

The following tips are designed to help you manage your money more effectively.

1. In Table 1, under "Current Spending" fill in the estimated dollar amount that you spend on essential monthly expenses. Use the blank lines to list additional expenses.

2. Add the first column from Table 1. (All Current Spending)

3. In Table 2, under "Current Spending" fill in the estimated dollar amount that you spend on other monthly expenses. Use the blank lines to list additional expenses.

4. Add the first column from Table 2. (All Current Spending)

5. Carry the Total Current Spending from Table 1 to "Total Essential Monthly Expenses" in Table 2, Column 1.

6. Add both total expenses to get your Total Living Expenses.

7. Copy the Total Living Expenses into the second blank in the formula.

8. Calculate your Monthly Gross Income. This is your income before any deductions or expenses.

9. Calculate your Monthly Net Income. Your net income is your income after taxes and other deductions are taken out.

10. Total the gross incomes.

11. Total the net incomes.

12. Copy the Total Net Income amount into the first blank in the formula.

13. Subtract your Total Monthly Living Expense from your Total Monthly Net Income.

If your difference is positive, you are living within your means.

If the difference is negative, you are spending more than your income allows.

If Your Difference is Negative

Review your expenses in both tables. Review each line looking where you can save additional money. Make note of changes in the "Necessary Changes" column in both tables.

Write the new values for your monthly expenses in the final column, "Planned Budget" in both tables.

The Planned Budget should be a goal for the next month. Monitor your expenses and see how you did at the end of the month.

You will be surprised how much money you can save without adding income.

If you are living within your means consider investing the additional income. Consider a savings account, CD, other investment option, or payoff outstanding debts.

[illegible]

TABLE 2	Current Spending	Necessary Changes	Planned Budget					
Credit Card Payments								
Installment Loan Payments								
Eating Out or Ordering In								
Entertainment								
Literature								
Clubs								
Gym								
Organization Dues								
Gifts								
Religious								
Charitable								
Pets								
Veterinary								
Pet Food								
Children's Allowances								
Vacations								
Occupational License Fees								
Alcohol								
Tobacco								
Snacks								
Total Other Expenses								
Total Essential Expenses								
Total Living Expenses								