

MONTHLY SPENDING PLAN WORKSHEET

	Month:	Year:
	<i>Planned</i>	<i>Revised</i>
Step 1: Your Income (Take-home)*		
Salary, wages		
Unemployment compensation		
Other		
TOTAL MONTHLY INCOME		
Step 2: Monthly Expenses		
Housing: Mortgage or Rent Payment		
Utilities: Electric, Gas, Phone, Etc		
Household Operations and Maintenance: Repairs, Cleaning Supplies, Etc.		
Food: At Home		
Food: Away from Home		
Transportation: Car, Gas, Repairs		
Medical Care: Doctor, Dentist, Hospital		
Credit Payments: Loans, Credit Cards		
Insurance: Life, Health, Car, Property, Disability		
Clothing and Personal Care: Clothes, Laundry, Toiletries, etc.		
Education and Recreation		
Miscellaneous: Child Care, Gifts, Allowances		
Savings: Funds set aside for seasonal and occasional expenses		
TOTAL MONTHLY EXPENSES:		
Step 3: Balance Adjusted Income and Adjusted Expenses		
Total Monthly Income - Total Monthly Expenses =		
Total Revised Monthly Income - Total Revised Monthly Expenses =		

*Because most bills are monthly, its easier to look at income and expenses on a monthly basis. Multiply weekly income by 4.33 and bi-weekly income by 2.17 to convert to monthly amounts.