

DIRECTIONS FOR THE QUICK-START BUDGET

It's your first budget! It's also the simplest, so you can relax now.

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 every 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.

1 WRITE DOWN YOUR SPENDING.

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

🏠 HOUSING	
	Planned
Mortgage/Rent	<input type="text" value="\$1,000"/>
Water	<input type="text" value="\$25"/>

2 TOTAL EACH CATEGORY.

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

Cable/Internet	<input type="text" value="\$130"/>
Other <u>Lawn mowing</u>	<input type="text" value="\$60"/>
TOTAL →	<input type="text" value="\$1,215"/>

3 ADD ALL CATEGORY TOTALS TOGETHER.

Add up all five of your total boxes and enter that number at the bottom in the Total for Categories box. 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.

TOTAL FOR CATEGORIES	<input type="text" value="\$4,325"/>
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This number is all of your category totals combined

QUICK-START BUDGET FORM

Taking control of your money starts here!

♥ GIVING	Planned
Church	<input type="text"/>
Charity	<input type="text"/>
TOTAL	<input type="text"/>

🚗 TRANSPORTATION	Planned
Auto Insurance	<input type="text"/>
Gas & Oil	<input type="text"/>
Maintenance	<input type="text"/>
TOTAL	<input type="text"/>

🍴 FOOD	Planned
Groceries	<input type="text"/>
Restaurants	<input type="text"/>
TOTAL	<input type="text"/>

🏠 HOUSING	Planned
Mortgage/Rent	<input type="text"/>
Utilities	<input type="text"/>
TOTAL	<input type="text"/>

👕 PERSONAL	Planned
Clothing	<input type="text"/>
Phone	<input type="text"/>
Fun Money	<input type="text"/>
Gifts	<input type="text"/>
TOTAL	<input type="text"/>

TOTAL FOR CATEGORIES	<input type="text"/>
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Remember, this total does not include every category that will be in your monthly budget—just a few of the big ones!

Great Start!

You've taken the first step to creating your monthly budget. In the Action Steps, you'll **create a zero-based budget with EveryDollar—just like Rachel showed you!**

DIRECTIONS FOR IRREGULAR INCOME *Planning*

If your income is different every month, use the Irregular Income Form along with your EveryDollar budget to make a plan for your money before the month begins. Follow the steps below to make a plan for any additional income you earn this month.

1 FILL OUT YOUR BUDGET.

Fill out your budget 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.

INCOME	
Paycheck	\$3,500

2 FILL OUT THE ITEMS COLUMN.

In the Items column, list out anything that didn't make it in your budget. These are **items you couldn't budget for**, but still need to be funded.

ITEMS	
	Main Card - Snowball
	Hospital Bill - Snowball
	Store Card - Snowball

3 LIST ITEMS IN PRIORITY ORDER.

Make sure your Items list is in the right order and keep a running total. Setting the right **priorities** is crucial here. For instance, a beach trip is not more important than paying off your debt!

PLANNED	
	\$50
	\$460
	\$770

4 FILL IN ADDITIONAL INCOME.

When you get paid, write any **additional income** in the box. "Additional" means anything above and beyond what you planned on your budget.

ADDITIONAL IRREGULAR INCOME	
	\$1,500

5 SPEND UNTIL IT'S GONE.

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.

PLANNED	RUNNING TOTAL
\$460	+ \$50
\$770	= \$1,280
\$50 \$220	\$1,780 \$1,500

DIRECTIONS FOR MONTHLY CASH FLOW Plan

Cash flows in and out each month. Make sure you tell it where to go!

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.

1 LIST YOUR MONTHLY TAKE HOME PAY.

This is the amount you have for the month to budget. **So far so good, huh?**

Monthly Take Home Pay

\$5,000

2 START AT THE TOP AND WORK DOWN.

Within each main category, such as Food, there are subcategories, like Groceries. Start at the top and work your way down, filling out the **Planned** column first. Add up each subcategory and put that number in the **Total** box. Also, pay attention to Dave's recommended percentages. This will help you keep from budgeting too much for a category.

FOOD

	Planned	Spent
Groceries	\$600	
Restaurants	\$175	
Total (*5-15%)	\$775	

3 DO THE MATH FOR A ZERO BALANCE.

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

\$5,000	TAKE-HOME PAY
\$5,000	CATEGORY TOTALS
\$0	ZERO BALANCE

4 LIST WHAT YOU ACTUALLY SPENT.

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

FOOD

	Planned	Spent
Groceries	\$600	\$647
Restaurants	\$175	\$122
Total (*5-15%)	\$775	\$769

MONTHLY CASH FLOW PLAN

Cash flows in and out each month. Make sure you tell it where to go!

Add up Planned column and enter here

Monthly Take-Home Pay

♥ GIVING

	Planned	Spent
Church	<input type="text"/>	<input type="text"/>
Charity	<input type="text"/>	<input type="text"/>
<hr/>		
Total (*10-15%)	<input type="text"/>	<input type="text"/>

🍴 FOOD

	Planned	Spent
Groceries	<input type="text"/>	<input type="text"/>
Restaurants	<input type="text"/>	<input type="text"/>
<hr/>		
Total (*5-15%)	<input type="text"/>	<input type="text"/>

💰 SAVINGS

	Planned	Spent
Emergency Fund	<input type="text"/>	<input type="text"/>
<hr/>		
Total (*10-15%)	<input type="text"/>	<input type="text"/>

🚗 TRANSPORTATION

	Planned	Spent
Gas	<input type="text"/>	<input type="text"/>
Maintenance	<input type="text"/>	<input type="text"/>
<hr/>		
Total (*10-15%)	<input type="text"/>	<input type="text"/>

🏠 HOUSING

	Planned	Spent
Mortgage/Rent	<input type="text"/>	<input type="text"/>
Water	<input type="text"/>	<input type="text"/>
Natural Gas	<input type="text"/>	<input type="text"/>
Electricity	<input type="text"/>	<input type="text"/>
Cable/Internet	<input type="text"/>	<input type="text"/>
Other _____	<input type="text"/>	<input type="text"/>
<hr/>		
Total (*25-35%)	<input type="text"/>	<input type="text"/>

👕 PERSONAL

	Planned	Spent
Clothing	<input type="text"/>	<input type="text"/>
Phone	<input type="text"/>	<input type="text"/>
Fun Money	<input type="text"/>	<input type="text"/>
Hair/Cosmetics	<input type="text"/>	<input type="text"/>
Other _____	<input type="text"/>	<input type="text"/>
<hr/>		
Total (*5-10%)	<input type="text"/>	<input type="text"/>

*Dave's Recommended Percentages

LIFESTYLE

	Planned	Spent
Child Care	<input type="text"/>	<input type="text"/>
Pet Care	<input type="text"/>	<input type="text"/>
Entertainment	<input type="text"/>	<input type="text"/>
Vacation	<input type="text"/>	<input type="text"/>
Education/Tuition	<input type="text"/>	<input type="text"/>
Other _____	<input type="text"/>	<input type="text"/>
<hr/>		
Total (*5-10%)	<input type="text"/>	<input type="text"/>

HEALTH

	Planned	Spent
Gym	<input type="text"/>	<input type="text"/>
Medicine/Vitamins	<input type="text"/>	<input type="text"/>
Doctor Visits	<input type="text"/>	<input type="text"/>
<hr/>		
Total (*5-10%)	<input type="text"/>	<input type="text"/>

INSURANCE

	Planned	Spent
Health Insurance	<input type="text"/>	<input type="text"/>
Life Insurance	<input type="text"/>	<input type="text"/>
Auto Insurance	<input type="text"/>	<input type="text"/>
Homeowner/Renter	<input type="text"/>	<input type="text"/>
Other _____	<input type="text"/>	<input type="text"/>
<hr/>		
Total (*10-25%)	<input type="text"/>	<input type="text"/>

DEBT

	Planned	Spent
Car Payment	<input type="text"/>	<input type="text"/>
Credit Card 1	<input type="text"/>	<input type="text"/>
Credit Card 2	<input type="text"/>	<input type="text"/>
Credit Card 3	<input type="text"/>	<input type="text"/>
Student Loan	<input type="text"/>	<input type="text"/>
Medical Bill	<input type="text"/>	<input type="text"/>
Personal Loan	<input type="text"/>	<input type="text"/>
Other _____	<input type="text"/>	<input type="text"/>
Other _____	<input type="text"/>	<input type="text"/>
Other _____	<input type="text"/>	<input type="text"/>
<hr/>		
Total (*5-10%)	<input type="text"/>	<input type="text"/>

Your goal is 0%

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



DIRECTIONS FOR ALLOCATED SPENDING *Planning*

If you want to budget based on your pay period rather than the month, this form is for you! The four columns on this form represent the four weeks in a given month. If you're married, combine both of your incomes and then follow the steps below to allocate your spending.

1 FILL OUT YOUR PAY PERIOD DATES AND PAY PERIOD INCOME.

Your **pay period dates** are simply how long you'll go between paychecks. For example, if you get paid on the 1st and 15th, then your pay period for July would be 7/1 to 7/14. Your **pay period income** is how much you will be paid in that pay period. In our example, that will be \$3,188.

Pay Period Dates	7/1 TO 7/14
Pay Period Income	\$3,188

2 FILL OUT YOUR PLANNED AND REMAINING COLUMNS.

For this pay period, write down how much money **you plan to spend** in each category in the **Planned** column. In the **Remaining** column, keep a running total of how much of your income **you have left** for that pay period.

	Planned	Remaining
HOUSING		
Mortgage/Rent	\$945	\$2,243
Water	\$25	\$2,218

3 PLAN FOR EACH CATEGORY ON THE LIST UNTIL YOU HIT ZERO.

Plan for each category on the list until the Remaining column hits **zero**. When that happens, you're done budgeting for that pay period!

	Planned	Remaining
Saving	\$100	\$90
Giving	\$90	\$0

4 IF YOU HAVE MONEY LEFT OVER...

If you've planned for every category and you still have money left over in the Remaining column, **go back and adjust an area**, such as savings or giving, so that you spend every single dollar. **Every dollar needs a job to do!**

If the remaining column still has money, adjust an area!

	Planned	Remaining
Saving $+\$50$	\$100	\$200
Giving $+\$60$	\$90	\$110

