

Tracking Daily Expenses

Keep a record of your daily purchases for **ONE** week. Do this using the sheet below. Remember to keep all receipts. Be sure to indicate the items purchased and then record below. After **ONE** week, compare your actual expenses with your projected budget. Make any adjustments necessary.

<u>Date</u>	<u>Item</u>	<u>Cost</u>
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Monthly Cash Flow Plan

	Now	Goal		Now	Goal
MONTHLY INCOME			GIVING		
Salary #1			Faith-Based		
Salary #2			Other		
SAVINGS			FOOD		
Emergency Fund			CLOTHING		
INVESTMENT			PROFESSIONAL SERVICES		
College			Legal/Accounting		
Retirement			Counseling		
			Childcare/Baby Sitting		
HOUSING					
Mortgage/Rent			ENTERTAINMENT		
Real Estate Tax			Restaurants		
Insurance			Movies		
			Cable/Satellite		
MAINTENANCE/UTILITIES			Books/Magazines		
Maintenance			Health Club		
Electric			Hobbies		
Gas			Pets		
Water					
Trash Pick up			DEBTS		
Home Phone			Credit Card		
Internet			Credit Card		
Cell Phone			Retail Card		
			Auto Loan		
TRANSPORTATION			Education		
Gas/Fuel			Other		
Auto Maintenance					
Insurance			TAXES		
Public Transportation			Social Security (FICA)		
Parking/Tolls			Federal		
			State		
HOUSEHOLD/PERSONAL			Medicare		
Dry Cleaning			Other		
Gifts					
Household Items			MISCELLANEOUS		
Cosmetics					
Hair Stylist			TOTAL MONTHLY INCOME		
Education			TOTAL MONTHLY EXPENSES		
			<u>INCOME MINUS EXPENSES</u>		