

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.

TABLE 1	Current Spending	Necessary Changes	Planned Budget		Gross Income	Net Income
Rent or Mortgage				Monthly Income		
Electricity				Income 1		
Water/ Sewer/ Garbage				Income 2		
Telephone				Other Income		
Groceries						
Lunches				Total Income		
Car Payment						
Car Insurance						
Fuel						
Repairs and Maintenance						
Public Transportation						
Child Care						
Child Support						
Clothing						
Hygiene						
Insurance						
Laundry/Dry Cleaning						
Medical and Dental						
Prescriptions						
Cable TV						
School Expenses						
Taxes						
Savings						
Total Essential Monthly Expenses						

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 Net Income (-)	Total Living Expenses (-)		(+ or -)
Total Other Expenses							
Total Essential Expenses							
<b>Total Living Expenses</b>							