

My Financial Planner

Creating a spending plan

Whether you are trying to reduce your debts or simply control your expenses, creating your total monthly spending plan is a great way to get a better understanding of your finances. The following worksheet will help you develop a clear picture of where the money goes each month.

Step 1: Calculate your income

Gather your pay stubs and records of other income sources to calculate your total monthly income. Be sure to write down your total “take-home” income after taxes and other withdrawals. Leave the goal section empty until step 4.

Monthly Income	Current	Goal
Salary 1 (actual take home pay)	_____	_____
Salary 2 (actual take home pay)	_____	_____
Interest and dividends	_____	_____
Other Income	_____	_____
Total Monthly Income	_____	_____

Step 2: Calculate your expenses

Collect your receipts and bills from across a few months to develop a complete picture of our expenses each month. Leave the goal section empty until step 4.

Debt Expenses	Current	Goal
Tithe	_____	_____
Mortgage or rent payment	_____	_____
Auto loan payment	_____	_____
Other loan payment	_____	_____
Credit card 1 payment	_____	_____
Credit card 2 payment	_____	_____
Credit card 3 payment	_____	_____
Credit card 4 payment	_____	_____
Utility Bills		
Gas bill	_____	_____
Electricity bill	_____	_____
Water bill	_____	_____
Trash bill	_____	_____
Insurance Expenses		
Auto	_____	_____
Mortgage	_____	_____
Health	_____	_____
Life	_____	_____

Living Expenses

Groceries	_____	_____
Tuition	_____	_____
Childcare	_____	_____
Television	_____	_____
Internet access	_____	_____
Laundry and dry cleaning	_____	_____
Telephone	_____	_____
Cell phones	_____	_____
Clothing and beauty	_____	_____
Entertainment	_____	_____
Home Maintenance	_____	_____
Other	_____	_____
Other	_____	_____
Other	_____	_____
Total Monthly Expenses	_____	_____

Step 3: Calculate your savings

Subtract your total monthly expenses from your total monthly income to see how much you have left over each month. Use this money to build up a savings account with at least enough to cover 2-3 months of expenses in case of emergency. If you have a lot of debt, you can put this remaining amount toward reducing your balances, if you don't have much debt, you should put this money toward other savings and investments.

Monthly Savings	Current	Goal
Savings account	_____	_____
Vacation fund	_____	_____
401 (k) account	_____	_____
IRA or other investment	_____	_____
College savings plan	_____	_____
Total Monthly Savings	_____	_____

Step 4: Evaluate where you stand

Now that you have your current spending plan completed, its time to think about how this plan is working for you now. Are you spending a lot more on some things that you thought? Are you saving less than you can each month? Where is most of your money going? Set goals for improving your spending plan and write these in the column next to your current expenses.

	Current	Goal
Monthly Income Total	_____	_____
Monthly Expenses Total	_____	_____
Monthly Savings Total	_____	_____
Remaining Amount	_____	_____

Step 5: Make some changes

Create a plan for achieving your goals. If you are carrying too much debt or want to save more each month, find ways to cut back on your expenses. You can look into finding less expensive insurance, refinancing a loan or simply cutting down on unnecessary expenses. When your income or expenses change, create an updated spending plan. Re-evaluate your spending plan every 6-12 months to see how things are improving.