

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.

"%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. We will then compare your percentages with those on Sheet 6 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</i>	<i>Sub</i>		<i>Actually</i>	<i>% of Take</i>
<u>Item</u>	<u>Total</u>	<u>TOTAL</u>	<u>Spent</u>	<u>Home Pay</u>
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	_____	_____	_____	_____

SHEET 5 CONTINUED

<u>Budgeted</u> <u>Item</u>	<u>Sub</u> <u>Total</u>	<u>TOTAL</u>	<u>Actually</u> <u>Spent</u>	<u>% of Take</u> <u>Home Pay</u>
*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	_____	_____		

SHEET 5 CONTINUED

<u><i>Budgeted</i></u> <u><i>Item</i></u>	<u><i>Sub</i></u> <u><i>Total</i></u>	<u><i>TOTAL</i></u>	<u><i>Actually</i></u> <u><i>Spent</i></u>	<u><i>% of Take</i></u> <u><i>Home Pay</i></u>
RECREATION				
<i>*Entertainment</i>				
<i>Vacation</i>				
DEBTS (Hopefully -0-)				
<i>Visa 1</i>				
<i>Visa 2</i>				
<i>MasterCard 1</i>				
<i>MasterCard 2</i>				
<i>American Express</i>				
<i>Discover Card</i>				
<i>Gas Card 1</i>				
<i>Gas Card 2</i>				
<i>Dept. Store Card 1</i>				
<i>Dept. Store Card 2</i>				
<i>Finance Co. 1</i>				
<i>Finance Co. 2</i>				
<i>Credit Line</i>				
<i>Student Loan 1</i>				
<i>Student Loan 2</i>				
<i>Other</i>				
<i>Other</i>				
<i>Other</i>				
<i>Other</i>				
<i>Other</i>				
PAGE 3 TOTAL				
PAGE 2 TOTAL				
PAGE 1 TOTAL				
GRAND TOTAL				
<u>-TOTAL INCOME</u>				
ZERO		ZERO		

BASIC QUICKIE BUDGET

FINANCIAL PEACE UNIVERSITY

GET STARTED TODAY ON MAKING A DIFFERENCE IN YOUR FINANCIAL FUTURE!

<u>Item</u>	<u>Monthly Total</u>	<u>Payoff Total</u>	<u>How far Behind</u>	<u>Type Account</u>
GIVING	_____			
SAVING	_____			
HOUSING	_____			
First Mortgage	_____	_____	_____	_____
Second Mortgage	_____	_____	_____	_____
Repairs/Mn. Fee	_____	_____	_____	_____
UTILITIES	_____			
Electricity	_____			
Water	_____			
Gas	_____			
Phone	_____			
Trash	_____			
Cable	_____			
*FOOD	_____			
TRANSPORTATION	_____			
Car Payment	_____	_____	_____	_____
Car Payment	_____	_____	_____	_____
*Gas & Oil	_____	_____	_____	_____
*Repairs & Tires	_____	_____	_____	_____
Car Insurance	_____	_____	_____	_____
*CLOTHING	_____			
PERSONAL	_____			
Disability Ins.	_____			
Health Insurance	_____			
Life Insurance	_____			
Child Care	_____			
*Entertainment	_____			
OTHER MISC.	_____			
TOTAL MONTHLY NECESSITIES	_____			

RECOMMENDED PERCENTAGES

I have used a compilation of several sources and my own experience to derive the suggested percentage guidelines. However, these are only recommended percentages and will change dramatically if you have a very high or very low income. For instance, if you have a very low income, your necessities percentages will be high. If you have a high income your necessities will be a lower percentage of income and hopefully savings (not debt) will be higher than recommended.

<u>ITEM</u>	<u>ACTUAL %</u>	<u>RECOMMENDED %</u>
CHARITABLE GIFTS	_____	10-15%
SAVING	_____	5-10%
HOUSING	_____	25 -35%
UTILITIES	_____	5-10%
FOOD	_____	5-15%
TRANSPORTATION	_____	10-15%
CLOTHING	_____	2-7%
MEDICAL/HEALTH	_____	5-10%
PERSONAL	_____	5-10%
RECREATION	_____	5-10%
DEBTS	_____	5-10%