Budget planner.

How to build a budget.

Step 1:
Cash In.

Record the amount of all regular income (wages, salaries, pension etc.) and whether received weekly, fortnightly or monthly.

NB: all Cash Out amounts will need to be for the same period i.e. weekly, fortnightly or monthly.

Step 2:
Cash Out – Savings.

Record the amount you will save each period.

Step 3:
Cash Out – Repayments.

Record all the repayment commitments you have.

Step 4:
Cash Out – Living Expenses.

Record all essential expenses for Food, Housing, Transport, Clothing, Telephone and Health.

Step 5:
Cash Out – Lifestyle Expenses.

Record the amounts you will budget for optional spending on leisure and lifestyle.

Step 6:
Cash Out – Total.

Add up all the amounts recorded in Steps 2 to 5.

Step 7:
Ending cash.

Subtract the amount of Cash Out (Step 6) from Cash In (Step 1).

Step 1: Cash In		
Weekly	Fortnightly	Monthly
		$
		$
	TOTAL	$

Step 2: Cash Out - Savings	
Money I Save	$

Step 3: Cash Out - Repayments	
Home Loan	$
Personal Loan	$
Car	$
Phone Plan	$
Credit Cards	$
Store Account	$
Other _____	$

Step 4: Cash Out - Living Expenses	
Food	$
Housing	
Rent	$
Rates	$
Insurance	$
Electricity/Gas	$
Other _____	$
Transport	
Fuel	$
Fares	$
Registration	$
Insurance	$
Servicing/Repairs	$
Clothing	$
Telephone/Internet	$
Health	
Insurance	$
Allocation for doctor, chemist etc.	$
Other _____	$

Step 5: Cash Out - Lifestyle Expenses	
Sport	$
Entertainment (e.g. movies)	$
Personal Spending (e.g. haircuts)	$
Gifts	$
Spending Money	$
Other _____	$

Step 6: Total Cash Out	
Add Steps 2 to 5	$

Step 7: Ending Cash Position	
Cash In (Step 1)	$
minus	
Cash Out (Step 6)	$
equals	
Ending Cash	$

My financial goals

Good advice.

By planning ahead and controlling your spending, you can spend less than you earn and save the surplus. You'll be able to pay your bills and start building up a reserve of emergency funds.

Stop and think.

- Don't spend more than you earn.
- Take control.
- Pay yourself first.
- Make it a habit to save.
- Protect your income and assets.
- Develop healthy spending habits.
- Plan your budget.
- Use credit wisely.
- Shop around for value.
- Need or want?

The Leak Factor.

Spending leaks are small regular spends, like your daily coffee, that add up over time. Unchecked they may become the difference between whether or not you achieve your financial goals. This chart shows how they accumulate over time.

Day	Week	1 year	5 years
$			
2	14	728	3640
4	28	1456	7280
10	70	3640	18200
15	105	5460	27300
20	140	7280	36400

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