

MONTHLY CASH FLOW PLAN INSTRUCTIONS

Every dollar of your income should be allocated to some category on this sheet. Money “left over” should be put back into a category even if you make up a new category. You are making the spending decisions ahead of time here. Almost every category (except debt) should have *some* dollar amount in it. Example: If you do not *plan* to replace the furniture, when you do replace, it you will cause strain or borrowing, so go ahead and plan now by saving. I have actually had people tell me that they can do without clothing. Oh come ON!! Be careful in your zeal to make the numbers work that you don’t substitute the *urgent* for the *important*.

Fill in the amount for each subcategory under “Subtotal” and then the total for each main category under “Total.” As you go through your first month, fill in the “**Actually Spent**” column with your real expenses or the saving you did for that area. If there is a substantial difference in the plan versus the reality, something has to give. You will either have to adjust the amount allocated to that area up and another down or you will have to better control your spending in that area.

“% Take Home Pay” is percentage of take home pay or what percentage of your total take home pay did you spend on “Housing”, as an example. You can then compare your percentages with those on the *Recommended Percentages* sheet to determine if you need to consider adjusting your lifestyle.

*** 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.

Note: Savings should be increased as you get closer to being debt free.

Hint: By saving early for Christmas and other gifts, you can get great buys and give better gifts for the same money.

MONTHLY CASH FLOW PLAN

<i>Budgeted Item</i>	<i>Sub Total</i>	<i>TOTAL</i>	<i>Actually Spent</i>	<i>% of Take Home Pay</i>
CHARITABLE GIFTS		_____	_____	_____
SAVING				
<i>Emergency Fund(1)</i>	_____		_____	
<i>Retirement Fund</i>	_____		_____	
<i>College Fund</i>	_____	_____	_____	_____
HOUSING				
<i>First Mortgage</i>	_____		_____	
<i>Second Mortgage</i>	_____		_____	
<i>Real Estate Taxes</i>	_____		_____	
<i>Homeowners Ins.</i>	_____		_____	
<i>Repairs or Mn. Fee</i>	_____		_____	
<i>Replace Furniture</i>	_____		_____	
<i>Other _____</i>	_____	_____	_____	_____
UTILITIES				
<i>Electricity</i>	_____		_____	
<i>Water</i>	_____		_____	
<i>Gas</i>	_____		_____	
<i>Phone</i>	_____		_____	
<i>Trash</i>	_____		_____	
<i>Cable</i>	_____	_____	_____	_____
*FOOD				
<i>*Grocery</i>	_____		_____	
<i>*Restaurants</i>	_____	_____	_____	_____
TRANSPORTATION				
<i>Car Payment</i>	_____		_____	
<i>Car Payment</i>	_____		_____	
<i>*Gas and Oil</i>	_____		_____	
<i>*Repairs and Tires</i>	_____		_____	
<i>Car Insurance</i>	_____		_____	
<i>License and Taxes</i>	_____		_____	
<i>Car Replacement</i>	_____	_____	_____	_____
PAGE 1 TOTAL		_____	_____	

Monthly Cash Flow Plan continued

Budgeted Item	Sub Total	TOTAL	Actually Spent	% of Take Home Pay
*CLOTHING				
*Children	_____		_____	
*Adults	_____		_____	
*Cleaning/Laundry	_____	_____	_____	_____
MEDICAL/HEALTH				
Disability Insurance	_____		_____	
Health Insurance	_____		_____	
Doctor Bills	_____		_____	
Dentist	_____		_____	
Optometrist	_____		_____	
Drugs	_____	_____	_____	_____
PERSONAL				
Life Insurance	_____		_____	
Child Care	_____		_____	
*Baby Sitter	_____		_____	
*Toiletries	_____		_____	
*Cosmetics	_____		_____	
*Hair Care	_____		_____	
Education/Adult	_____		_____	
School Tuition	_____		_____	
School Supplies	_____		_____	
Child Support	_____		_____	
Alimony	_____		_____	
Subscriptions	_____		_____	
Organization Dues	_____		_____	
Gifts (inc. Christmas)	_____		_____	
Miscellaneous	_____		_____	
*BLOW \$\$	_____	_____	_____	_____
PAGE 2 TOTAL	_____	_____		

Monthly Cash Flow Plan continued

Budgeted Item	Sub Total	TOTAL	Actually Spent	% of Take Home Pay
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RECREATION

*Entertainment

Vacation

DEBTS (Hopefully -0-)

Visa 1

Visa 2

MasterCard 1

MasterCard 2

American Express

Discover Card

Gas Card 1

Gas Card 2

Dept. Store Card 1

Dept. Store Card 2

Finance Co. 1

Finance Co. 2

Credit Line

Student Loan 1

Student Loan 2

Other

Other

Other

Other

Other

PAGE 3 TOTAL

PAGE 2 TOTAL

PAGE 1 TOTAL

GRAND TOTAL

TOTAL HOUSEHOLD INCOME

ZERO