

Step One: Calculate Your Fixed Expenses

<b>Fixed Expenses</b>				
<b>Name:</b>	<b>Month:</b>		<b>Date:</b>	
<b>Category</b>	<b>Monthly Actual Amount</b>		<b>Monthly Spending Plan Amount</b>	
<b>Fixed or Routine Expenses</b>				
Rent or Mortgage				
Savings – Emergency				
Savings and Investment for long-term goals				
Utilities(Water/Garbage)				
Insurance (health, life, auto, home/renter)				
Car payments/buss pass				
Student Loan payments				
Other				
<b>Total Fixed Expenses</b>				

## Step Two: Calculate Your Variable Expenses

**Variable Expenses** are payments you make in which the payment amount varies. Sometimes you can control the amount of these expenses by reducing your usage.

- Electricity, natural gas
- Telephone, cell phone
- Gas for autos
- Groceries
- Credit card payments
- Others?

<b>Variable Expenses</b>				
<b>Name:</b>	<b>Month:</b>		<b>Date:</b>	
Category	Monthly Actual Amount		Monthly Spending Plan Amount	
<b>Variable Expenses</b>				
Groceries				
Utilities (gas or electricity)				
Transportation (gas, maintenance, parking & buses)				
Child Care payments				
Phones - home & cell				
Medications, Medical, Dental, Vision				
Credit Card payments				
Education (tuition, books, etc.)				
Personal care (haircut)				
Other				
<b>Total Variable Expenses</b>				

## Step Three: Calculate Your Discretionary Expenses

**Discretionary Expenses** are optional expenses that we choose to pay but are generally not required. They tend to be wants rather than needs.

- Movies, videos, CDs
- Sports, concerts, other entertainment
- Dining out (lattes, pop, snacks, meals, etc.)
- Personal care (manicures, gym, tanning, etc.)
- Clothes
- Others?

**Note: Discretionary Expenses are areas in which you can cut back to save money!**

<b>Discretionary Expenses</b>				
Name:	Month:		Date:	
Category	Monthly Actual Amount		Monthly Spending Plan Amount	
<b>Discretionary Expenses</b>				
Meals out (food & beverages)				
Cable TV/ Internet Service Provider				
Donations (church, charities, etc.)				
Clothing (purchases, laundry)				
Personal care (manicures, gym, tanning, etc.)				
Entertainment (Movies, drinks, vacation, sport teams, sporting events, concerts, etc.)				
Household (furniture, tools, pictures, etc.)				
Gifts (Birthdays, Holidays, Weddings, etc.)				
Books/Magazines/Newspapers				
Other				
<b>Total Discretionary Expenses</b>				