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Managing Your Money Worksheets
Michigan State University Extension Service
Irene Hathaway, Anne Field, Family Resource Management
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MANAGING YOUR MONEY



WORK SHEETS

Michigan State University Extension

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By Anne Field and Irene Hathaway, Extension Specialists,
Family Resource Management, Department of Family & Child Ecology



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				
Welfare Payments				
AFDC Aid to Dependent Children				
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 _____ 198 _____

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

