get some quick wins and develop some serious momentum! You'll make minimum payments on all of your debts except for the smallest one. Then, attack that one with gazelle intensity! Throw every dollar at it that you can!

### Step 1

List your debts in order from the smallest Total Payoff balance to the largest. Don't be concerned with interest rates, unless two debts have a similar payoff balance. In that case, list the one with the higher interest rate first.

DEBTS	TOTAL PAYOFF
Diagnostic	50
Hospital Bill	460
Home Depot	770

### Step 2

Attack that smallest debt by paying as much on it as you possibly can. Once you pay one debt off, take what you were paying on that one and add it to the minimum payment of the *next* debt. As the snowball rolls over, it picks up more snow. Get it?

MIN. PAYMENT	NEW PAYMENT
<del>10</del>	<del>10</del>
<del>38</del>	<del>48</del>
45	93

### Step 3

Every time you pay off a debt, cross the debt off. This will show you how close you're getting to becoming debt-free!

<del>Hospital Bill</del>
<del>Home Depot</del>
<del>Chase VISA</del>
<del>Car Loan</del>

I'M DEBT-FREE!!!!





# BREAKDOWN OF SAVINGS

This form will save you some headaches down the road. Plan ahead here.

## These items are also called sinking funds. These are the safety nets in your plan.

After fully funding your emergency fund, start saving for other items, like furniture, cars, home maintenance, or a vacation. This sheet will remind you that every dollar in your savings account is already committed to something.

ITEMS	BALANCE	TARGET
Emergency Fund (1) \$1,000	_____	_____
Emergency Fund (2) 3–6 Months	_____	_____
Retirement Fund	_____	_____
College Fund	_____	_____
Real Estate Taxes	_____	_____
Homeowner’s Insurance	_____	_____
Repairs/Maintenance Fee	_____	_____
Replace Furniture	_____	_____
Car Insurance	_____	_____
Car Replacement	_____	_____
Disability Insurance	_____	_____
Health Insurance	_____	_____
Doctor	_____	_____
Dentist	_____	_____
Optometrist	_____	_____
Life Insurance	_____	_____
School Tuition/Supplies	_____	_____
Gifts (Including Christmas)	_____	_____
Vacation	_____	_____
Computer Replacement	_____	_____
Tires	_____	_____
Baby	_____	_____
Other _____	_____	_____
TOTAL		





# CONSUMER EQUITY SHEET

Here's where you can own up to what you have, and even what has you!

## Your net worth: what you own minus what you owe.

Use this form to list all of your assets and their value. Then subtract what, if anything, you owe on each one. When you total the columns, the Total Equity box at the bottom shows your net worth.

ITEMS	VALUE	DEBT	EQUITY
Real Estate _____	_____	_____	_____
Real Estate _____	_____	_____	_____
Car _____	_____	_____	_____
Car _____	_____	_____	_____
Cash On Hand	_____	_____	_____
Checking Account	_____	_____	_____
Savings Account	_____	_____	_____
Money Market Account	_____	_____	_____
Mutual Funds	_____	_____	_____
Retirement Plan	_____	_____	_____
Cash Value (Insurance)	_____	_____	_____
Household Items	_____	_____	_____
Jewelry	_____	_____	_____
Antiques	_____	_____	_____
Boat	_____	_____	_____
Unsecured Debt (Negative)	_____	_____	_____
Credit Card Debt (Negative)	_____	_____	_____
Other _____	_____	_____	_____
Other _____	_____	_____	_____
	TOTAL VALUE	TOTAL DEBT	TOTAL EQUITY

*Handwritten notes:*

- How much each item is worth (points to VALUE column)
- How much you owe on each item (points to DEBT column)
- subtract debt from value to get equity (points to EQUITY column)
- This is your net worth (points to TOTAL EQUITY box)



# LUMP SUM PAYMENT FORM

Hey, let's face it. We all take our lumps sometimes. It's life! But we can still be ready!

## Plan for the big once- or twice-a-year payments.

This is the form for the payments you make on a non-monthly basis, like insurance premiums and taxes. They can be budget busters if you don't plan for them every month.

ITEM NEEDED	AMOUNT NEEDED	÷ MONTHS	= BUDGETED
Real Estate Taxes	_____	_____	_____
Homeowner's Insurance	_____	_____	_____
Home Repairs	_____	_____	_____
Replace Furniture	_____	_____	_____
Medical Bills	_____	_____	_____
Health Insurance	_____	_____	_____
Life Insurance	_____	_____	_____
Disability Insurance	_____	_____	_____
Car Insurance	_____	_____	_____
Car Repair/Tags	_____	_____	_____
Replace Car	_____	_____	_____
Clothing	_____	_____	_____
Tuition	_____	_____	_____
Bank Note	_____	_____	_____
IRS (Self-Employed)	_____	_____	_____
Vacation	_____	_____	_____
Gifts (Including Christmas)	_____	_____	_____
Other _____	_____	_____	_____
Other _____	_____	_____	_____
Other _____	_____	_____	_____

*When this item comes due, how much will you need to cover it?*

*Use the formula below to find how much to budget*

*This amount goes into your monthly budget form*



# MAJOR COMPONENTS

of a Healthy Financial Plan

## Your financial plan has a lot of moving parts.

So you have to know what you need to do and when you need to do it. This form shows you the essential things that absolutely must be part of any successful plan. Go line by line and note what action you need to take for each item, then put a deadline on it.

ITEM	ACTION NEEDED	ACTION DATE
Written Cash Flow Plan		
Will or Estate Plan		
Debt Reduction Plan		
Tax Reduction Plan		
Emergency Funding		
Retirement Funding		
College Funding		
Charitable Giving		
Teach My Children		
Life Insurance		
Health Insurance		
Disability Insurance		
Auto Insurance		
Homeowner's Insurance		
Renter's Insurance		
Long-Term Care Insurance		
Identity Theft Insurance		



# RECOMMENDED PERCENTAGES

You nerds will love this one! Calculate how you compare to these suggestions.

## How much of your money should go where?

We've got some recommendations based on experience and research. If you find that you spend much more in one category than we recommend, consider adjusting your lifestyle in that area in order to enjoy more freedom and flexibility across the board. These are only suggestions though. For example, if you have a higher income, your percentage for things like food will be lower.

Use this formula to get your target percentages

$$\text{Total monthly Income} \times \text{Recommended Percentage}$$

Use this formula to get your actual percentages

$$\frac{\text{Budgeted Amount}}{\text{Total monthly Income}} \times 100$$

ITEM	RECOMMENDED %	TARGET	ACTUAL
Charitable Gifts	10-15%	_____	_____
Saving	10-15%	_____	_____
Housing	25-35%	_____	_____
Utilities	5-10%	_____	_____
Food	5-15%	_____	_____
Transportation	10-15%	_____	_____
Clothing	2-7%	_____	_____
Medical/Health	5-10%	_____	_____
Insurance	10-25%	_____	_____
Personal	5-10%	_____	_____
Recreation	5-10%	_____	_____
Debts	5-10%	_____	_____



# INCOME SOURCES RECAP

Jot down your streams of income, even if it's just a trickle right now.

## Money's fun. If you've got some.

You've got money coming in from somewhere, right? Then write it down. This form documents every single income source you've got. There's no such thing as "found money." It all counts, and it all goes on the budget!

Enter the amount of each income item here

Enter the date or pay period it will arrive

EMPLOYMENT	AMOUNT	ARRIVAL DATE
Paycheck 1	_____	_____
Paycheck 2	_____	_____
Commissions	_____	_____
Bonus	_____	_____
Self-Employment	_____	_____
Tax Refund	_____	_____
Other _____	_____	_____
INVESTMENTS/RETIREMENT		
Interest Income	_____	_____
Dividend Income	_____	_____
Rental Income	_____	_____
Trust Fund	_____	_____
Social Security	_____	_____
Pension	_____	_____
Annuity	_____	_____
Other _____	_____	_____
OTHER		
Disability Income	_____	_____
Alimony	_____	_____
Child Support	_____	_____
Temporary Assistance for Needy Families	_____	_____
Cash Gifts	_____	_____
Unemployment	_____	_____
Other _____	_____	_____
	<div style="border: 1px solid gray; border-radius: 10px; padding: 5px; display: inline-block;">TOTAL</div>	

Add up & enter total income



# PRO RATA DEBT LIST

The best way to beat debt is with a calculated formula! Go!

## “But I can’t pay the minimum payments!” It’s okay. We have a plan for that.

“Pro rata” means “fair share.” Use this form to figure out what percentage of your income each creditor represents, and then send their payment along with a copy of this form and your budget every month—even if they say they won’t accept it.

### Step 1

Subtract Necessity Expense (B) from Household Income (A). That gives you your Disposable Income (C). That’s how much money you have to pay toward debt after you’ve covered all your necessities.

A	→ Household Income	<input type="text"/>
B	→ Necessity Expense —	<input type="text"/>
C	→ Disposable Income =	<input type="text"/>

### Step 2

Write in your Total Debt (D). Then collect all your bills and add up the grand total of all your monthly minimum payments. Write that in Total Min. Payments (E). If your Total Min. Payments figure is higher than your Disposable Income (C) figure, you need to use the Pro Rata Debt List.

D	→ Total Debt	<input type="text"/>
E	→ Total Min. Payments	<input type="text"/>

ITEM	PAYOFF ÷	TOTAL DEBT =	PERCENT X	DISP. INC. =	NEW PMT.
F	G	H	I	J	K
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Step 3

List each debt in the Item (F) column and write the total debt payoff amount in the Payoff (G) column. Go ahead and write in the Total Debt (H) and Disposable Income—or Disp. Inc. (J)—amounts from the top of the form too.

### Step 4

On each line, divide the Payoff (G) by the Total Debt (H) to get the Percent (I). That figure shows you each creditor’s fair share of your available income.

### Step 5

Multiply the Percent (I) by your total disposable income in the Disp. Inc. (J) column. Write that in the New Pmt. (K) column. That’s what you should send to that specific creditor. Repeat that math for every item on the list to calculate your pro rata payments for each one.







