

ANNUAL BUDGET - EXCEL

INSTRUCTIONS



Important Notes

1. This file works best with the fonts it was designed. You can download the free font files LORA and NUNITO by clicking the links on the **Instruction Tab**.
2. This file will only allow you to access cells that should be modified. This ensures no accidental changes are made to formulas that do automatic calculations.

The 17 Tabs

This spreadsheet includes a total of 17 tabs. You can toggle between tabs by clicking the tab buttons at the bottom of the spreadsheet.

INSTRUCTIONS TAB | This tab links you to step-by-step instructions and a PDF file with ideas for setting up your subcategories.

SETUP TAB | This tab helps you quickly and easily set up your subcategories.

ANNUAL DASHBOARD | This tab shows you summary insights as you budget throughout the year. See how your income, savings and spending change month over month and identify the top ways you earn and spend.

TRANSACTIONS LOG | This tab is where you'll record actuals throughout the year.

12 MONTHLY TABS | These tabs take your inputs and do all calculations automatically! You'll see insights about your income, saving and spending, including how much you have left to spend, planned vs. actual spending, and more.

SMART CALENDAR | (Optional Use) The Smart Calendar will help you keep track of your bill and debt payments.

Setting Up Your Budget

STEP 1 | SELECT CURRENCY

The default currency is \$.

If you'd like to change the currency, simply enter your preferred currency symbol. That will automatically change the currency throughout the sheet.

\$	Instructions: Enter your preferred currency symbol in the box to the left. \$ is the default.
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STEP 2 | SET SUBCATEGORIES

Enter up to 10 INCOME subcategories starting with "Income #1." (Most common examples: Paycheck, Side Hustle, Bonus, etc. Other examples can be found in the PDF from your purchase.)

Enter up to 15 SAVINGS subcategories starting with "Savings #1." You can also put sinking funds here. Sinking funds are a savings line item that you contribute to monthly for a future expense. (Most common examples are: Savings, Emergency Fund, Retirement, College Fund, Home Repair, Vacation, etc. Other examples can be found in the PDF.)

Enter up to 30 BILLS subcategories starting with "Bills #1." Bills are fixed costs that happen every month and are typically the same amount every month. (Most common examples: Rent/Mortgage, Insurance, Internet, Subscriptions, Cell Phone, etc. Other examples can be found in the PDF.)

Enter up to 30 EXPENSES subcategories starting with "Expenses #1." Expenses are variable costs that change every month. (Most common examples: Food/Grocery, Dining Out, Clothing, Gas, Entertainment, etc. Other examples can be found in the PDF.)

Enter up to 30 DEBT subcategories starting with "Debt #1." This can include loans or paying down a credit card balance. (Most common examples: Car Loan, Student Loan, Personal Loan, Credit Card, etc. Other examples can be found in the PDF.)

INCOME	SAVINGS	BILLS	EXPENSES	DEBT
Income #1	Savings #1	Bills #1	Expenses #1	Debt #1
Income #2	Savings #2	Bills #2	Expenses #2	Debt #2



INCOME	SAVINGS	BILLS	EXPENSES	DEBT
Paychecks	Emergency Fund	Mortgage	Groceries	Student Loan
Side Hustle	Retirement	Cell Phone	Food Delivery	Car Loan
Resell	Home	Utilities	Entertainment	Credit Card
	Vacation	Internet	Gas	
			Daycare	
			Kids Misc.	

STEP 3 | SET DUE DATES FOR BILLS AND DEBTS

Enter the due day (day of the month only, not full date) for each of your bills and debts. When you enter a day for January, the rest of the year will auto-default to the same day. If your due date changes every month, you can modify by deleting that cell and entering a new day.

BILLS	January	February	March	April	May	June	July	August	September	October	November	December
Mortgage	3	3	3	3	3	3	3	3	3	3	3	3
Cell Phone	1	1	1	1	1	1	1	1	1	1	1	1
Utilities	10	10	10	10	10	10	10	10	10	10	10	10
Internet	15	15	15	15	15	15	15	15	15	15	15	15

DEBT	January	February	March	April	May	June	July	August	September	October	November	December
Student Loan	1	1	1	1	1	1	1	1	1	1	1	1
Car Loan	11	11	11	11	11	11	11	11	11	11	11	11
Credit Card	25	25	25	25	25	25	25	25	25	25	25	25

Monthly Budget Tab Instructions

Find the tab for the month you are budgeting and complete step 1 below for that tab. You'll follow these instructions at the start of every month.

STEP 1 | SET PLANNED BUDGETS FOR EACH SUBCATEGORY

For each subcategory, enter a planned budget amount. (For those subcategories where you need to estimate your planned spend, we suggest looking at actual costs from the past 3 months and using the average.)

Complete this step for all subcategories in INCOME, SAVINGS, BILLS, EXPENSES and DEBT.

Income Example: If you expect to receive \$5000 total in paychecks for the month, enter \$5000 under the PLANNED column for "Paychecks."

Savings Example: If you want to save \$500 towards your Emergency Fund this month, enter \$500 under the PLANNED column for "Emergency Fund."

Bills Example: If you expect to pay \$1500 for your Mortgage this month, enter \$1500 under the PLANNED column for "Mortgage."

Expenses Example: If you are allotting \$400 for groceries this month, enter \$400 under the PLANNED column for "Groceries."

Debt Example: If you expect to pay \$300 for your Student Loan this month, enter \$300 under the PLANNED column for "Student Loan."

INCOME			
	PLANNED	ACTUAL	% PLAN
Paychecks	\$	\$	
Side Hustle	\$	\$	
Resell	\$	\$	



INCOME			
	PLANNED	ACTUAL	% PLAN
Paychecks	\$ 5,000.00	\$	
Side Hustle	\$ 500.00	\$	
Resell	\$ 150.00	\$	

BILLS				
	DUE	PLANNED	ACTUAL	% PLAN
Mortgage	3	\$	\$	
Cell Phone	1	\$	\$	
Utilities	10	\$	\$	
Internet	15	\$	\$	



BILLS				
	DUE	PLANNED	ACTUAL	% PLAN
Mortgage	3	\$ 1,500.00	\$	
Cell Phone	1	\$ 50.00	\$	
Utilities	10	\$ 100.00	\$	
Internet	15	\$ 50.00	\$	

Transactions Tab Instructions

Use the **TRANSACTION LOG** to enter all transactions for the year, including receiving income/getting paid, spending money on bills or expenses, making a debt payment, or depositing money into savings.

The TRANSACTION LOG will automatically enter your transaction into the correct month based on the transaction date.

For each transaction, you'll enter:

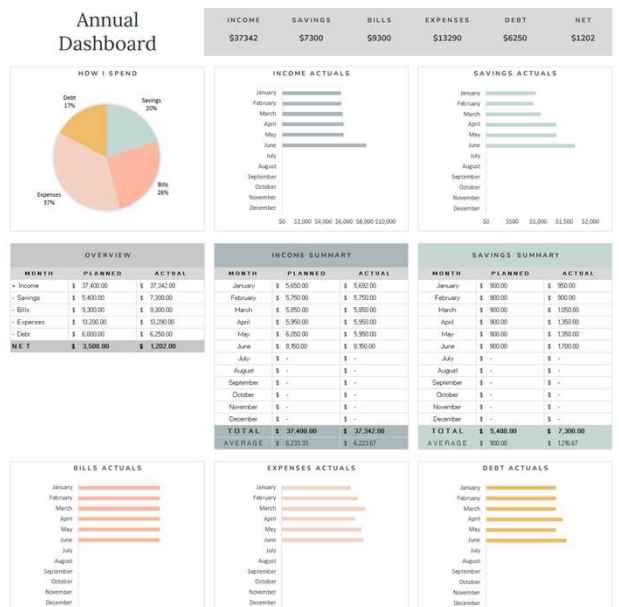
- **Date:** You may enter as MM/DD/YYYY and the file will convert for you. (Ex: 1/1/23 will convert to January 1, 2023.)
- **Amount:** The amount for that transaction.
- **Category:** A drop down list is provided. Pick from income, savings, bills, expenses or debt.
- **Subcategory:** Your custom subcategories will appear in a drop down list. (If you don't see your list populate, you may need to scroll up.)
- **Apply To (Optional):** Transactions will automatically apply to the month they are dated. If you have a transaction that you want applied to a different month, select "Previous Month" or "Next Month" from the drop down. (For example, if you are paid on January 31st, you will likely want to apply that income to February instead of January.)
- **Notes:** This is an optional notes field for your use.

TRANSACTION LOG						
DATE	\$	CATEGORY	SUBCATEGORY	APPLY TO (Optional)	NOTES	
January 1, 2023	\$ 2500.00	Income	Paycheck		Paycheck to cover 1/1-1/14	
January 2, 2023	\$ 500.00	Savings	Emergency Fund			
January 3, 2023	\$ 1500.00	Bills	Mortgage			
January 4, 2023	\$ 100.00	Expenses	Groceries			
January 5, 2023	\$ 300.00	Debt	Student Loan			
January 29, 2023	\$ 2500.00	Income	Paycheck	Next Month	Paycheck to cover 1/29-2/11	

Annual Dashboard Instructions

The Annual Dashboard is a fully automatic tab, so all data and insight graphs are calculated based on other tabs.

The Annual Dashboard will show you insights about how you save and spend across categories including monthly trends and averages. You'll also see dynamic insights about your top subcategories to help you adjust your planned budget throughout the year.



OPTIONAL FEATURE | ADD PAYDAYS TO CALENDAR

Under the calendar you have the option to add up to 5 paydays if you want them to be reflected in the calendar. Simply enter the full dates of your paydays for the month (MM/DD/YYYY) and they will automatically appear on the calendar.

Important Note about Switching Months on the Smart Calendar: While the bills and debts from each month will automatically update in your "Bills and Debts" list when you change the month on the Smart Calendar, your Extra Bills and Debts and Payday dates will need to be manually updated when you change months. You will also need to uncheck any paid bills and debts on the "Bills and Debts" list if you've used that feature.

ADD PAYDAYS	
	PAY DATE
Payday 1	01 Jan 2023
Payday 2	15 Jan 2023
Payday 3	29 Jan 2023
Payday 4	
Payday 5	