



Instructions Sheet 5

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.

“Percent (%) Take-Home Pay” is the percentage of take-home pay that category represents. For example, the percentage of your total take-home you spent on “Housing.” We will then compare your percentages with those on Sheet 6 to determine if you need to consider adjusting your lifestyle.

An asterick (*) beside an item means you should use the “envelope system.”

The Emergency Fund should get ALL the savings until three to six 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.

- *You have three sets of “Monthly Cash Flow Plan” sheets located at the end of the thirteen lessons.*
- *Use these forms as your zero-based budget forms which will be checked every few weeks by your group leaders.*
- *Make enough copies to do this for a one-year period in order to help you develop proper financial management habits.*



Monthly Cash Flow Plan

Sheet 5

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

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Monthly Cash Flow Plan

Sheet 5 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 (incl. Christmas)	_____		_____	
Miscellaneous	_____		_____	
*BLOW \$\$	_____	_____	_____	_____
PAGE 2 TOTAL		_____		

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Monthly Cash Flow Plan

Sheet 5 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	_____	_____	_____	_____
Master Card 1	_____	_____	_____	_____
Master Card 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

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