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Managing Your Money Worksheets
Michigan State University Extension Service

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MANAGING YOUR MONEY

Michigan State
University Extension

WORK SHEETS

Extension Bulletin E-1779
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Extension Family Resource Management Programs

WHAT IS OUR INCOME?

Use this form to figure up how much income you have each month. Enter the amount from each source in the column according to the times it's paid to you. If weekly, multiply times 4 to get "Total for

Month" for right-hand column. If paid every 2 weeks, multiply times 2. Add up all the totals in the right-hand column to get your "Total Income for the Month."

Sources of Income	Amount (Weekly)	Amount (Every Two Weeks)	Amount (Monthly)	Total Income
Wages (Take Home Pay) Adults				
Children's Wages				
Social Security				
Unemployment Benefits				
Family Independence Agency				
Food Stamps				
Child Support Payment				
Other				
Other				
Total Income for the Month				

WHERE, WHAT, HOW MUCH DO WE OWE?

Write in all debts including time payments, credit cards, loans, etc.

Where — (Place owed to)	For what — (Items)	How much		
		Total Debt	Monthly Payment	Due Date
TOTAL				

When are monthly bills due?

1. Write the number dates for this month on the calendar below.
2. Write in due dates for debt payments due this month.
3. Write in due dates for other monthly fixed expenses like rent, or utilities.

MONTH _____						
SUN.	MON.	TUES.	WED.	THURS.	FRI.	SAT.

OCCASIONAL BIG EXPENSES

Some big expenses only come up once or twice a year. Write the item and estimated cost under the month you'll have to pay it. Do you also expect to

spend money for school clothes in Aug/Sept? for Christmas gifts in Nov/Dec? If so, write them in.

Expense

<u>Jan</u>
<u>Feb</u>
<u>Mar</u>
<u>Apr</u>
<u>May</u>
<u>June</u>

Expense

<u>July</u>
<u>Aug</u>
<u>Sept</u>
<u>Oct</u>
<u>Nov</u>
<u>Dec</u>

OUR SPENDING PLAN — CONTROLLABLE EXPENSES

Month _____ 20 _____

Class of Expenses	\$ Planned Weekly	\$ Planned Monthly
FOOD: Groceries, Eating Out, School Lunch, etc.		
TRANSPORTATION: Car, Gas, Repairs, Parking, Bus, Taxi, etc.		
HOUSEHOLD OPERATIONS: Repairs, Cleaning Supplies, Paper Supplies, Laundry, etc.		
FURNISHINGS: Dishes, Towels, Rental of Furniture, etc.		
CLOTHING: Clothing for Family, Repairs, Dry Cleaning, etc.		
PERSONAL and RECREATION: Hair care, Cosmetics, Cable TV, Pop, Tobacco, Alcohol, Sports, Movies, Bingo, etc.		
MEDICAL CARE: Doctor, Dentist, Glasses, Hospital or Clinic, Medicine		
EDUCATION: Tuition or Fees, School Supplies, Newspapers, Magazines, Lessons in Music, Dance, etc., Clubs, such as Scouting, 4-H, etc., Other		
SPECIAL EXPENSES: Gifts, Contributions, Church, Allowances, Babysitting, Day Care, Savings, etc.		
TOTAL		

