

Use this budgeting worksheet to help keep track of how you spend your money.

The first step of a budget is to estimate all of your income for the month, or money coming in which would include money from a job, allowances or gifts. Write these amounts in the **INCOME** box under the **BUDGET** column and then add them together for your total income.

Next, you'll need to estimate your expenses or money going out. Be sure to include everything you think you will purchase including video games and movies to dining out. Write these amounts in the **EXPENSES** box under the **BUDGET** column and then total your expenses.

For one month, keep track of your expenses and include your real spending and saving amounts under the **ACTUAL** column. Then for each line, subtract the actual column from the budget column and record this in the column marked **DIFFERENCE**. Don't worry if you planned differently than what you estimated.

Month- _____			
INCOME	budget	actual	difference
take home pay	\$ _____	\$ _____	\$ _____
allowance	\$ _____	\$ _____	\$ _____
gifts	\$ _____	\$ _____	\$ _____
other sources	\$ _____	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____	\$ _____
EXPENSES	budget	actual	difference
music/games	\$ _____	\$ _____	\$ _____
movies/concerts	\$ _____	\$ _____	\$ _____
clothes/shoes	\$ _____	\$ _____	\$ _____
hobbies	\$ _____	\$ _____	\$ _____
gifts and charity	\$ _____	\$ _____	\$ _____
saving	\$ _____	\$ _____	\$ _____
lunches/snacks	\$ _____	\$ _____	\$ _____
dining out	\$ _____	\$ _____	\$ _____
other _____	\$ _____	\$ _____	\$ _____
other _____	\$ _____	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____	\$ _____
GRAND TOTAL- use the income and expense totals from above			
TOTAL INCOME	\$ _____	\$ _____	\$ _____
	subtract -	-	-
TOTAL EXPENSES	\$ _____	\$ _____	\$ _____
BOTTOM LINE	\$ _____	\$ _____	\$ _____

Each month, compare your income to your expenses. Place these figures into the green box to see how you did. Did you have money left over at the end of the month? Or did you run out of money before the month ended?

If you have money left over at the end of the month, you're doing a good job of managing your expenses. You could rework your budget to put more money away in your savings account.

If you ran out of money before the month was over, you might want to rework your budget and see where you can make adjustments. Keep in mind that it's usually easier to cut back on expenses than to increase your income.