



***Make sure to read ALL the text at the bottom of this sheet - it will explain how to use this information to make your life easier!

ITEM	MONTHLY TOTAL	ACTUAL SPEND	COMMENTS
GIVING			Notice this is FIRST - NOT LAST
SAVING			Notice this is SECOND - NOT LAST
HOUSING			
First Mortgage			
Second Mortgage or Home Equity Line			
Home Repairs/Maint. Fees			Don't forget to set aside money here
Neighborhood Regime Fees			Set aside 1/12th of the annual amount each month
Prop. Taxes/Insurance (if not included in payment)			Set aside 1/12th of the annual amount each month
Other			
UTILITIES			
Electricity			
Water			
Gas			
Home Phone			
Mobile Phones			
Trash			
Cable/Satellite			
Internet			
Other			
TRANSPORTATION			
Car Payment 1			
Car Insurance 1			If not paid monthly, transfer to savings
Car Payment 2			
Car Insurance 2			If not paid monthly, transfer to savings
Gas - Total For All Cars			
Repairs/Oil/Tires/Tags			Don't forget to set aside money here
Car Replacement Fund			Need a new car soon? Save up!
Car Taxes			
Other			
PERSONAL			
Personal Care/Hair			
Cleaners/Laundry Service			
Baby Sitter			
Disability Insurance			
Health Insurance			If not paid monthly, transfer to savings
Doctor/Dentist			TRANSFER TO SAVINGS
Personal Medications/Drugs			TRANSFER TO SAVINGS
Life Insurance			If not paid monthly, transfer to savings
Other			
HOUSEHOLD			
Food/Groceries			USE ENVELOPE SYSTEM HERE
Eating Out			USE ENVELOPE SYSTEM HERE
Entertainment			USE ENVELOPE SYSTEM HERE
Clothing			TRANSFER TO SAVINGS
Blow Money/Miscellaneous - Husband			Use the ones that apply to your situation
Blow Money/Miscellaneous - Wife			Use the ones that apply to your situation
Blow Money/Miscellaneous - Child One			Use the ones that apply to your situation
Blow Money/Miscellaneous - Child Two			Use the ones that apply to your situation
Blow Money/Miscellaneous - Child Three			Use the ones that apply to your situation
Wal-Mart/Lowes/Home Depot/Target etc.			
Gifts			TRANSFER TO SAVINGS
Other			
OTHER EXPENSES			

Vacation Fund			TRANSFER TO SAVINGS
Christmas Fund			TRANSFER TO SAVINGS
School Tuition			If not paid monthly, transfer to savings
School Supplies			If not paid monthly, transfer to savings
Child Support			
Organization Dues/Club Dues			If not paid monthly, transfer to savings
Credit Cards (add up all minimums)			
School Loan 1			
School Loan 2			
Miscellaneous Loans			
Personal Loans			
Other Miscellaneous Expenses			
Other Miscellaneous Expenses			
Other Miscellaneous Expenses			
Other Miscellaneous Expenses			
Other Miscellaneous Expenses			
Other Miscellaneous Expenses			
Other Miscellaneous Expenses			

TOTAL MONTHLY EXPENSES			<----- Add Up Columns Here
TOTAL MONTHLY INCOME			<----- Insert Monthly Income Here
DIFFERENCE			<----- This number should be ZERO

MONTHLY ENVELOPE TOTAL:		Manually add all RED items and get cash at start of month
MONTHLY SAVINGS TOTAL:		Manually add all BLUE items and transfer to savings

"This worksheet will give you a good idea as to how your money is being spent **AT PRESENT**. Don't worry if you don't know the exact amount - try to be as accurate as possible though. Think through this and be realistic - it won't do any good of we are working with grossly inaccurate numbers. This is a ZERO BASED BUDGET - meaning that you need to spend (and save) every dollar on paper before the month begins and make the budget come out to ZERO monthly. Income - Expenses = ZERO.

Explanation of the different text colors used in the worksheet:

The three different colors may seem a bit confusing at first, but once you understand the reasoning behind why they are the color they are, you will agree that it's a very easy system to follow...

I use black text for MONTHLY items that would come out of your checking account like your home mortgage, car payments, car gas, home phone, cable, etc. These items come out of your checking account each month and are fairly STABLE. They don't fluctuate much from month to month.

I use red text for the items where most folks end up blowing their budget. Things like groceries, eating out, blow money, etc... seem to end up at much larger amounts if we don't set ourselves a limit BEFORE the month begins. So, all the items in red are the ones where we use envelopes with cash. When the cash runs out, you either have to take it from another envelope or stop spending money for the rest of the month. We don't use this system to punish ourselves, or deprive ourselves - we use it to develop financial discipline.

I use blue text for items that should be transferred over to your savings account each month. For example, Christmas comes around once per year on December 25th. Now, poor planning all throughout the year doesn't constitute an emergency at Christmas time when we didn't save any money to buy all our gifts. That's why I recommend that we set aside 1/12th of our Christmas budget amount each month. That way, when Christmas comes around, we have the money already set aside in the account and can spend it with joy - not a heavy heart because we know we don't have the money for it and will have to "pay it off" later. Same goes for clothing - for example. We probably don't go shopping every month, but when we do, we might spend a few hundred dollars at a time. That's why we need to be setting aside some money each month for that purpose. Same line of thinking goes with car insurance, birthday/wedding gifts, regime fees, car repairs, etc. We need to be setting aside funds each month for these items so that when they come due, we'll be prepared and won't have to drain our monthly cashflow to pay for the particular item.

*The ACTUAL SPEND column should be populated with your actual numbers for the month. This way you can see what you thought you were going to spend vs. what you actually spent. Then you can make adjustments accordingly next month.

***A word of encouragement...do not be discouraged when your budget does not work the first month. It will not! The second month, it still will be way off. By month three, you will finally be getting a handle on it. By month four, this sheet will only take you 15 minutes to complete and you will have a strong grasp over how you are spending your money. When you get to that point, your stress levels will have significantly decreased, when it comes to money, and you will never want to go back to the way you did it before - trust me. Budgets (spending plans) are not meant to put you in a prison, they are meant to set you free. Wealthy people tell their money what to do - and it does precisely what they say. You can do exactly the same!"

Rob DeFoor
My Financial Foundation, LLC