

ALLOCATED SPENDING PLAN INSTRUCTIONS

This form helps you allocate your income by pay period. Note: If you have an irregular income, like self-employment or commissions, you should use the Irregular Income Planning sheet after reviewing this sheet.

There are four columns to distribute as many as four different incomes within one month. Each column is one pay period. If you are a one-income household and you get paid two times per month then you will only use two columns. If both of you work and one is paid weekly and the other every two weeks, add the two paychecks together on the weeks you both get a paycheck, while just listing the one paycheck on the other two. Date the pay period columns then enter the income for that period. As you allocate your paycheck to an item, put the remaining balance to the right of the slash. Income for period 3-1 in our example is \$1,000 and we are allocating \$100 to Charitable Giving leaving \$900 to the right of the slash in that same column. Some bills will come out of each pay period and some only on selected pay periods. As an example, you may take "Car Gas" out of every paycheck, but pay the electric bill from period 2. You already pay some bills or payments out of designated checks, only now you pay all things from designated checks. The whole point to this sheet, which is the culmination of all your monthly planning, is to allocate or "spend" your whole paycheck before you get paid. I don't care where you allocate your money, but allocate all of it before you get your check. Now all the tense, crisis-like symptoms have been removed because you planned. No more management by crisis or impulse. Those who tend to be impulsive, just allocate more to the "Blow" category. At least you are now doing it on purpose and not by default. The last blank that you make an entry in should have a 0 to the right of the slash, showing you have allocated your whole check.

**beside an item means you should use the "envelope system"*

(1) Emergency Fund should get ALL the savings until 3-6 months of expenses have been saved.

SAMPLE ALLOCATED SPENDING PLAN

PAY PERIOD: <u>3-1</u>		_____	_____	_____
ITEM				
INCOME	<u>\$1000</u>	_____	_____	_____
CHARITABLE GIFTS	<u>100/900</u>	____/____	____/____	____/____
SAVING				
Emergency Fund(1)	<u>50/850</u>	____/____	____/____	____/____
Retirement Fund	____/____	____/____	____/____	____/____
College Fund	____/____	____/____	____/____	____/____
HOUSING				
First Mortgage	<u>725/125</u>	____/____	____/____	____/____

ALLOCATED SPENDING PLAN

PAY PERIOD: _____

ITEM

INCOME _____

CHARITABLE _____/_____/_____/_____

SAVING

Emergency Fund(1) _____/_____/_____/_____

Retirement Fund _____/_____/_____/_____

College Fund _____/_____/_____/_____

HOUSING

First Mortgage _____/_____/_____/_____

Second Mortgage _____/_____/_____/_____

Real Estate Taxes _____/_____/_____/_____

Homeowners Ins. _____/_____/_____/_____

Repairs or Mn. Fees _____/_____/_____/_____

Replace Furniture _____/_____/_____/_____

Other _____/_____/_____/_____

UTILITIES

Electricity _____/_____/_____/_____

Water _____/_____/_____/_____

Gas _____/_____/_____/_____

Phone _____/_____/_____/_____

Trash _____/_____/_____/_____

Cable _____/_____/_____/_____

*FOOD

*Grocery _____/_____/_____/_____

*Restaurants _____/_____/_____/_____

Allocated Spending Plan continued

TRANSPORTATION

<i>Car Payment</i>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>
<i>Car Payment</i>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>
<i>*Gas and Oil</i>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>
<i>*Repairs and Tires</i>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>
<i>Car Insurance</i>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>
<i>License and Taxes</i>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>
<i>Car Replacement</i>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>

***CLOTHING**

<i>*Children</i>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>
<i>*Adults</i>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>
<i>*Cleaning/Laundry</i>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>

MEDICAL/HEALTH

<i>Disability Insurance</i>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>
<i>Health Insurance</i>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>
<i>Doctor</i>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>
<i>Dentist</i>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>
<i>Optometrist</i>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>
<i>Drugs</i>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>

PERSONAL

<i>Life Insurance</i>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>
<i>Child Care</i>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>
<i>*Baby Sitter</i>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>
<i>*Toiletries</i>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>
<i>*Cosmetics</i>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>
<i>*Hair Care</i>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>
<i>Education/Adult</i>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>
<i>School Tuition</i>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>
<i>School Supplies</i>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>
<i>Child Support</i>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>	<u> </u> / <u> </u> <u> </u>

Allocated Spending Plan continued

<i>Alimony</i>	____/____	____/____	____/____	____/____
<i>Subscriptions</i>	____/____	____/____	____/____	____/____
<i>Organization Dues</i>	____/____	____/____	____/____	____/____
<i>Gifts (inc.Christmas)</i>	____/____	____/____	____/____	____/____
<i>Miscellaneous</i>	____/____	____/____	____/____	____/____
<i>*BLOW \$\$</i>	/	/	/	/

RECREATION

***Entertainment** / / / /
Vacation / / / /

DEBTS (Hopefully -0-)

[illegible]