# Budget Worksheet

<table>
<thead>
<tr>
<th>INCOME FOR THE MONTH OF:</th>
<th>YOU</th>
<th>SPOUSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic pay</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Special pay (hazardous duty, flight pay, etc.)</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Housing allowance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subsistence allowance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other income (interest, etc.)</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>Total Monthly Gross Income</strong></td>
<td>= $</td>
<td>= $</td>
</tr>
</tbody>
</table>

## DEDUCTIONS

<table>
<thead>
<tr>
<th>DEDUCTIONS</th>
<th>YOU</th>
<th>SPOUSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Income Tax Withholding (if applicable)</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>State Income Tax Withholding (if applicable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FICA - Social Security</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FICA - Medicare</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other deductions (employer-provided retirement plan contributions, etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Deductions</strong></td>
<td>= $</td>
<td>= $</td>
</tr>
<tr>
<td><strong>Total Monthly Net Income (total monthly gross income minus total deductions)</strong></td>
<td>= $</td>
<td>= $</td>
</tr>
</tbody>
</table>

## HOUSEHOLD EXPENSES

### PLANNED AND ACTUAL

<table>
<thead>
<tr>
<th>SAVINGS/INVESTMENTS (target at least 10%-15% of monthly gross income)</th>
<th>PLANNED</th>
<th>ACTUAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency fund</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Retirement accounts (not employer provided IRA, Roth IRA etc.)</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### DEBT

<table>
<thead>
<tr>
<th>DEBT</th>
<th>PLANNED</th>
<th>ACTUAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit cards</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Loans (other than mortgage and autos)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### HOME

<table>
<thead>
<tr>
<th>HOME</th>
<th>PLANNED</th>
<th>ACTUAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Rent/Mortgage payment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property taxes (1/12 of total annual expense)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utilities, cable, satellite, internet, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home maintenance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Furniture</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone/Mobile phone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property insurance (renters, homeowners)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### CHARITABLE GIVING

<table>
<thead>
<tr>
<th>CHARITABLE GIVING</th>
<th>PLANNED</th>
<th>ACTUAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Place of worship</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Budget Worksheet

### EXPENSES continued

<table>
<thead>
<tr>
<th>INSURANCE</th>
<th>AMOUNT PLANNED</th>
<th>ACTUAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Disability</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Life (SGLI, spouse’s group plan, personally owned, etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long-term care</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### EDUCATION

<table>
<thead>
<tr>
<th>Tuition</th>
<th>$</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room/Board/Travel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Books/School supplies/Uniforms</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### TRANSPORTATION

<table>
<thead>
<tr>
<th>Vehicle payment</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto insurance</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Gasoline/Parking/Tolls/Public transportation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vehicle maintenance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (Registration/License fees, 1/12 of total annual expense)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### PERSONAL

<table>
<thead>
<tr>
<th>Clothing</th>
<th>$</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laundry/Dry cleaning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grooming (hair care, toiletries, etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child care (baby sitters, child care center)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### RECREATION/ENTERTAINMENT

<table>
<thead>
<tr>
<th>Vacations (1/12 of total annual expense)</th>
<th>$</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entertainment/Dining out</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hobbies (for example, golf or tennis equipment and fees)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Club fees/Organization dues</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### TOTAL MONTHLY EXPENSES

= $  

### CALCULATE MONTHLY CASH FLOW

<table>
<thead>
<tr>
<th>PLANNED</th>
<th>ACTUAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Monthly Net Income</td>
<td>$</td>
</tr>
<tr>
<td>Less Total Monthly Expenses</td>
<td>$</td>
</tr>
<tr>
<td>Net Cash Flow (Deficit)*</td>
<td>=$</td>
</tr>
</tbody>
</table>

*If your net cash flow is positive, you can save more for emergencies or other financial goals. If negative, you will have to cut expenses or increase income (by taking a second job, for example).