



# Monthly Cash Flow Plan Instructions

Zero-based budgeting requires every dollar of your income to be assigned to a category on this worksheet. Any money left over after each category has been funded should be put back into a category. The idea is to assign every dollar of your income until you reach a zero balance. Almost every category (except debt) should have a dollar amount. For instance, you do not plan to replace your car anytime soon. But by socking money away for it methodically, when the time comes to purchase another vehicle, you will save yourself the stress of having to borrow to do so.

Fill in the amount for each subcategory under "Subtotal" and then the total for each main category under "Total." As you progress through your first month, fill in the "Actually Spent" column with your actual expenditures or actual saving you did for that category. If there is a substantial difference in the plan versus the reality, you will have to make some adjustments. You will need to increase or decrease the amount allocated to that category. This will make you aware of better controlling your spending in that category.

"% Take Home Pay" is percentage of take-home pay in that particular category. In the "Transportation" category, for example, you would ask yourself what percentage of your total take home pay did you spend on that category. Then compare your percentages with the Budget Percentage Guidelines to determine if you need to adjust your budget and/or your lifestyle.

\* Beside a category indicates you should use the "envelope system"

The Emergency Fund (1) should receive the entire savings amount until 3-6 months of living expenses have been saved.

Note: As you get closer to becoming debt-free, your savings should be increased.

# MONTHLY CASH FLOW PLAN

INCOME \_\_\_\_\_

<u>Budgeted Item</u>	<u>Sub Total</u>	<u>TOTAL</u>	<u>Actually Spent</u>	<u>% of Take Home Pay</u>
<b>CHARITABLE GIFTS</b>		_____	_____	_____
<b>SAVINGS</b>				
Emergency Fund (1)	_____		_____	
Retirement Fund	_____	_____		
College Fund	_____	_____	_____	_____
<b>HOUSING</b>				
First Mortgage	_____		_____	
Second Mortgage	_____		_____	
Real Estate Taxes	_____		_____	
Homeowners Ins.	_____		_____	
Repairs/Maint. Fees	_____		_____	
Furniture Replace	_____		_____	
Other	_____	_____	_____	_____
<b>UTILITIES</b>				
Electricity	_____		_____	
Gas	_____		_____	
Water	_____		_____	
Phone	_____		_____	
Trash	_____		_____	
Cable/Internet	_____	_____	_____	_____
<b>*FOOD</b>				
*Grocery	_____		_____	
*Restaurants	_____	_____	_____	_____
<b>TRANSPORTATION</b>				
Car Payment	_____		_____	
Car Payment	_____		_____	
*Gas and Oil	_____		_____	
Repairs/Tires	_____		_____	
Car Insurance	_____		_____	
License and Taxes	_____		_____	
Car Replacement	_____	_____	_____	_____
<b>PAGE 1 TOTAL</b>		_____	_____	

<u>Budgeted Item</u>	<u>Sub Total</u>	<u>TOTAL</u>	<u>Actually Spent</u>	<u>% of Take Home Pay</u>
<b>*CLOTHING</b>				
*Children	_____		_____	
*Adults	_____		_____	
*Cleaning/Laundry	_____	_____	_____	_____
<b>MEDICAL/HEALTH</b>				
Health Insurance	_____		_____	
Disability Insurance	_____		_____	
Doctor Bills	_____		_____	
Dentist	_____		_____	
Optometrist	_____		_____	
Drugs	_____	_____	_____	_____
<b>PERSONAL</b>				
Life Insurance	_____		_____	
Child Care	_____		_____	
*Baby Sitter	_____		_____	
*Toiletries	_____		_____	
*Cosmetics	_____		_____	
*Hair Care	_____		_____	
Education/Adult	_____		_____	
School Tuition	_____		_____	
School Supplies	_____		_____	
Child Support	_____		_____	
Alimony	_____		_____	
Subscriptions	_____		_____	
Organization Dues	_____		_____	
Gifts (include Xmas)	_____		_____	
Miscellaneous	_____		_____	
*MAD \$\$	_____	_____	_____	_____
<b>PAGE 2 TOTAL</b>		_____	_____	

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

<b>Extra Income Priority List</b>	<b>Planned</b>	<b>Actual</b>
1.		
2.		
3.		
4.		
5.		
6.		
7.		

\*Designates categories that are paid with envelope cash.

Budget categories can be color coded. For example, in our personal budget, **green** designates those categories where we use envelope cash to pay for items (groceries, meals out, clothing, gas, and entertainment, for example). **Pink** designates money left in the checking account to be used to pay bills by check or automatic draft (tithe, music lessons, kids' commissions, utilities, auto insurance). **Blue** designates funds that are transferred over to a money market account for short term savings. That money will remain in that account until a particular bill presents itself (real estate taxes, home repairs, furniture purchases, and car repairs). **Red** designates items covered under payroll deduction (IRA contributions, health savings account) for long term savings.

You can custom color-code the categories above according to how you pay for each item. For example, all of our utilities are paid through automatic draft via our checking account coded pink. We prefer to keep our monthly allotted gift dollars in a money market account coded blue whereas others prefer to have their gift dollars as envelope cash coded green.

**Money Market (short term savings)** \_\_\_\_\_

**Payroll Deduction (long term savings)** \_\_\_\_\_

**Checking Account** \_\_\_\_\_

**Envelope Money** \_\_\_\_\_