

Budget Guidelines

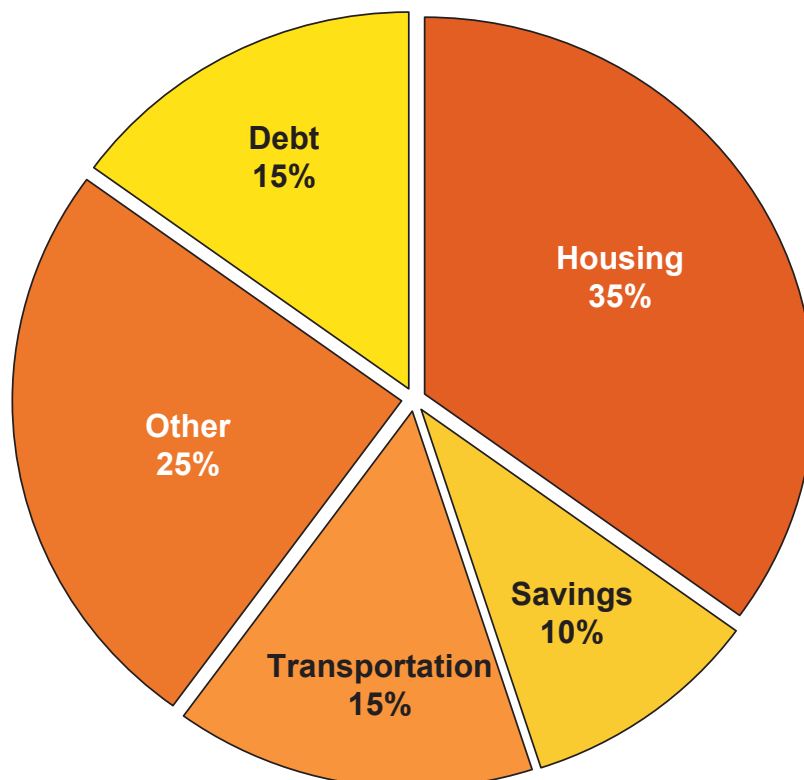
Housing – Spend no more than 35% of net income on housing. Depending on whether you rent or own, that can include: mortgage/rent, utilities, insurance, taxes, and home maintenance.

Savings- Save at least 10% of income throughout your working life. Make sure you have 3-6 months income in an emergency fund before you start saving for other goals.

Transportation- Spend no more than 15% of net income on transportation. That includes: car payment, auto insurance, tag or license, maintenance, gasoline, and parking.

Debt- Spend no more than 15% of net income on all other consumer debt: student loans, retail installment contracts, credit cards, personal loans, tax debt, and medical debt.

Other – Spend no more than 25% of net income on all other expenses: food, clothing, entertainment, childcare, medical expenses, tithing/charity, and vacations.



Income and Expenses Worksheet

Example based on \$30,000.00 (A)

My Expenses (B)

Housing 35%	Monthly Payment
Calculation: Monthly income x .35 = Recommended budget amount	2500.00 x .35 = \$875.00
Rent/Mortgage	800.00
2nd Mortgage	
HOA (association dues)	
Property Taxes	
Home/Renters Insurance	
Gas/Electric (average)	80.00
Water/Sewer/Garbage	50.00
Cable/Satellite	75.00
Telephone	60.00
Maintenance/Cleaning	
Pool/Lawn Service	
Monitored Alarm	
Total housing expenses 35%	1,065.00

Other 25%	Monthly Payment
Calculation: Monthly income x .25 = Recommended budget amount	2500.00 x .25 = \$625.00
Groceries/Household Items	100.00
At Work/School	
Daycare/Sitting	
Alimony/Child Support	
Health Insurance (dental/vision)	
Prescription/Doctors Visits	30.00
Clothing/Laundry/Dry Cleaning	
Personal Care	75.00
Movie/Video/Dining Out	75.00
Sports/Hobbies/Clubs/Gyms	
Vacation/Travel	
Pet Care	
Pager/Cell Phone	
Banking Fees/Postage	
Computer/Online Fees	25.00
Religious/Charity	
Other/Gifts	
Total of other housing 25%	305.00

Total Income \$ (A) \$2500.00
Total Monthly Payments \$ - (B) \$2190.00
Discretionary Income = \$310.00

Transportation 15%	Monthly Payment
Calculation: Monthly Income x .15 = Recommended budget amount	2500.00 x .15 = \$375.00
Car Payment # 1	300.00
Car Payment # 2	
Gasoline	120.00
Maintenance/ Repairs	
Auto Insurance	100.00
Auto Registration	
Toll/Parking/Bus	

Total Transportation 520.00

Debts 15%	Monthly Payment
Calculation: Monthly Income x .15 = Recommended budget amount	2500.00 x .15 = \$375.00
Credit Cards	100.00
Personal Loans	100.00
Student Loans	
Other	
Other	
Total Other Revolving/ Installment	200.00

Savings Recommended 10%	Monthly Payment
2500.00 x .10 = \$250.00	
Savings	100.00

Total Monthly Payments (B) 2190.00

My Income

Income - Monthly	Amount
Wages	2500.00
Social Security	
Child/Alimony Support	
Interest/Dividends	
Public Assistance	
Other	

Total Income (A) 2500.00

My INCOME (A)

It's important to be aware of where your money is going. Fill out this worksheet to the best of your knowledge for a clear breakdown of your monthly income and anticipated expenses.

Any & All Income	Monthly Amount	SAVINGS (10% Recommended)	
Wages "Take home"		Monthly income x 10 =	
Social Security		Savings	
Child/Alimony Support		Other	
Interest/Dividends			
Public Assistance			
Disability			
Other			
Total Income =		Total Savings =	

My EXPENSES (B)

The (%) shown represents a percentage budget guideline.
 Example: "You should spend no more than 35% of your net income on HOUSING."

HOUSING (35%)	Monthly Payment	DEBTS (15%)	Monthly Payment
Calculation for recommended budget: Monthly income x .35 =		Calculation for recommended budget: Monthly Income x .15 =	
Rent/Mortgage		Credit Cards	
2nd Mortgage		Personal Loans	
HOA (association dues)		Student Loans	
Property Taxes		Other	
Home/Renters Insurance		Other	
Gas/Electric (average)		Other	
Water/Sewer/Garbage			
Cable/Satellite		Total Other DEBT Expenses =	
Maintenance/Cleaning		OTHER (25%)	Monthly Payment
Telephone		Calculation for recommended budget: Monthly income x .25 =	
Pool/Lawn Service			
Monitored Alarm		Groceries/Household Items	
Total HOUSING Expenses =		At Work/School	
<i>OVER/UNDER BUDGET</i>		Daycare/Sitting	
TRANSPORTATION (15%)	Monthly Payment	Child/Alimony Support	
Calculation for recommended budget: Monthly Income x .15 =		Health Insurance (dental/vision)	
Car Payment # 1		Prescription/Doctors Visits	
Car Payment # 2		Clothing/Laundry/Dry Cleaning	
Gasoline		Personal Care	
Maintenance/ Repairs		Movie/Video/Dining Out	
Auto Insurance		Sports/Hobbies/Clubs/Gyms	
Auto Registration		Vacation/Travel	
Toll/Parking/Bus		Pet Care	
Total TRANSPORTATION Expenses =		Pager/Cell Phone	
<i>OVER/UNDER BUDGET</i>		Banking Fees/Postage	
		Computer/Online Fees	
		Religious/Charity	
		Prepaid College	
		Other/Gifts	
		Other/Gifts	
		Total of OTHER Expenses =	
		<i>OVER/UNDER BUDGET</i>	

Total INCOME (A) \$ _____
-minus Total Monthly EXPENSES (B) \$ _____
 (housing+transportation+debt+other)
TOTAL \$ Left Over (if any) _____

How'd you do? Did you come across anything that can be adjusted? Are you spending too much in a certain field?
 What would help your overall monthly budget? What would it take to really become financially stable for months to come?

Tips to Save

- **Cook at home**
- **Make your own coffee**
- **Brown bag your lunch at least a few times a week**
- **Buy in bulk whenever possible**
- **Consolidate and pay off debts as soon as possible. Money paid in interest is money thrown away.**
- **Pay your bills on time and avoid late fees**
- **Be aware of your bank balance and avoid overdraft fees**
- **Avoid ATM fees**
- **Avoid credit cards with annual fee**
- **Instead of buying books, borrow books from the library**
- **Price check before buying anything expensive**
- **Bottle your own water**
- **Avoid vending machines**
- **Keep your car as long as possible**
- **Do regular scheduled maintenance on your vehicles**
- **Take public transportation or carpool when possible**
- **Regulate your electric use. Unplug electric appliances when not in use. Unplugging items instead of just switching them off can save a lot of electricity**

