# DIRECTIONS FOR Allocated Spending Planing

If you want to budget based on your pay period rather than the month, this form is for you! The four columns on this form represent the four weeks in a given month. If you're married, combine both of your incomes and then follow the steps below to allocate your spending.

# Fill out your pay period dates and list your income.

Your **pay period dates** are how long you go between paychecks. (For example, if you get paid on the 1st and 15th, your pay periods for July would be 7/1 to 7/14 and 7/15 to 7/29.)

Pay Period Dates

Pay Period Income

\$2,500

7/1 TO 7/14

Your **pay period income** is how much you make during that time. (So, if you take home \$5,000 a month, but half of that each pay period, your pay period income is \$2,500.)

### List your expenses—thinking about due dates as you go.

Use your online bank account or copies of your bills to list your expenses in the Planned columns based on when they're due.

Start with essentials, then extras. As you go, keep a running total of how much of your income is left in the Remaining column.

This is the trickiest step. Make sure you're covering the bills that are due during each pay period and dividing up other expenses, like groceries and gasoline, across pay periods.

A HOUSING	Planned	Remaining	
Mortgage/Rent	\$1,000	\$1,250	
Water	\$50	\$1,200	

### **3** Plan for each category on the list until you hit zero.

Plan for each category on the list until the Remaining column hits **zero**. When that happens, you're done budgeting for that pay period!

#### Track your expenses (all month long).

If you've planned for every category and still have money left over in the Remaining column, go back and adjust an area, such as savings or giving, so that you spend every single dollar. Every dollar needs a job to do!

5 Make a new budget (before the month begins).

And don't forget month-specific expenses (like holidays or seasonal purchases).

### **Allocated Spending**

Pro tip: Keep an extra \$100-300 in your checking account as a buffer.

Pay Period Dates	7/1 то 7/14	7/15 TO 7/29	ТО	ТО
Pay Period Income	\$2,500	\$2,500		
	<u>(</u>			
	INCOME - Church = Re Planned Remaining	Maining Income to but Planned Remaining	dget this pay period Planned Remaining	Planned Remaining
Church	\$250 \$2,250	\$250 \$2,250		
Charity	K			
	Subtract the next Pla	nned amount to get y	our next Remaining ba	lance.
SAVINGS				
SAVINGS	Planned Remaining	Planned Remaining	Planned Remaining	Planned Remaining
Emergency Fund				
Mortgage/Rent	Planned Remaining	Planned Remaining	Planned Remaining	Planned Remaining
mongagement	\$1,000 \$1,250			
Water	\$50 \$1,200			
Natural Gas		\$35 \$2,215		
Electricity		\$100 \$2,115		
Cable/Internet		\$40 \$2,075		
Caple/Internet		·		
Trash				

Download EveryDollar, plug in your numbers, and make budgeting way easier month to month.



Pay Period Dates	7/1 то 7/14	7/15 то 7/29	ТО	ТО
//				
	N Planned Remaining	Planned Remaining	Planned Remaining	Planned Remaining
Gas	\$1,100	\$100 \$1,975		
Maintenance				
₽₩ FOOD				
	Planned Remaining	Planned Remaining	Planned Remaining	Planned Remaining
Groceries	\$320 \$780	\$320 \$1,655		
Restaurants				
PERSONAL	Planned Remaining	Planned Remaining	Planned Remaining	Planned Remaining
Clothing		\$100 \$1,555		
Phone		\$150 \$1,405		
Fun Money	\$30 \$750	\$40 \$1,365		
Hair/Cosmetics	\$60 \$690			
Subscriptions		\$10 \$1,355		
	Planned Remaining	Planned Remaining	Planned Remaining	Planned Remaining
Pet Care		\$40 \$1,315		
Childcare				
Fatesteinsset				
Entertainment				
Miscellaneous	\$50 \$640	\$150 \$1,165		

Pay Period Dates	7/1 то 7/14	7/15 TO 7/29	ТО	ТО
✤ HEALTH Gym	Planned Remaining	Planned Remaining	Planned Remaining	Planned Remaining
Medicine/Vitamins		\$50 \$1,115		
Doctor Visits	\$50 \$590			
	Planned Remaining	Planned Remaining	Planned Remaining	Planned Remaining
Health Insurance		\$400 \$715		
Life Insurance		\$40 \$675		
Auto Insurance	\$90 \$500			
Homeowners/Renters	\$20 \$480			
Identity Theft				
<b>DEBT</b> When F	Remaining equals zero Planned Remaining	ο, γου're done budgetin Planned Remaining	g for this pay period! Planned Remaining	Planned Remaining
Car Payment	\$480 \$0 4			
Credit Card 1		\$150 \$525		
Credit Card 2		\$60 \$465		
Credit Card 3				
Student Loan		\$400 \$65		
Medical Bill		\$65 \$0		
Personal Loan				