

MONTHLY CASH FLOW PLAN

Yes, this budget form has a lot of lines and blanks.

But that's okay. We do that so we can list practically every expense imaginable on this form to prevent you from forgetting something. Don't expect to put something on every line. Just use the ones that are relevant to your specific situation.

Step 1

Enter your monthly take-home pay in the box at the top right (A). This is the amount you have for the month to budget.

A

Monthly Take-Home Pay	<input type="text"/>
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Step 2

Within each main category, such as Food, there are subcategories, like Groceries. Start at the top and work your way down, filling out the Budgeted column (B) first. Add up each subcategory and put that number in the Total box (C). Also, pay attention to Dave's recommended percentages (D). This will help you to not budget too much for a category.

B

FOOD		Spent	Budgeted
<input type="checkbox"/> Groceries		<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Restaurants		<input type="text"/>	<input type="text"/>
		*5-15%	TOTAL

C

D

Step 3

Finally, enter your take-home pay in the top box at the end of the page (E), then add up all categories and place that total in the Category Totals box (F). Then subtract your Category Totals amount from your Take-Home Pay. You should have a zero balance (G). Doesn't that feel great?

E

F

G

TAKE-HOME PAY
CATEGORY TOTALS
ZERO BALANCE

Step 4

When the month ends, put what you actually spent in the Spent column (H). That will help you make any necessary adjustments to the next month's budget.

H

FOOD		Spent	Budgeted
<input type="checkbox"/> Groceries		<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Restaurants		<input type="text"/>	<input type="text"/>
		*5-15%	TOTAL

MONTHLY CASH FLOW PLAN

Add up budgeted column
& enter here

Monthly Take-Home Pay

These icons represent good options for cash envelopes

♥ GIVING		Spent	Budgeted
Giving	_____	_____	_____
		*10-15%	TOTAL
🐷 SAVING		Spent	Budgeted
Emergency Fund	_____	_____	_____
Retirement Fund	_____	_____	_____
College Fund	_____	_____	_____
		*10-15%	TOTAL
🏠 HOUSING		Spent	Budgeted
First Mortgage/Rent	_____	_____	_____
Second Mortgage	_____	_____	_____
Real Estate Taxes	_____	_____	_____
Repairs/Maint.	_____	_____	_____
Association Dues	_____	_____	_____
		*25-35%	TOTAL
⚙️ UTILITIES		Spent	Budgeted
Electricity	_____	_____	_____
Gas	_____	_____	_____
Water	_____	_____	_____
Trash	_____	_____	_____
Phone/Mobile	_____	_____	_____
Internet	_____	_____	_____
Cable	_____	_____	_____
		*5-10%	TOTAL

🍏 FOOD		Spent	Budgeted
🛒 Groceries	_____	_____	_____
🍽️ Restaurants	_____	_____	_____
		*5-15%	TOTAL
👕 CLOTHING		Spent	Budgeted
👤 Adults	_____	_____	_____
👦 Children	_____	_____	_____
🧺 Cleaning/Laundry	_____	_____	_____
		*2-7%	TOTAL
🚗 TRANSPORTATION		Spent	Budgeted
Gas & Oil	_____	_____	_____
🔧 Repairs & Tires	_____	_____	_____
License & Taxes	_____	_____	_____
Car Replacement	_____	_____	_____
Other _____	_____	_____	_____
		*10-15%	TOTAL
🩺 MEDICAL/HEALTH		Spent	Budgeted
Medications	_____	_____	_____
Doctor Bills	_____	_____	_____
Dentist	_____	_____	_____
Optometrist	_____	_____	_____
Vitamins	_____	_____	_____
Other _____	_____	_____	_____
Other _____	_____	_____	_____
		*5-10%	TOTAL

MONTHLY CASH FLOW PLAN

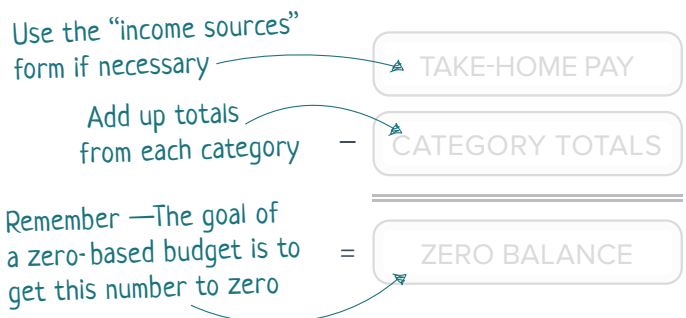
INSURANCE	Spent	Budgeted
	Life Insurance	_____
Health Insurance	_____	_____
Homeowner/Renter	_____	_____
Auto Insurance	_____	_____
Disability Insurance	_____	_____
Identity Theft	_____	_____
Long-Term Care	_____	_____
		*10-25% TOTAL

PERSONAL	Spent	Budgeted
	Child Care/Sitter	_____
Toiletries	_____	_____
Cosmetics/Hair Care	_____	_____
Education/Tuition	_____	_____
Books/Supplies	_____	_____
Child Support	_____	_____
Alimony	_____	_____
Subscriptions	_____	_____
Organization Dues	_____	_____
Gifts (incl. Christmas)	_____	_____
Replace Furniture	_____	_____
Pocket Money (His)	_____	_____
Pocket Money (Hers)	_____	_____
Baby Supplies	_____	_____
Pet Supplies	_____	_____
Music/Technology	_____	_____
Miscellaneous	_____	_____
Other _____	_____	_____
Other _____	_____	_____
		*5-10% TOTAL

RECREATION	Spent	Budgeted
	Entertainment	_____
Vacation	_____	_____
		*5-10% TOTAL

DEBTS	Spent	Budgeted
	Car Payment 1	_____
Car Payment 2	_____	_____
Credit Card 1 _____	_____	_____
Credit Card 2 _____	_____	_____
Credit Card 3 _____	_____	_____
Credit Card 4 _____	_____	_____
Credit Card 5 _____	_____	_____
Student Loan 1	_____	_____
Student Loan 2	_____	_____
Student Loan 3	_____	_____
Student Loan 4	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
		Your goal is 0% *5-10% TOTAL

Once you have completed filling out each category, subtract all category totals from your take-home pay.



ALLOCATED SPENDING PLAN

Life pulls your money in all directions. Spend time here before spending your cash.

Allocation is a fancy word for “when you spend your money.” We’re going to build on your Monthly Cash Flow Plan here and get a little more in depth by breaking your income down by pay period. The four columns on this form represent the four weeks in a given month. If you’re married, combine your spouse’s income with yours.

Step 1A

Fill out the pay period in box **A**. This is simply how long you’ll go between paychecks. If you get paid on the 1st and 15th, then your pay period for July, for example, would be 7/1 to 7/14.

A -----

Pay Period Dates	TO
Pay Period Income	

B -----

Step 1B

Write how much you will be paid in that pay period (**B**).

Step 2

Write down how much money you’re budgeting in the Budgeted column (**C**). In the Remaining column (**D**), keep a running total of how much of your starting income you have left for that pay period.

C -----

	Budgeted	Remaining
HOUSING		
First Mortgage/Rent	945	285
Second Mortgage		
D -----		
Real Estate Taxes	150	135

Step 3

Keep going down the list until the “Remaining” column (**E**) hits zero. When “Remaining” equals zero, you’re done budgeting for that pay period.

E -----

Optometrist	40	95
Vitamins	20	75
Other _____		
Other _____		

Step 4

If you have money left over at the end of the column (**F**), go back and adjust an area, such as savings or giving, so that you spend every single dollar. Every dollar needs a home.

F -----

Other <u>Final cable bill</u>	40	35
Other <u>Florist bill</u>	35	0
Other _____		
Other _____		

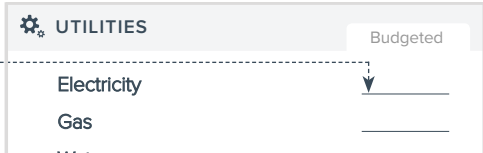
QUICK-START BUDGET

It's time to get your feet wet with budgeting.

This form is only one page, but it will show you how much money you need each month to cover necessities. While your mortgage or rent is listed here, we won't get into the details of your credit card bills, student loans, car payments, and any other debt yet. The Quick-Start Budget is just your starting point.

Step 1

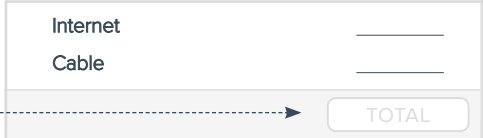
Write down what you're spending for the month in each of the categories listed (A). If you don't know exactly, just make your best guess. We're keeping it simple for now.



A dashed line labeled 'A' points to the 'UTILITIES' category box. The box has a gear icon and the title 'UTILITIES'. Below the title, there are two rows: 'Electricity' and 'Gas'. To the right of each row is a horizontal line for input. Above the 'Electricity' input line is a small box labeled 'Budgeted' with a downward arrow pointing to the line.

Step 2

Write the total for each category in the Total box (B) and move on to the next category. See? Easy!



A dashed line labeled 'B' points to the bottom of a category box. The box contains two rows: 'Internet' and 'Cable', each followed by a horizontal line for input. At the bottom right of the box is a rounded rectangular button labeled 'TOTAL'.

Step 3

Add up all eight of your total boxes and enter that number at the bottom in the Category Totals box (C). This shows you how much you're spending in a month for your basic necessities, not including any kind of debt. We'll get to all that later.

















A dashed line labeled 'C' points to a rounded rectangular box labeled 'CATEGORY TOTALS'.

QUICK-START BUDGET

Add up budgeted column
& enter here

These icons represent good
options for cash envelopes

 GIVING	Budgeted
Giving	_____
TOTAL	
 SAVING	Budgeted
Emergency Fund	_____
Other _____	_____
TOTAL	
 HOUSING	Budgeted
First Mortgage/Rent	_____
Second Mortgage	_____
Real Estate Taxes	_____
Repairs/Maint.	_____
Homeowner/Renter Ins.	_____
TOTAL	
 UTILITIES	Budgeted
Electricity	_____
Gas	_____
Water	_____
Trash	_____
Phone/Mobile	_____
Internet	_____
Cable	_____
TOTAL	

 FOOD	Budgeted
 Groceries	_____
TOTAL	
 CLOTHING	Budgeted
 Adults	_____
 Children	_____
TOTAL	
 TRANSPORTATION	Budgeted
Car Payment	_____
Car Payment	_____
Gas & Oil	_____
 Repairs & Tires	_____
Auto Insurance	_____
TOTAL	
 PERSONAL	Budgeted
Life Insurance	_____
Health Insurance	_____
Disability Insurance	_____
 Child Care/Sitter	_____
 Entertainment	_____
Other _____	_____
Other _____	_____
TOTAL	

Add up totals
from all categories

CATEGORY TOTALS

IRREGULAR INCOME PLANNING

Some people's paychecks all look the same, and some people's don't.

If you're self-employed or in sales, you really understand this! But you're not free from filling out budgets. As a matter of fact, this form is vital for just that reason! It can be easy for debts and expenses to overtake what you're bringing in. Stay on top of your money here.

Step 1

Fill in the Monthly Cash Flow Plan form based on what you reasonably expect to bring home for the month. If you aren't sure, use last year's lowest income month as your starting point.

Step 2

List anything that didn't make it in your Monthly Cash Flow Plan in the Items column (A). These are the things that you couldn't budget for but need to be funded.

	ITEMS
A	Hospital Bill - Snowball
	Home Depot - Snowball
	Extra Entertainment

Step 3

Rewrite your expenses in priority order and keep a running total. Setting good priorities is crucial here. For instance, a beach trip is not more important than putting food on the table!

BUDGETED		RUNNING TOTAL
460	+	460
1,000	=	1,460
50		1,510

Step 4

When you get paid, write any additional income in the box (B). "Additional" means anything above and beyond what you budgeted on the Monthly Cash Flow Plan form.

Additional Irregular Income	1,500
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B

Step 5

Spend your money right down the list until it's all gone. You most likely won't make it all the way down the list. That's okay! That's why it's important to prioritize.

BUDGETED		RUNNING TOTAL
460	+	460
1,000	=	1,460
50 40		1,510 1,500

DEBT SNOWBALL

You've got your emergency fund taken care of. Now it's time to dump the debt!

The Debt Snowball form will help you get some quick wins and develop some serious momentum! You'll make minimum payments on all of your debts except for the smallest one. Then, attack that one with gazelle intensity! Throw every dollar at it that you can!

Step 1

List your debts in order from the smallest Total Payoff balance to the largest. Don't be concerned with interest rates unless two debts have a similar payoff balance. In that case, list the one with the higher interest rate first.

DEBTS	TOTAL PAYOFF
Diagnostic	50
Hospital Bill	460
Home Depot	770

Step 2

Attack that smallest debt by paying as much on it as you possibly can. Once you pay one debt off, take what you were paying on that one and add it to the minimum payment of the next debt. As the snowball rolls over, it picks up more snow. Get it?

MINIMUM PAYMENT	NEW PAYMENT
10	10
38	48
45	93

Step 3

Every time you pay off a debt, cross the debt off. This will show you how close you're getting to becoming debt-free!

Hospital Bill
Home Depot
Chase VISA
Car Loan

I'M DEBT-FREE!!!!

