

Create a Zero-Based Spending Plan

This worksheet will help you take control of your finances! To begin, write down how much money you take in every month. Then sort your financial transactions into expense categories and calculate the average dollar amount for each. (We suggest you base your calculations on at least two months of statements, in case your spending fluctuates from month to month.) Enter these dollar amounts into the worksheet to see if you balance out at \$0.00 — or if you have extra money or not enough at the end of the month. The goal is to assign an expense category to every dollar you bring in.

My Monthly Income *(all the money you earn and receive)*

INCOME	Monthly Total
Paychecks (salary after taxes, benefits, check cashing fees)	
Other income after taxes (child support, bank interest, gifts)	
Total Monthly Income	

My Monthly Expenses *(all the money you spend and save)*

HOUSING	Monthly Total
Rent or mortgage	
Homeowner's or renter's insurance	
Utilities (electricity, gas, water)	
Internet, cell phone, cable, and streaming services	
Other:	

FOOD	Monthly Total
Groceries	
Meals out	
Other:	

TRANSPORTATION	Monthly Total
Public transportation	
Gas	
Parking and tolls	
Auto maintenance (oil changes, car washes)	
Auto insurance	
Auto loan payment	
Other:	



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HEALTH & MEDICAL

Monthly Total

Prescriptions and medicine	
Health insurance	
Doctor appointments	
Other:	

PERSONAL & FAMILY

Monthly Total

Child care	
Child support	
Money given or sent to family	
Clothing and shoes	
Personal care (beauty, salon, toiletries)	
Charitable donations	
Entertainment	
Other:	

EDUCATION

Monthly Total

School costs (supplies, tuition, activity registration fees)	
Student loans	
Other:	

FINANCE

Monthly Total

Credit card payments	
Loan payments	
Fees (bank, credit card, ATM)	
Life insurance and investments	
Savings	
Other:	
Total Monthly Expenses	

Total Monthly Income

Total Monthly Expenses

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If your income is more than your expenses, you can assign those extra dollars to categories that align with your financial goals, such as savings or debt payments. If your expenses are greater than your income, you will need to look at your spending plan and find expenses to cut. Financial freedom is a journey of consistent effort and discipline — together, we can do this!