

STEP 1:
INCOME

Time to add up the money that's coming IN!

List all your income transactions in the left column, and the dollar amount in the right column.

Your total income should include all paychecks and any extra funds that you brought in for the month.

Add up all your transactions and write the total on the bottom line!



PAYCHECKS FROM WORK



INCOME FROM SIDE JOBS



ANY EXTRA \$\$ YOU BROUGHT IN

ITEM	AMOUNT
	\$
TOTAL INCOME	\$

MONTH _____

**STEP 3:
FLEXIBLE
EXPENSES**

These are the expenses that are mostly discretionary - meaning that they're non-essential.

Examples of flexible expenses are things like entertainment, dining out, gym memberships, clothing, gifts, or home improvements.

These are definitely 'nice-to-haves', but they aren't mandatory.



**ENTERTAINMENT
& DINING OUT**



**MEMBERSHIPS &
SUBSCRIPTIONS**



**EXTRA
FUN**

ITEM	AMOUNT
	\$
TOTAL FLEXIBLE EXPENSES	\$

MONTH _____

STEP 4:
SAVINGS
& GOALS

Whether it's for a large purchase, or simply for the future, setting aside funds every month is one of the best ways to set yourself up for financial success.

If your goal is to create a buffer of extra cash for emergencies, save up for a big upcoming purchase, or pay down debt more aggressively- include those goals and amounts here!

Don't let savings be an afterthought - plan it out every month!



LARGER PURCHASES



EMERGENCY RAINY-DAY FUND



SAVING & INVESTING

ITEM	AMOUNT
	\$
TOTAL SAVINGS & GOALS	\$

MONTH _____

**STEP 5:
LET'S DO
THE MATH**

Now it's time to calculate if you're over or under budget.

Take the total values from step 1-4, and calculate the following:

TOTAL INCOME

- TOTAL FIXED EXPENSES
- TOTAL FLEXIBLE EXPENSES
- TOTAL SAVINGS & GOALS

= TOTAL OVER/UNDER BUDGET

If you have money left over at the end of the month (under budget), use those funds to accelerate debt payments or increase contributions to savings and goals!

If your expenses exceed your income at the end of the month (over budget), you're spending more than you're bringing in, which means that you are losing money every month!

MONTH _____

ITEM	AMOUNT
TOTAL INCOME	\$
MINUS TOTAL FIXED EXPENSES	- \$
MINUS TOTAL FLEXIBLE EXPENSES	- \$
MINUS TOTAL SAVINGS & GOALS	- \$
TOTAL OVER/UNDER BUDGET	\$

**STEP 6:
LOOK TO
THE FUTURE!**

Now that you've got a better view of your income and spending, it's time to get AHEAD of the next month, and plan out your budget!

Re-use pages 1-5 to write down your expected income and expenses for the next month. Write those totals in the columns to the right. These pages will serve as the blueprint of your spending for the next month!

When making your budget for future months, your income minus expenses should equal ZERO! That means you have a plan for every dollar coming in and going out! If you still come under budget - put it towards your savings and your goals!

MONTH _____

ITEM	AMOUNT
① TOTAL INCOME	\$
② BUDGET FOR FIXED EXPENSES	- \$
③ BUDGET FOR FLEXIBLE EXPENSES	- \$
④ BUDGET FOR SAVINGS & GOALS	- \$
ALL OF THE ABOVE SHOULD EQUAL	\$0.00