

Budget Worksheet

MONTH

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INFLOWS	YOU	SPOUSE
Basic pay	\$	\$
Special pay (hazardous duty, flight pay, etc.)		
Housing allowance		
Subsistence allowance		
Total Monthly Gross Income [A]	= \$	= \$
DEDUCTIONS		
Federal Income Tax Withholding (if applicable)	\$	\$
State Income Tax Withholding (if applicable)		
FICA - Social Security		
FICA - Medicare		
Other deductions (employer-provided retirement plan contributions, etc.)		
Total Deductions [B]	= \$	= \$
OTHER INFLOWS (interest, gifts, refunds, etc.) [C]	= \$	= \$
Total Monthly Net Inflows [A-B+C]	= \$	= \$

OUTFLOWS	PLANNED	ACTUAL
SAVINGS/INVESTMENTS (target at least 10% - 15% of monthly gross income)		
Emergency fund	\$	\$
Retirement accounts (IRA, Roth IRA, etc.)		
Other		
DEBT		
Credit cards	\$	\$
Loans (other than mortgage and autos)		
HOME		
Food	\$	\$
Rent/Mortgage payment		
Property taxes ($\frac{1}{12}$ of total annual expense)		
Utilities, cable, satellite, internet, etc.		
Home maintenance		
Furniture		
Phone/Mobile phone		
Property insurance (renters, homeowners)		
CHARITABLE GIVING		
Place of worship	\$	\$
Other		

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OUTFLOWS continued	PLANNED	ACTUAL
INSURANCE		
Health	\$	\$
Disability		
Life (SGLI, spouse's group plan, personally owned, etc.)		
Long-term care		
EDUCATION		
Tuition	\$	\$
Room/Board/Travel		
Books/School supplies/Uniforms		
TRANSPORTATION		
Vehicle payment	\$	\$
Auto insurance		
Gasoline/Parking/Tolls/Public transportation		
Vehicle maintenance		
Other (Registration/License fees, 1/12 of total annual expense)		
PERSONAL		
Clothing	\$	\$
Laundry/Dry cleaning		
Grooming (hair care, toiletries, etc.)		
Child care (baby sitters, child care center)		
RECREATION/ENTERTAINMENT		
Vacations (1/12 of total annual expense)	\$	\$
Entertainment/Dining out		
Hobbies (for example, golf or tennis equipment and fees)		
Club fees/Organization dues		
Other		
TOTAL MONTHLY OUTFLOWS	= \$	= \$

CALCULATE MONTHLY CASH FLOW	PLANNED	ACTUAL
Total Monthly Net Inflows	\$	\$
Less Total Monthly Outflows	- \$	- \$
Net Cash Flow (Deficit)*	= \$	= \$

* If your net cash flow is positive, you can save more for emergencies or other financial goals. If it's negative, you will have to cut outflows or increase inflows (by taking a second job, for example).