



THE
ULTIMATE BUDGET

Routine

MONEY MASTERY

ONE *month* **AT A TIME**

RACHEL MUUR

CREATOR, BUDGETWITHRACHEL.COM

WELCOME!

**THANK YOU SO MUCH FOR JOINING THE BUDGET WITH RACHEL
COMMUNITY! GET READY TO CHANGE **YOUR** FINANCIAL FUTURE!**

HOW TO USE THIS ROUTINE:

THE PURPOSE OF THIS ROUTINE IS TO HELP YOU BEGIN TO DEVELOP A STRONG MONTHLY HABIT WITH YOUR BUDGET. YOUR BUDGET IS YOUR ROAD MAP TO FINANCIAL SUCCESS SO YOU NEED TO MAKE SURE YOU HAVE A STRONG BUDGET ROUTINE IN PLACE.

JUST START TODAY. YOU CAN BEGIN TO USE THIS ROUTINE DURING ANY MONTH OF THE YEAR! ALL THE MONTHS HAVE BEEN LEFT BLANK FOR YOU TO BEGIN AT ANY TIME. NO EXCUSES!

SOME OF THE YEARLY SHEETS WILL ONLY NEED TO BE PRINTED ONE TIME, BUT THE MAJORITY OF THE SHEETS WILL NEED TO BE PRINTED FOR EACH MONTH.

PLEASE REFER TO THE "PRINTING LIST" FOR THE BEST RECOMMENDATIONS ON HOW MANY OF EACH PAGE TO PRINT.

WE ARE IN THIS TOGETHER!

I AM GOING TO WALK YOU THROUGH EACH WORKSHEET AS IF WE WERE SITTING DOWN HAVING SOME COFFEE (OR WINE!!) AND FILLING THESE OUT TOGETHER.

AFTER YOU HAVE READ THROUGH THE PURPOSE OF EACH SHEET YOU CAN PRINT AND GO!

IF YOU HAVE ANY QUESTIONS ALONG THE WAY, PLEASE DO NOT HESITATE TO EMAIL ME ([RACHEL@BUDGETWITHRACHEL.COM](mailto:rachel@budgetwithrachel.com)).

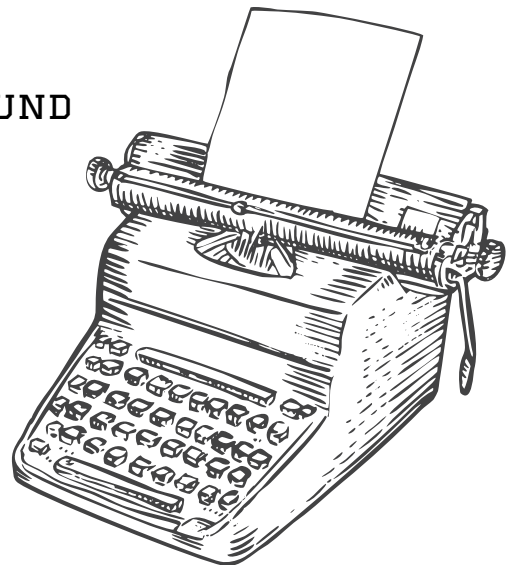
PRINT LIST

PRINTING OPTIONS:

- BLACK AND WHITE
- COLOR
- AT HOME
- PROFESSIONALLY
- HAVE YOUR PAGES BOUND PROFESSIONALLY
- USE A THREE-RING BINDER
- KEEP YOUR SHEETS TOGETHER MONTH BY MONTH IN A FOLDER

PRINT LIST:

- NET WORTH TRACKER X 1
- EMERGENCY FUND SAVING SHEET X 1
- DEBT PAYOFF SHEET X 1 PER DEBT
- GOAL SETTING WORKSHEET X 1
- MONTHLY BUDGET MEETING X 12
- MONTHLY BUDGET X 12
- BILL TRACKER X 12
- SINKING FUND WORKSHEET X 1 PER FUND
- EXPENSE TRACKING SHEET X 36
- EXPENSE RUNNING TOTALS X 12



NET WORTH TRACKER *Instructions*

THIS WORKSHEET IS YOUR NET WORTH TRACKER FOR THE NEXT 12 MONTHS.

FOR EACH MONTH YOU WILL WRITE DOWN YOUR:

- TOTAL DEBTS - ANYTHING YOU OWE MONEY ON
- TOTAL ASSETS - ANYTHING YOU OWN OF VALUE

USE KELLY BLUE BOOK FOR APPROXIMATE CAR VALUE
USE ZILLOW FOR APPROXIMATE HOUSE VALUE
USE \$3,000-\$5,000 FOR ALL OF YOUR OTHER "STUFF" YOU OWN.

TOTAL DEBTS - TOTAL ASSETS = NET WORTH

AS YOU ARE MAKING PROGRESS WITH YOUR MONEY YOU WILL BE ABLE TO TRACK YOUR OVERALL PICTURE MONTH BY MONTH.

KEEP THIS PAGE AT THE VERY FRONT OF YOUR BINDER/NOTEBOOK/FOLDER/ETC. THIS WILL BE YOUR FINANCIAL OVERVIEW FOR THE YEAR.

EMERGENCY FUND SAVINGS *Instructions*

IF YOU WANT TO MOVE FORWARD FINANCIALLY, YOU NEED TO HAVE AN EMERGENCY FUND. WITHOUT AN EMERGENCY FUND, YOU WILL BE LIVING LIKE A GAMBLER.

EMERGENCIES ARE GOING TO HAPPEN. YOU SHOULD HAVE A BASIC EMERGENCY FUND OF \$1,000. MOST THINGS IN LIFE CAN BE COVERED BY \$1,000.

ONCE YOU HAVE THIS SAVED, MAKE SURE YOU UNDERSTAND WHAT CONSTITUTES AN EMERGENCY. NEW SHOES ARE NOT AN EMERGENCY. YOUR BRAKES GOING OUT ON YOUR CAR ARE AN EMERGENCY.

IF YOU WANT TO HAVE A BIGGER EMERGENCY FUND, THAT IS TOTALLY FINE. I HAVE A BASIC \$1,000 EMERGENCY FUND, BUT I ALSO LIVE ONE MONTH BEHIND SO I HAVE A BUFFER OF ONE MONTH'S EXPENSES IN MY SAVINGS.

WRITE YOUR SAVINGS GOALS AT THE TOP. THEN EVERY MONTH YOU WILL TRACK HOW MUCH YOU ARE ADDING OR SUBTRACTING TO YOUR FUND UNTIL IT IS FULLY FUNDED.

IF YOU HAVE TO DIP INTO YOUR EMERGENCY FUND, BE SURE TO PAUSE EVERY OTHER SAVINGS UNTIL YOU REPLENISH WHAT YOU USED.

DEBT PAYOFF SHEET *Instructions*

THIS HOURGLASS IS A COLORING SHEET FOR YOU TO USE AS A MOTIVATOR FOR YOUR DEBT PAYOFF.

PRINT ONE SHEET FOR EACH DEBT YOU HAVE. WRITE THE NAME OF THE DEBT AND HOW MUCH IS OWED AT THE TOP.

YOU CAN THEN DIVIDE THE SHEET INTO \$100 INCREMENTS, OR OVERALL PAYOFF SECTIONS (EX. 25% PAID OFF, 50% PAID OFF, ETC.).

EXAMPLE: IF A DEBT WAS \$5,000. YOU COULD DIVIDE THE SHEET INTO 50 SECTIONS OF \$100 EACH AND COLOR IN EACH \$100 INCREMENT AS IT IS PAID.

OR, YOU COULD DIVIDE IT INTO QUARTERS AND EACH QUARTER SECTION IS \$1,250.

YOU CAN DIVIDE THE SHEETS INTO WHATEVER INCREMENTS YOU WANT.

THIS SHEET IS BEST USED WHEN YOU HAVE IT HANGING SOMEWHERE YOU CAN SEE IT ON A DAILY BASIS. IF YOU DON'T HAVE A GOOD SPOT FOR IT, YOU CAN KEEP IT IN YOUR BINDER/FOLDER, ETC.

ONCE A MONTH, COLOR IN THE AMOUNT YOU HAVE PAID ON IT! YOU GET TO BEAUTIFY YOUR DEBT PAYOFF!

DEBT: _____

PAYOFF TOTAL: _____



GOALS WORKSHEET *Instructions*

GOAL SETTING COULD MEAN THE DIFFERENCE BETWEEN ACHIEVING YOUR GOALS OR CONTINUING DOWN THE SAME PATH YOU HAVE BEEN.

PEOPLE WHO WRITE DOWN THEIR GOALS ARE MORE LIKELY TO ACHIEVE THEM THAN THOSE WHO DON'T.

TAKE SOME TIME AND THINK ABOUT YOUR FINANCIAL GOALS FOR THE YEAR. GET SPECIFIC! DON'T JUST SAY "PAY OFF DEBT." YOU WILL WANT TO WRITE HOW MUCH DEBT, TO THE PENNY, YOU WANT TO PAY OFF.

GET SPECIFIC AND MAKE IT COUNT!

ONCE YOU HAVE YOUR TOP THREE GOALS FOR THE YEAR, YOU ARE THEN GOING TO BREAK THOSE DOWN INTO MONTHLY GOALS.

EVERY MONTH YOU WILL WRITE YOUR GOALS THAT ARE GOING TO HELP YOU ACHIEVE YOUR REALLY BIG, YEARLY GOALS.

KEEP THIS SHEET TOWARD THE FRONT OF YOUR BUDGET PLANNER AS A REMINDER EVERY TIME YOU OPEN IT (AND FOR QUICK REFERENCE) WHY YOU ARE DOING WHAT YOU'RE DOING.

GOALS



MONEY GOALS FOR THE YEAR:

1.	_____

2.	_____

3.	_____

GOALS FOR THE MONTH:

JANUARY	_____	APRIL	_____	JULY	_____	OCTOBER	_____
	_____		_____		_____		_____
	_____		_____		_____		_____
FEBRUARY	_____	MAY	_____	AUGUST	_____	NOVEMBER	_____
	_____		_____		_____		_____
	_____		_____		_____		_____
MARCH	_____	JUNE	_____	SEPTEMBER	_____	DECEMBER	_____
	_____		_____		_____		_____
	_____		_____		_____		_____

BUDGET MEETING *Instructions*

A BUDGET MEETING IS A MUST FOR EVERY MONTH. THIS IS YOUR TIME TO SEE WHERE THINGS WENT WELL, AS WELL AS WHERE YOU HAVE ROOM FOR IMPROVEMENT.

THE BUDGET MEETING WILL ALSO BE SETTING UP YOUR MONEY PLAN FOR THE NEXT MONTH.

THIS MEETING HELPS EVERYONE GET ON THE SAME PAGE, REMEMBER YOUR GOALS, AND MAKE A PLAN FOR THE NEXT MONTH SO THERE ARE NO QUESTIONS OF WHAT YOUR SPENDING WILL LOOK LIKE.

PRIOR TO EACH MONTH BEGINNING, A BUDGET MEETING SHOULD TAKE PLACE. THIS CAN BE A HANG OUT AT YOUR OWN HOME, OR YOU CAN MAKE A DATE OUT OF IT!

NO MATTER THE LOCATION, MAKE SURE YOU CARVE OUT TIME FOR THIS EVERY MONTH. COUPLES WHO BUDGET TOGETHER ARE MORE SUCCESSFUL AT ACHIEVING THEIR FINANCIAL GOALS THAN THOSE WHO DON'T.

YOU WILL WORK OFF OF ONE OF THESE SHEETS AT THE BEGINNING OF EVERY MONTH.



MONTHLY BUDGET MEETING

REVIEW THE PREVIOUS MONTH

HOW MUCH WAS SPENT IN EACH CATEGORY?

WHY WAS THAT MUCH SPENT?

IMPROVE YOUR SPENDING (BRAINSTORM)

GOALS (NEXT MONTH & YEAR)

TRACK & PREP

COLOR IN DEBT COUNTDOWN CHART

SET UP NEXT MONTH

THOUGHTS & IDEAS:

MONTHLY BUDGET *Instructions*

THIS IS YOUR PLAN FOR THE MONTH. YOU WILL FILL OUT YOUR BUDGET PLAN FOR EVERY SINGLE MONTH.

A ZERO-BASED BUDGET IS THE BEST BUDGET TO LIVE BY. THIS MEANS, EVERY DOLLAR WILL BE ACCOUNTED FOR THROUGHOUT THE MONTH.

THE INCOME YOU MAKE WILL ALL BE GONE BY THE END OF THE MONTH SO THE REMAINING BALANCE IS ZERO. THIS DOES NOT MEAN YOU SPEND ALL OF YOUR MONEY. NO, NO, NO.

THIS MEANS, YOU WILL BE SENDING EVERY DOLLAR SOMEWHERE. THAT COULD BE SAVINGS, DEBT PAYOFF, RETIREMENT, A VACATION, ETC. IT DOESN'T MATTER WHERE YOU ARE WANTING IT TO GO, IT JUST HAS TO GO SOMEWHERE.

AT THE TOP OF THE WORKSHEET, WRITE THE MONTH YOU ARE IN AND THE INCOME FOR THAT MONTH.

FILL OUT HOW MUCH YOU ESTIMATE YOU WILL BE SPENDING IN THE "BUDGETED COLUMN." AS THE MONTH IS COMPLETED, YOU WILL WRITE HOW MUCH YOU ACTUALLY SPENT IN THAT CATEGORY.

ON THE RIGHT SIDE, YOU WILL TRACK YOUR TOTALS. THE GOAL FOR YOUR ESTIMATED AND ACTUAL INCOME - EXPENSES IS ZERO.

KEEP TRACK OF ANY UNEXPECTED EXPENSES THAT CAME UP SO YOU CAN BE PREPARED FOR THEM THE FOLLOWING YEAR.

\$ MONTHLY BUDGET

MONTH: _____

INCOME: _____

EXPENSES	BUDGETED	SPENT	NOTES
GIVING			
TITHE			
CHARITY			
TOTAL			
SAVING			
EMERGENCY			
OTHER			
TOTAL			
HOUSING			
MORTGAGE/RENT			
TAXES/REPAIRS			
TOTAL			
UTILITIES			
GAS/ELECTRIC			
WATER/TRASH			
PHONE/INTERNET			
TOTAL			
FOOD			
GROCERIES			
RESTAURANTS			
TOTAL			
CLOTHING			
CLOTHING			
TOTAL			
CARS			
GAS/OIL			
TIRES/REPAIRS			
TOTAL			
MEDICAL			
DOCTOR			
OTHER			
TOTAL			
PERSONAL			
INSURANCE			
CHILDCARE			
TOILETRIES			
GIFTS			
OTHER			
TOTAL			
DEBT			
CREDIT CARD			
CAR PAYMENT			
STUDENT LOAN			
OTHER			
TOTAL			

TOTALS

ESTIMATED

INCOME \$ _____

-

EXPENSES \$ _____

TOTAL: \$ _____

ACTUAL

INCOME \$ _____

-

EXPENSES \$ _____

TOTAL: \$ _____

UNEXPECTED
EXPENSES

BILL TRACKER *Instructions*

I STRONGLY RECOMMEND YOU SAVING UP ONE MONTH'S EXPENSES SO YOU CAN START LIVING ONE MONTH BEHIND (MEANING YOUR INCOME IN MAY IS USED TO PAY FOR JUNE).

ONCE YOU START LIVING A MONTH BEHIND, YOU WILL KNOW EXACTLY HOW MUCH INCOME YOU HAVE TO WORK WITH FOR THE MONTH. PAYDAY JUST DOESN'T MATTER ANYMORE.

IF YOU ARE NOT QUITE THERE YET, THIS BILL TRACKER WILL BE YOUR FRIEND!

FOR EACH PAYDAY YOU HAVE THROUGHOUT THE MONTH, WRITE THE TOTAL FOR THE PAYDAY. THEN WRITE DOWN YOUR BILLS YOU NEED TO PAY, THE TOTAL DUE, THE DATE DUE AND WHEN YOU PAID THEM.

THIS WILL HELP YOU DIVIDE YOUR BILLS BETWEEN YOUR PAYCHECKS SO THEY GET PAID ON TIME AND YOU DON'T OVERDRAFT.

ONCE YOU HAVE YOUR EMERGENCY FUND SAVED, YOU SHOULD WORK ON SAVING UP ONE MONTH'S EXPENSES SO YOU DON'T HAVE TO WORRY ABOUT BILL TRACKING ANYMORE.

UNTIL THEN, YOU WILL WANT ONE OF THESE SHEETS FOR EVERY MONTH.

BILL TRACKER



PAYDAY #1 _____				
BILL	TOTAL DUE	DATE DUE	PAYMENT	PAID
TOTAL				

PAYDAY #2 _____				
BILL	TOTAL DUE	DATE DUE	PAYMENT	PAID
TOTAL				

PAYDAY #3 _____				
BILL	TOTAL DUE	DATE DUE	PAYMENT	PAID
TOTAL				

PAYDAY #4 _____				
BILL	TOTAL DUE	DATE DUE	PAYMENT	PAID
TOTAL				

SINKING FUND *Instructions*

A SINKING FUND IS AN EXPECTED EXPENSE THAT DOES NOT OCCUR EVERY MONTH. THESE ARE THINGS YOU KNOW ARE COMING, BUT THEY DON'T HAPPEN EVERY SINGLE MONTH.

THESE INFREQUENT EXPENSES INCLUDE CHRISTMAS, ANNUAL INSURANCE PREMIUMS, VACATIONS, SOCCER PHOTOS, EYE EXAMS AND GLASSES.

I CURRENTLY HAVE A SINKING FUND FOR A NEW SCREEN DOOR FOR OUR PATIO. SINKING FUNDS ARE HOW YOU SAVE UP CASH TO PAY FOR THINGS THAT AREN'T INCLUDED IN YOUR MONTHLY BUDGET.

YOU WILL PRINT ONE SHEET FOR EACH OF YOUR KNOWN EXPENSES YOU HAVE COMING UP. WRITE THE NAME OF THE FUND AND HOW MUCH YOU ARE SAVING OR SPENDING EVERY MONTH.

EX. I WANT TO TAKE A \$600 VACATION IN 10 MONTHS. THIS MEANS I WILL PUT \$60 IN MY VACATION SINKING FUND FOR THE NEXT 10 MONTHS. THEN I CAN PAY CASH FOR MY VACATION.

START SINKING THOSE FUNDS AND TAKE THE SURPRISE OUT OF THOSE EXPECTED EXPENSES YOU NEVER KNEW HOW TO PREPARE FOR!

THIS WILL DECREASE YOUR STRESS LEVEL AND HELP YOU PREPARE FOR EXPENSES YEAR AFTER YEAR. NO MORE SURPRISES!

MONTHLY EXPENSES *Instructions*

THE BEST WAY TO TRACK YOUR EXPENSES THROUGHOUT THE MONTH IS BY HAND.

USE THIS WORKSHEET TO WRITE DOWN EVERY TRANSACTION YOU HAVE FOR THE MONTH.

DEPENDING ON HOW MANY TRANSACTIONS YOU HAVE, YOU WILL WANT TO PRINT 1-3 OF THESE SHEETS PER MONTH. I TYPICALLY NEED AT LEAST 2 SHEETS.

WRITE DOWN THE DATE, TRANSACTION, THE COST AND THE CATEGORY OF EXPENSE YOU WILL PUT IT INTO. THE LAST COLUMN IS TO CHECK OFF THE EXPENSE AFTER IT HAS BEEN ADDED TO YOUR RUNNING TOTAL.

YOUR RUNNING TOTAL SHEET WILL HELP YOU KEEP TRACK OF WHERE YOU ARE AT THROUGHOUT THE MONTH.

WRITE EACH CATEGORY TITLE AND KEEP A RUNNING TOTAL WITH YOUR EXPENSE TRACKER.

AT THE END OF THE MONTH, YOU WILL THEN TRANSFER YOUR TOTAL TO YOUR MONTHLY BUDGET SHEET.

YOU WILL NEED ONE RUNNING TOTAL SHEET PER MONTH. THIS SHEET SHOULD BE USED ONCE A WEEK.

I RECOMMEND WRITING DOWN ALL OF YOUR TRANSACTIONS ONCE A WEEK AND ADDING THEM TO YOUR RUNNING TOTALS SHEET. THIS WILL KEEP YOU IN TUNE WITH YOUR SPENDING.

EXPENSE CATEGORY RUNNING TOTALS

MONTHLY SCHEDULE *Instructions*

ONCE A MONTH:

- UPDATE YOUR NET WORTH TRACKER
- UPDATE YOUR EMERGENCY FUND SAVING SHEET
- UPDATE YOUR DEBT PAYOFF COUNTDOWN SHEET
- UPDATE YOUR SINKING FUND SAVING SHEET
- WRITE YOUR MONTHLY GOALS
- HAVE A BUDGET MEETING
- SET UP YOUR BUDGET
- SET UP YOUR BILL TRACKER

ONCE A WEEK:

- FINALIZE YOUR BILL TRACKER WITH EACH PAYCHECK
- TRACK EXPENSES
- UPDATE RUNNING TOTALS FOR EXPENSES

