

CASH FLOW WORKSHEET

Periodically evaluating household cash flow helps *DIY financial planners* examine their earning and spending habits, and reveals opportunities to increase savings.

Although there are countless digital budget management tools, valuable insight can be gained simply by tracking income and expense transactions for 30 days using 3 manila folders and cash flow worksheets like those included in *In Our Reach: How Resourceful Employees Build and Preserve Wealth at Work*.

First Manila Folder

The first folder is labelled *Household Income*. It's used to compile copies of paystubs and handwritten summaries of the gross income earned during the tracking period.

For households whose earnings are mostly or entirely derived from fixed wages or salaries, this is straightforward. For those that receive income that varies month-to-month, tracking it can lead to inaccurate conclusions. As such, those in the latter group should estimate their average monthly incomes by adding their reported annual gross incomes from the past two federal tax returns, and dividing the sum of their returns by 24 months.

At the end of the 30-day period, all gross income should be tallied based on income source and entered in the following table.

HOUSEHOLD INCOME			
Category	Monthly Amount	Category	Monthly Amount
<i>Primary Workplace Earnings (Self)</i>		<i>Primary Workplace Earnings (Spouse)</i>	
Gross Wages/Salary		Gross Wages/Salary	
Gross Tips		Gross Tips	
Gross Commission		Gross Commission	
Gross Bonus		Gross Bonus	
_____ : Other		_____ : Other	
Subtotal		Subtotal	
<i>Secondary Workplace Earnings (Self)</i>		<i>Secondary Workplace Earnings (Spouse)</i>	
Gross Wages/Salary		Gross Wages/Salary	
Gross Tips		Gross Tips	
Gross Commission		Gross Commission	
Gross Bonus		Gross Bonus	
_____ : Other		_____ : Other	
Subtotal		Subtotal	

HOUSEHOLD INCOME (CONT.)			
Category	Monthly Amount	Category	Monthly Amount
Regular Interest And Dividends		Small Business/Side Gigs Earnings	
Interest on Savings		Net Income/Profit	
Dividends on Investments		Royalties	
Net Rental Income		Net Farm Income	
_____ : Other		_____ : Other	
Subtotal		Subtotal	
Retirement Income		Other Income	
Pension Payments		Alimony Payments	
Annuity Payments		Child Support/Fostering Aid	
Social Security Payments		Public Assistance	
_____ : Other		_____ : Other	
Subtotal		Subtotal	

Second Manila Folder

The second manila folder is labelled *Household Fixed Expenses*. It's used to compile copies of receipts and handwritten notes for payments (e.g., cash, check, debit, credit, PayPal) that remain the same for extended periods (often a year or longer), such as mortgage payments, insurance premiums, or online subscriptions, and are made during the 30-day tracking period.

In addition to inserting billing statements and handwritten summaries of expenses paid, bank and credit card statements should be reviewed to ensure that auto payments and recurring fixed expenses paid on a non-monthly basis (e.g., semi-annual auto insurance premium, annual homeowner's insurance premium) are included.

After 30 days, all of these items should be tallied by fixed expense category and the sums should be entered on the following table.

HOUSEHOLD FIXED EXPENSES			
Category	Monthly Amount	Category	Monthly Amount
Fixed Housing Expenses		Fixed Utility Expenses	
Mortgage/Rent		Water/Water-Softener	
Association/Condo Fees		Trash Pick-Up	
Offsite Storage		Cable/Satellite/Internet	
_____ : Other		_____ : Other	
Subtotal		Subtotal	

HOUSEHOLD FIXED EXPENSES (CONT.)			
Category	Monthly Amount	Category	Monthly Amount
Fixed Transportation Expenses		Fixed Banking and Finance Expenses	
Loan (Personal Auto)		Loan (Student, Other)	
Mass Transit (Bus/Train)		Annual Fees (Credit/Bank)	
Parking		Credit Monitoring	
Government Fees		Safe Deposit Box	
_____ : Other		_____ : Other	
Subtotal		Subtotal	
Fixed Tax Withholdings and Payments		Fixed Household Expenses	
Tax Withholdings		Security Service	
Property Tax (Escrow)		Pest Control Service	
Tax Garnishments		Housekeeping Service	
_____ : Other		_____ : Other	
Subtotal		Subtotal	
Fixed Technology Expenses		Fixed Kid-Related Expenses	
Licenses (Software/Apps)		Day Care	
Virus/Malware Protection		Alimony/Palimony	
_____ : Other		_____ : Other	
Subtotal		Subtotal	
Fixed Education Expenses		Fixed Healthcare Expenses	
School Tuition		Gym/Club Membership	
_____ : Other		_____ : Other	
Subtotal		Subtotal	
Fixed Unreimbursed Work Expenses		Fixed Insurance Expenses	
Licenses/Union Dues		Auto/Motorcycle	
_____ : Other		Home/Renter/Umbrella	
Subtotal		Medical/Dental/Vision	
Fixed Entertainment Expenses		Life/Disability/LTCi	
Subscription Services		Recreational/Pet	
Social Club/Organization		Identity Theft	
_____ : Other		_____ : Other	
Subtotal		Subtotal	

HOUSEHOLD FIXED EXPENSES (CONT.)			
Category	Monthly Amount	Category	Monthly Amount
<i>Other Fixed Expenses</i>			
_____ : Other		_____ : Other	
_____ : Other		_____ : Other	
Subtotal		Subtotal	

Third Manila Folder

The third manila folder is labelled *Household Variable Expenses*. It's used to compile copies of receipts and handwritten notes for all payments made during the tracking period for items that change from month-to-month and are unpredictable. The easiest way to do this is to save receipts from all transactions and to create handwritten notes for purchases where receipts aren't provided (or are lost), and to store them in the folder.

After 30 days, all items should be tallied by variable expense category and the sum entered on the following table.

HOUSEHOLD VARIABLE EXPENSES			
Category	Monthly Amount	Category	Monthly Amount
<i>Variable Food Expenses</i>		<i>Variable Personal Care Expenses</i>	
Dine At Home (Groceries)		Adult Clothing/Cleaning	
Dine Out (Convenience)		Beauty Care	
Dine Out (Entertainment)		Hygiene Products	
On-the-Go Snacks		Aids (Glasses/Contacts)	
_____ : Other		_____ : Other	
Subtotal		Subtotal	
<i>Variable Household Expenses</i>		<i>Variable Kid-Related Expenses</i>	
Home Furnishings		Books/Toys/Games	
Home Cleaning Supplies		Supervision (Babysitting)	
Lawn/Snow Maintenance		Camps/Athletics/Lessons	
Pest Control		Infant (Diapers/Formula)	
Tools		Kid Clothing	
_____ : Other		_____ : Other	
Subtotal		Subtotal	

HOUSEHOLD VARIABLE EXPENSES (CONT.)			
Category	Monthly Amount	Category	Monthly Amount
Variable Utility Expenses		Variable Transportation Expenses	
Electricity		Fuel	
Gas/Propane/Kerosene		Maintenance & Supplies	
Home Phone		Periodic Tolls/Parking	
Mobile Phone		Mass Transit (Bus/Train)	
_____ : Other		_____ : Other	
Subtotal		Subtotal	
Variable Entertainment Expenses		Variable Gift Expenses	
Media, Books, Apps		Charitable Cash Donations	
Games, Hobbies Fun		Family	
Events (Sports/Theatre)		Friends	
Vacation (Travel/Hotel/Auto)		Special (Weddings/Retirement)	
_____ : Other		_____ : Other	
Subtotal		Subtotal	
Variable Education Expenses		Variable Pet Expenses	
School Hot Lunch		Supplies (Food/Medicine)	
Athletic/Extracurricular		Veterinarian	
Books/Supplies		Grooming	
_____ : Other		_____ : Other	
Subtotal		Subtotal	
Variable Health Care Expenses		Variable Bank & Financing Expenses	
Over-the-Counter Meds		Finance Charges	
Therapy (Massage/Chiropractor)		Bank Fees/Checks/ATM Fees	
Vitamins/Supplements		Debt Payments	
_____ : Other		_____ : Other	
Subtotal		Subtotal	
Variable Technology Expenses		Variable Household Expenses	
Hardware		Repairs/Improvements	
Software		Stationary/Postage	
_____ : Other		_____ : Other	
Subtotal		Subtotal	

HOUSEHOLD VARIABLE EXPENSES (CONT.)			
Category	Monthly Amount	Category	Monthly Amount
<i>Other Variable Expenses</i>			
_____ : Other		_____ : Other	
_____ : Other		_____ : Other	
Subtotal		Subtotal	

