

Spending Plan Worksheet

Income:	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
Monthly Income after Taxes						
Child Support/Alimony Received						
Unemployment Insurance/Pensions						
Government Benefits						
Other Sources (Odd Jobs, Informal Work, etc.)						
TOTAL INCOME:						
Fixed Expenses:						
Rent						
Utilities (Electric, Gas, Water)						
Phone Service (Land Line and Cell Phones)						
Transportation (Subway/Bus/Car Service)						
Transportation: Car Payments and Gas						
Insurance Payments (Health, Car, Home, etc.)						
Memberships/Subscriptions (Gym Membership, Newspaper/Magazine Subscriptions, etc.)						
Savings (Retirement, College, Emergency)						
Flexible Expenses:						
Groceries						
Meals Out						
Child Care						
Credit Card Bills						
Other Loan Payments (Student Loans, Rent-A-Center Loans, etc.)						
Transaction Fees (Check Cashier, Money Order, Banking, Bill Payment and ATM Fees)						
Cable TV and/or Internet						
Entertainment (Movies, CDs, etc.)						
Clothes						
Money to Family or Friends						
Donations (to Charity, Church, etc.)						
Other Expenses						
TOTAL EXPENSES:						
FINANCIAL SUMMARY:						
[Total Income - Total Expenses]						

Add all of your sources of income to get **TOTAL INCOME.**

Add what you spend to get **TOTAL EXPENSES.**

Subtract total expenses from total income to get **FINANCIAL SUMMARY.**

If FINANCIAL SUMMARY is a positive number, consider paying down your debts or using your money to build more savings.
 If FINANCIAL SUMMARY is a negative number, consider increasing your income and/or reducing your expenses.
 Visit www.nyc.gov/ofe for smart money tips!