Budgeting and Personal Finances

Use this worksheet to participate in budgeting and setting goals for managing your monthly finances.

**My Goals**
Some ways I would like to participate in my personal finances are:

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

**I would like to:**
- [ ] Learn how to prepare a monthly budget
- [ ] Learn how to write checks and balance my account
- [ ] Work together with a loved one or member of my treatment team on my monthly finances

Learn to manage my personal finances myself in:
- [ ] 3 months
- [ ] 6 months
- [ ] 1 year

**Learning how to budget can help me to:**

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

**My biggest concern about learning to manage my finances is:**

____________________________________________________________________________

____________________________________________________________________________

**Some of my financial goals are:**
- [ ] Getting a job/earning money
- [ ] Opening a bank account of my own
- [ ] Learning how to pay my bills with checks or using online bill pay
- [ ] Saving to buy something special for me/a gift for someone

<table>
<thead>
<tr>
<th>name of item</th>
<th>cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

**Preparing a Budget**
A budget is an important tool to help you manage your finances. It is a guide that shows what money you plan on spending to cover your expenses and where that money will come from. The two main parts of a budget are your income and your expenses. (See chart on back).
Worksheet

Budgeting and Personal Finances

My Monthly Budget

<table>
<thead>
<tr>
<th>Income</th>
<th>Expenses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment Wages</td>
<td>$</td>
<td>Rent</td>
</tr>
<tr>
<td>Disability Insurance</td>
<td>$</td>
<td>Food</td>
</tr>
<tr>
<td>Social Security Supplemental</td>
<td>$</td>
<td>Phone</td>
</tr>
<tr>
<td>Family Allowance</td>
<td>$</td>
<td>Electric</td>
</tr>
<tr>
<td>Other:</td>
<td>$</td>
<td>Cable TV</td>
</tr>
<tr>
<td>Other:</td>
<td>$</td>
<td>Transportation</td>
</tr>
<tr>
<td>Other:</td>
<td>$</td>
<td>Medications</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Clothing</td>
</tr>
<tr>
<td></td>
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<td>Entertainment</td>
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<td>Other:</td>
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<td></td>
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<td>Other:</td>
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<tr>
<td></td>
<td></td>
<td>Other:</td>
</tr>
</tbody>
</table>

Total Income $ Total Expenses $

My Monthly Income and Expenses

My Monthly Income Is $ 
MINUS
My Total Monthly Expenses Are $ 
Remaining Money/Deficit +/- $

Sample Check

John Doe
99 Lark Lane
Jonesville, NY 66775

write date here check # 151
1/31/15

Pay to the order of Electric Company $100

One hundred and 00/100

amount here

For electric bill John Doe

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www.ChoicesInRecovery.com