

Four-Step Budget Process

What \$\$ do you have coming in?

Where does your \$\$ go?

LEFT-OVER:

Subtract your

OUTGOING expenses from your **INCOME** and that's what you have left over.

INCOME

OUTGOING: Must-Haves

OUTGOING: Nice-to-Have

Scholarships \$ _____
 Financial Aid \$ _____
 Family Support \$ _____
 Paycheck \$ _____
 Other \$ _____

Tuition (SEMESTER EXPENSE) \$ _____
 Books (SEMESTER EXPENSE) \$ _____
 Rent/Housing \$ _____
 Electric \$ _____
 Cable/Internet \$ _____
 Water/Trash \$ _____
 Car Payment \$ _____
 Savings \$ _____
 Gas \$ _____
 Groceries \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____

Restaurants \$ _____
 Fast food \$ _____
 Clothes \$ _____
 Coffee \$ _____
 Entertainment \$ _____
 Unexpected \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____

TRACK YOUR EXPENSES FOR A WHOLE MONTH TO GET MORE ACCURATE ESTIMATES FOR NON-FIXED EXPENSES

TOTAL: \$ _____

INCOME \$ _____

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OUTGOING \$ _____

LEFT OVER \$ _____

ZERO-BASED BUDGET

PUT A NAME TO EVERY DOLLAR

IF YOUR LEFTOVER BALANCE IS **NEGATIVE**, GO BACK AND REDUCE SOME OF YOUR EXPENSES. IF IT IS **POSITIVE**, ADD MORE MONEY INTO A CATEGORY (EX: SAVINGS)