

SAMPLE BUDGET ON A SPREADSHEET

1	2	3	
Transfers	This	Typical	Expenses
	Month	\$	CATEGORIES
			Gross Income
			Giving
			Federal taxes
			IRA, 401-k, 403-b
			House & car ins.
			Electric Average
			Medical
			Non retirement investing
			Internet fee
x			local taxes div. by 12 money market
			phone
x			vacation vacation club
			auto Average gas & repairs
			groceries Average
			Misc.
			postage
			clothing
x			Christmas club
			life insurance
			Entertainment
			gifts
			medical
x			Savings/emergency fund
x			trips
			Nat. or LP gas-budget plan
			Educational expense
Total	Total	Total	Typical Expenses

Giving detail

Amount	Item

Monthly Auto Debits

\$	Item	Date debited

Col 1 is the amount from each category to be transferred into another acct.

Col 2 is this month's income and expenses

Col 3 shows averages, and provides a budget template

You can use the envelope system to pay down the categories or you can spend down the categories from your checking account.

You can transfer into checking from savings, as the need arises.

I use Quicken to categorize expenditures and generate reports, and to reconcile my account with the bank statement.

Once you track expenses for some months, the averages will be more accurate, and you adjust accordingly.

For longer term savings, I recommend sending \$ to a money market account out-of-town, or to buy stock using auto debit.

It's not so easy to liquidate.

Categories can be inserted or deleted, of course, to match your needs.