

Quick-Start Budget

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.

Step 1

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

A

⚙️ UTILITIES		Budgeted
Electricity		↓
Gas		

Step 2

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

B

Internet	
Cable	
TOTAL	

Step 3

Add up all eight of your total boxes and enter that number at the bottom in the Category Totals box (C). 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.

C

CATEGORY TOTALS

Quick-Start Budget

Taking control of your money starts here!

Add up budgeted column
& enter here

These icons represent good options for cash envelopes

CHARITY	Budgeted
Tithes _____	_____
TOTAL	
SAVING	Budgeted
Emergency Fund _____	_____
Other _____	_____
TOTAL	
HOUSING	Budgeted
First Mortgage/Rent _____	_____
Second Mortgage _____	_____
Real Estate Taxes _____	_____
Repairs/Maint. _____	_____
Homeowner/Renter Ins. _____	_____
TOTAL	
UTILITIES	Budgeted
Electricity _____	_____
Gas _____	_____
Water _____	_____
Trash _____	_____
Phone/Mobile _____	_____
Internet _____	_____
Cable _____	_____
TOTAL	

FOOD	Budgeted
Groceries _____	_____
TOTAL	
CLOTHING	Budgeted
Adults _____	_____
Children _____	_____
TOTAL	
TRANSPORTATION	Budgeted
Car Payment _____	_____
Car Payment _____	_____
Gas & Oil _____	_____
Repairs & Tires _____	_____
Auto Insurance _____	_____
TOTAL	
PERSONAL	Budgeted
Life Insurance _____	_____
Health Insurance _____	_____
Disability Insurance _____	_____
Child Care/Sitter _____	_____
Entertainment _____	_____
Other _____	_____
Other _____	_____
TOTAL	

Add up totals
from all categories

CATEGORY TOTALS

Irregular Income Planning

If you have an irregular income, this form just became your best friend!

Some people's paychecks all look the same, and some people's don't.

If you're self-employed or in sales, you really understand this! But you're not free from filling out budgets. As a matter of fact, this form is vital for just that reason! It can be easy for debts and expenses to overtake what you're bringing in. Stay on top of your money here.

Step 1

Fill in the Monthly Cash Flow Plan form 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.



Step 2

List anything that didn't make it in your Monthly Cash Flow Plan in the Items column (A). These are the things that you couldn't budget for but need to be funded.

ITEMS	
A	Hospital Bill - Snowball
	Home Depot - Snowball
	Extra Entertainment

Step 3

Rewrite your expenses in priority order and keep a running total. Setting good priorities is crucial here. For instance, a beach trip is not more important than putting food on the table!

BUDGETED		RUNNING TOTAL
460	+	460
1,000	=	1,460
50		1,510

Step 4

When you get paid, write any additional income in the box (B). "Additional" means anything above and beyond what you budgeted on the Monthly Cash Flow Plan form.

Additional Irregular Income	1,500
-----------------------------	-------

Step 5

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.

BUDGETED		RUNNING TOTAL
460	+	460
1,000	=	1,460
50 40		1,510 1,500

Monthly Cash Flow Plan

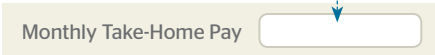
Cash flows in and out each month. Make sure you tell it where to go!

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.

Step 1

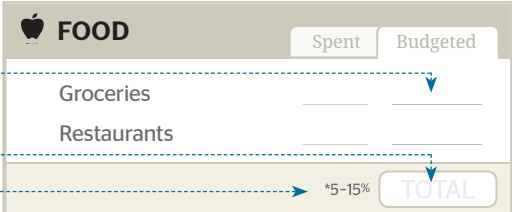
Enter your monthly take-home pay in the box at the top right (A). This is the amount you have for the month to budget. So far so good, huh?

A 



Step 2

Within each main category, such as Food, there are subcategories, like Groceries. Start at the top and work your way down, filling out the Budgeted column (B) first. Add up each subcategory and put that number in the Total box (C).

Also, pay attention to Dave's recommended percentages (D). This will help you keep from budgeting too much for a category.


B 


FOOD		Spent	Budgeted
Groceries			
Restaurants			
		*5-15%	TOTAL


C 
D 

Step 3

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

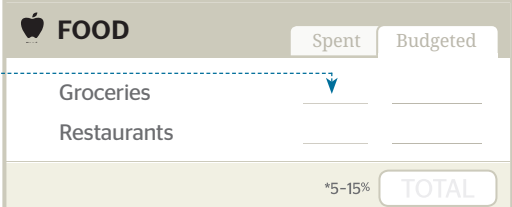
E 

F 

G 

Step 4

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

H 

FOOD		Spent	Budgeted
Groceries			
Restaurants			
		*5-15%	TOTAL

Monthly Cash Flow Plan

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

Monthly Take-Home Pay

Add up budgeted column
& enter here

These icons represent good options for cash envelopes

♥ CHARITY

Spent Budgeted

Tithes _____
Charity & Offerings _____

*10-15% TOTAL

🏠 SAVING

Spent Budgeted

Emergency Fund _____
Retirement Fund _____
College Fund _____

*10-15% TOTAL

🏠 HOUSING

Spent Budgeted

First Mortgage/Rent _____
Second Mortgage _____
Real Estate Taxes _____
Repairs/Maint. _____
Association Dues _____

*25-35% TOTAL

⚙️ UTILITIES

Spent Budgeted

Electricity _____
Gas _____
Water _____
Trash _____
Phone/Mobile _____
Internet _____
Cable _____

*5-10% TOTAL

🍏 FOOD

Spent Budgeted

✉ Groceries _____
✉ Restaurants _____

*5-15% TOTAL

👕 CLOTHING

Spent Budgeted

✉ Adults _____
✉ Children _____
✉ Cleaning/Laundry _____

*2-7% TOTAL

🚗 TRANSPORTATION

Spent Budgeted

Gas & Oil _____
✉ Repairs & Tires _____
License & Taxes _____
Car Replacement _____
Other _____

*10-15% TOTAL


🏥 MEDICAL/HEALTH








Spent Budgeted



Medications _____
Doctor Bills _____
Dentist _____
Optometrist _____
Vitamins _____
Other _____
Other _____


*5-10% TOTAL

*Dave's Recommended Percentages

 INSURANCE	Spent	Budgeted
Life Insurance	_____	_____
Health Insurance	_____	_____
Homeowner/Renter	_____	_____
Auto Insurance	_____	_____
Disability Insurance	_____	_____
Identity Theft	_____	_____
Long-Term Care	_____	_____
	*10-25%	TOTAL

 PERSONAL	Spent	Budgeted
 Child Care/Sitter	_____	_____
 Toiletries	_____	_____
 Cosmetics/Hair Care	_____	_____
Education/Tuition	_____	_____
Books/Supplies	_____	_____
Child Support	_____	_____
Alimony	_____	_____
Subscriptions	_____	_____
Organization Dues	_____	_____
Gifts (inc. Christmas)	_____	_____
 Replace Furniture	_____	_____
 Pocket Money (His)	_____	_____
 Pocket Money (Hers)	_____	_____
Baby Supplies	_____	_____
Pet Supplies	_____	_____
Music/Technology	_____	_____
Miscellaneous	_____	_____
Other _____	_____	_____
Other _____	_____	_____
	*5-10%	TOTAL

 RECREATION	Spent	Budgeted
 Entertainment	_____	_____
Vacation	_____	_____
	*5-10%	TOTAL

 DEBTS	Spent	Budgeted
Car Payment 1	_____	_____
Car Payment 2	_____	_____
Credit Card 1 _____	_____	_____
Credit Card 2 _____	_____	_____
Credit Card 3 _____	_____	_____
Credit Card 4 _____	_____	_____
Credit Card 5 _____	_____	_____
Student Loan 1	_____	_____
Student Loan 2	_____	_____
Student Loan 3	_____	_____
Student Loan 4	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
	Your goal is 0%	*5-10% TOTAL

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

