

Build Your Budget



Budgets don't come in a "one-size-fits-all" - not everyone will be successful with the same budget. If one budget seems overwhelming, try a simpler one! There are lots of budget forms out there.

Here are some steps to consider when creating your budget:

1. Collect all of your recurring expenses: rent/mortgage, utilities, loans, internet, cable, phone, etc. These are often fixed costs that can't be reduced. They get first priority.
2. Sometimes the best way to figure out where all the rest of your money is going is to keep track of ALL of your spending for a certain time. Try a week, and watch where every dollar goes. You can keep track by using our tracking tool on page 4. This will make your budget realistic, and give you an idea of where you might be spending more than you'd like to.
3. Once you have a good idea of where you're currently spending your money, make changes to reflect your priorities. Remember, a budget isn't permanent. It's a living document that should reflect your goals, even if only temporarily. Revisit your budget every month to see what you can change to stay on top of your priorities.
4. Leave room for those unexpected expenses that will pop up throughout the month.
5. Don't forget to include the money you spend on entertainment! Don't feel guilty about it. We all need to have some fun, and that should be reflected in the budget too.
6. Put your budget into action! Keep an eye on your expenses, and try to not to spend more than you've budgeted for any particular item.

The next few pages contain tools to help you get your budget started!

Monthly Budget - *page 2*
Bi-weekly Budget - *page 3*
Expense Tracker - *page 4*

You might also like to try these online budgeting tools:

www.mint.com – Compile all of your online bank accounts using this free, secure tool. Create budgets, set goals, and see how your budget looks in real-time.

www.mvelopes.com – Budget by the paycheck! Mvelopes connects you to money by creating budgets with the money as it comes in, preventing you from spending more than you have. It also includes an option to pay all of your bills through one site.

www.manilla.com – Manage your household bills, debts and even Groupons, all in one place. Manilla allows you to connect to the companies you have accounts with, see your statements and get reminders.

Questions? Don't hesitate to call or email!
(512) 610-4026



Monthly Budget

Monthly Take Home Income	
Salary or Wages (after taxes!)	
Salary or Wages (spouse)	
Social Security	
Retirement/Pension	
Child support/Alimony	
Public Benefits	
Other	
Other	
Total income:	

Monthly Debt Payments	
Auto Loan (1)	
Auto Loan (2)	
Credit Card (1)	
Credit Card (2)	
Personal Loan (1)	
Personal Loan (2)	
Other	
Other	
Total monthly debt payments:	

Monthly Living Expenses	
Rent or Mortgage	
Utilities - Electric	
Utilities - Gas	
Utilities - Water	
Food - Groceries	
Food- Out of home	
Phone (1)	
Phone (2)	
Internet	
Cable	
Transportation - Gas for car	
Transportation - Bus passes	
Insurance - Health	
Insurance - Dental	
Insurance - Renter's	
Insurance - Life and Disability	
Insurance - Car	
Child Care	
Prescriptions	
Pet food	
Entertainment	
Charitable contributions/Tithe	
Other expense: _____	
Other expense: _____	
Other expense: _____	
Total monthly living expenses:	

Semi-Annual & Annual Expenses		
	Per Year	Per month*
Car insurance		
Car registration		
Car inspection		
Holiday gift giving		
Birthdays		
Back to school		
Car maintenance/repairs		
Other:		
Other:		
Total monthly semi-annual & annual expenses:		

*To get the monthly figure, take the per year amount and divide by 12

Summary	
Total income	
Total monthly living expenses (-)	
Total monthly debt payments (-)	
Total monthly semi-annual & annual expenses (-)	
Total monthly savings (-)	
Over/Under:	

Monthly Savings	
Savings goal #1	
Savings goal #2	
Savings goal #3	
Total monthly savings:	

Daily flexible expense record

Week of : _____

Category	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Category Totals
Food/Groceries								
Lunch/Dinner out								
Auto Repairs								
Gas/Transportation								
Medical (doctor visit, medicine)								
Snacks/coffee								
Video rental								
Laundry/dry cleaning								
Gifts (holidays, birthdays, etc.)								
Other holiday expenses								
Church/other donations								
Pet expenses								
Clothing								
Hair care								
Hobbies								
Entertainment								
Books/magazines								
Personal hygiene								
Other								
Other								
Daily Totals								

Grand Total