

# Basic Budget:

Show your money who's boss by knowing where it is, where it belongs and telling it what to do.

Monthly Net Income 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

## Personal/Household:

Savings \_\_\_\_\_  
Emergency Fund \_\_\_\_\_  
Retirement \_\_\_\_\_  
Education Fund \_\_\_\_\_  
Tithing/Charity \_\_\_\_\_  
Rent/Mortgage \_\_\_\_\_  
Property Taxes \_\_\_\_\_  
Property Insurance \_\_\_\_\_  
Phone Bills \_\_\_\_\_  
Electric \_\_\_\_\_  
Gas \_\_\_\_\_  
Water/Sewer \_\_\_\_\_  
Garbage Bill \_\_\_\_\_  
Internet \_\_\_\_\_  
Streaming Services \_\_\_\_\_  
Car Payment \_\_\_\_\_  
Auto Insurance \_\_\_\_\_  
Fuel Expense \_\_\_\_\_  
Auto Maintenance \_\_\_\_\_  
Health Insurance \_\_\_\_\_  
Dental Insurance \_\_\_\_\_  
Medical/Dental Bills \_\_\_\_\_  
Groceries \_\_\_\_\_  
Eating Out \_\_\_\_\_  
Clothing \_\_\_\_\_  
Credit/Debt Payment \_\_\_\_\_  
Discretionary Spending \_\_\_\_\_

**Total:** \_\_\_\_\_

## Business:

Office Lease \_\_\_\_\_  
Phone Bill \_\_\_\_\_  
Internet bill \_\_\_\_\_  
Utilities \_\_\_\_\_  
Credit/POS Fees \_\_\_\_\_  
Business Taxes \_\_\_\_\_  
Licensing Fees \_\_\_\_\_  
Continuing Ed. \_\_\_\_\_  
Payroll \_\_\_\_\_  
Emp. Benefits \_\_\_\_\_  
Cost of Goods \_\_\_\_\_  
Product Sample Exp. \_\_\_\_\_  
Insurance \_\_\_\_\_  
Loan Payments \_\_\_\_\_  
"Rainy Day" Fund \_\_\_\_\_  
Auto Expenses \_\_\_\_\_  
Food/Entertainment \_\_\_\_\_  
Travel/Lodging Exp. \_\_\_\_\_  
Membership Dues \_\_\_\_\_  
Advertising \_\_\_\_\_  
Community Outreach \_\_\_\_\_  
Website Exp. \_\_\_\_\_  
Office upkeep/decor \_\_\_\_\_  
Consumable Supplies \_\_\_\_\_  
Technology Supplies \_\_\_\_\_  
(phones, computers, printers, etc.)  
Petty Cash Fund \_\_\_\_\_  
Office Equipment/Furniture \_\_\_\_\_

**Total:** \_\_\_\_\_