



Budgeting Worksheet

Sticking to monthly budget can be difficult. Use this worksheet to gain a clear understanding of your expenses and to help you find additional income to save in your workplace retirement plan. Fill out the worksheet, indicating your required expenses (things you need) and your optional expenses (things you want) and your sources of income.

Monthly Expenses

	Required		Optional	
Housing				
Mortgage	\$ _____	or	\$ _____	
Rent/Condo fees	\$ _____	or	\$ _____	
Property tax	\$ _____	or	\$ _____	
Homeowner's insurance	\$ _____	or	\$ _____	
Utilities				
Electric	\$ _____	or	\$ _____	<i>To help you complete this section, you may want to review your checkbook ledger and credit card statements to get expense estimates.</i>
Water/Sewer	\$ _____	or	\$ _____	
Oil/Gas	\$ _____	or	\$ _____	
Telephone/Cable/Internet fees	\$ _____	or	\$ _____	
Other	\$ _____	or	\$ _____	
Subtotal – Housing	\$ _____	or	\$ _____	
Personal				
Groceries	\$ _____	or	\$ _____	
Personal care (health and beauty)	\$ _____	or	\$ _____	
Clothing	\$ _____	or	\$ _____	
Laundry/Dry cleaning	\$ _____	or	\$ _____	
Other	\$ _____	or	\$ _____	
Subtotal – Personal	\$ _____	or	\$ _____	

Monthly Expenses

	Required		Optional
Health Care and Insurance			
Medicare Part B premiums	\$ _____	or	\$ _____
Medicare supplemental/ Medigap premium	\$ _____	or	\$ _____
Prescriptions	\$ _____	or	\$ _____
Dental and vision care	\$ _____	or	\$ _____
Other (co-payments, deductibles, etc.)	\$ _____	or	\$ _____
Insurance			
Long-term care insurance premiums	\$ _____	or	\$ _____
Life insurance premiums	\$ _____	or	\$ _____
Disability insurance	\$ _____	or	\$ _____
Subtotal – Health Care and Insurance	\$ _____	or	\$ _____

Routine Transportation

Auto loan or lease payment	\$ _____	or	\$ _____
Auto insurance	\$ _____	or	\$ _____
Excise tax/Registration fees	\$ _____	or	\$ _____
Routine maintenance	\$ _____	or	\$ _____
Gasoline	\$ _____	or	\$ _____
Other	\$ _____	or	\$ _____
Subtotal – Routine Transportation	\$ _____	or	\$ _____

Monthly Savings Goals

	Required		Optional
Retirement savings contributions	\$ _____	or	\$ _____
General savings contributions	\$ _____	or	\$ _____
College savings contributions	\$ _____	or	\$ _____
Support for parent(s)	\$ _____	or	\$ _____
Support for children/grandchildren (includes childcare)	\$ _____	or	\$ _____
Household improvement and maintenance	\$ _____	or	\$ _____
Other	\$ _____	or	\$ _____
Subtotal – Savings Goals	\$ _____	or	\$ _____

Other Monthly Expenses

	Required		Optional
Gifts			
Family	\$ _____	or	\$ _____
Charitable Donations	\$ _____	or	\$ _____

Other	\$ _____	or	\$ _____
Subtotal – Gifts	\$ _____	or	\$ _____

Recreation

Travel and vacations	\$ _____	or	\$ _____
Club memberships	\$ _____	or	\$ _____
Hobbies	\$ _____	or	\$ _____
Other	\$ _____	or	\$ _____
Subtotal – Recreation	\$ _____	or	\$ _____

Entertainment

Movies/Theater/Sporting events	\$ _____	or	\$ _____
Dining out	\$ _____	or	\$ _____
Other	\$ _____	or	\$ _____
Subtotal – Entertainment	\$ _____	or	\$ _____

Subtotal Expenses	\$ _____	+	\$ _____
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Total Monthly Expenses	\$ _____
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Monthly Income

Salary	\$ _____
Other	\$ _____

Subtotal Income (total monthly income – total monthly expenses)	\$ _____	-	\$ _____
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Total - Available to Save	\$ _____
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[YOUR SECURITIES DISCLOSURE HERE]
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