

## Unit 9: Budget Planning Document

Round up to closest \$5.00

Category	Amount	Notes
<b>A. Monthly Income</b>	<i>Regular recurring sources of income.</i>	
Your pay		<i>Take home pay</i>
Spouse pay		<i>Take home pay</i>
Alimony/child support		
Other		
<b>Total</b>		

Category	Amount	Notes
<b>B. Monthly Fixed Expenses</b>	<i>Items that you must pay every month and you pretty much know the amount due.</i>	
Rent/Mortgage		
Car Payment 1		
Car Payment 2		
Day Care		
Insurance (monthly)		<i>Health, Life, Renters, etc.</i>
Union Dues		
Phone/Cell phone		
Gas		
Electric		
Credit card 1		<i>Minimum +</i>
Credit card 2		<i>Minimum +</i>
Other		
<b>Total:</b>		

Category	Amount	Notes
<b>C. Periodic/Non Monthly Fixed Expenses</b>	<i>Items you know you have to pay and can estimate costs for the year.</i>	<i>Adjust to a monthly amount; set aside for future payment when due.*</i>
Car Insurance		
Car Registration		
Taxes		<b>In addition to what is deducted from pay</b>
Water bill		
Auto Maintenance		
Pet Care		<b>Vets, licenses</b>
Medical		<b>Co-pays, co-insurance</b>
Other		
<b>Total:</b>		

Category	Amount	Notes
<b>D. Monthly Out of Pocket Expenses (estimates)</b>	<i>Items you know you need to pay for every month but are somewhat discretionary in amount. Estimate.</i>	
Gasoline		
Commuting Expenses		Bus, tolls, subway, parking
Groceries		
Diapers		
School Expenses		Supplies, fees, books
Church		
<b>SAVINGS</b>		
Other		
<b>Total:</b>		

Category	Amount	Notes
<b>E. Remainder/ Spending Money</b>	<i>Totally discretionary money, available for other spending not budgeted for.</i>	A- [B+C+D] Budget within this category as you wish
Movies/Entertainment		
Dining Out		
Sports		
Clothes		
Gifts		
Charity		
Other		

**\*Examples of converting expenses to a monthly amount:**

- Auto Insurance: \$500/6 months of coverage
  - \$500 divided by 6 = \$83
    - Budget @ \$85 per month
- Water Bill: \$86 per quarter
  - \$86 divided by 3 = \$29
    - Budget @ \$30 per month