## SPENDING PLAN WORKSHEET

### Income Sources

<table>
<thead>
<tr>
<th>Prior Month</th>
<th>1st Month</th>
<th>2nd Month</th>
<th>3rd Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual</td>
<td>Actual</td>
<td>Actual</td>
<td>Actual</td>
</tr>
</tbody>
</table>

### TOTAL Monthly Gross Income

<table>
<thead>
<tr>
<th>Prior Month</th>
<th>1st Month</th>
<th>2nd Month</th>
<th>3rd Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual</td>
<td>Actual</td>
<td>Actual</td>
<td>Actual</td>
</tr>
</tbody>
</table>

### EXPENSE Categories

- Pay Yourself
- Taxes (Total all)
- Husband's Personal
- Wife's Personal
- Help Fund
- Auto
- Business Expense
- Children/Child Care
- Contributions/Charity
- Dining Out/Fast Food
- Education
- Food/Household Items
- Gifts/Cards
- Grooming
- Housing
- Insurance
- Leisure
- Medical/Dental
- Other
- Payments
- Record Keeping/Postage
- Utilities
- Vices
- Wardrobe

### TOTAL Monthly EXPENSES

<table>
<thead>
<tr>
<th>Prior Month</th>
<th>1st Month</th>
<th>2nd Month</th>
<th>3rd Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual</td>
<td>Actual</td>
<td>Actual</td>
<td>Actual</td>
</tr>
</tbody>
</table>

### Monthly Plan SUMMARY

#### Type of Expense

- Fixed
- Variable
- Discretionary

#### Adjustments

<table>
<thead>
<tr>
<th>Adjustment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Expense</td>
</tr>
</tbody>
</table>

#### Who Pays Expenses

- Husband
- Wife

### Grass Income by Pay Periods

<table>
<thead>
<tr>
<th>Period 1</th>
<th>Period 2</th>
<th>Period 3</th>
<th>Period 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Expenses by Pay Periods</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Total EXPENSE by Pay Period (Below)

<table>
<thead>
<tr>
<th>Period 1</th>
<th>Period 2</th>
<th>Period 3</th>
<th>Period 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay This</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### NAME:

1. Calculate and record the DIFFERENCE by subtracting the Total Monthly Expense from the Total Monthly Gross Income at the bottom.
2. Decide the TYPE of EXPENSE: Fixed, Variable, or Discretionary. Record each expense in the appropriate column and total each column.
3. Make needed ADJUSTMENTS to balance your Income & Expenses. First to Discretionary, then to Variable Expenses. You shouldn’t adjust Fixed Expenses.
4. Determine and record your FINAL EXPENSES by subtracting or adding each Adjustment and total the column.
5. Assign who’s responsible for paying each Final Expense, between HUSBAND and WIFE and total columns. (Skip if single).
6. Record the portion of Total Gross Income you receive by PAY PERIOD.
7. Decide which Expenses to pay with each PAY PERIOD and total columns.
8. The end of each month complete a SUMMARY of your actual Income & Expenses.

Access Education ©