



Lesson Three

The Art of Budgeting



What are your goals?

Directions

List some of your educational, social, financial, family, health/physical, and recreational goals. In some categories you may have more than six goals; in others you may have fewer.

My educational goals

include: 1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

My social goals

include: 1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

My financial goals include:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

What are your goals? *(Continued)*

My family goals include:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

My health/physical goals include:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

My recreational goals include:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____



Working with your goals

What goals are the most important to you?

Choose the two goals from each category that are the most important to you. Identify each goal as short-term (1–4 weeks), medium-term (2–12 months), or long-term (1 year or longer).

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

Prioritize your goals

List and prioritize six of your most important goals. After each goal, identify what you could be doing now to work toward the goal, and what resources (if any) you need to achieve each goal.

Goal #1

What I can be doing now to work toward this goal:

The resources I need to achieve this goal are:

Working with your goals *(continued)*

Goal #2

What I can be doing now to work toward this goal:

The resources I need to achieve this goal are:

Goal #3

What I can be doing now to work toward this goal:

The resources I need to achieve this goal are:

Goal #4

What I can be doing now to work toward this goal:

The resources I need to achieve this goal are:

Working with your goals *(continued)*

Goal #5

What I can be doing now to work toward this goal:

The resources I need to achieve this goal are:

Goal #6

What I can be doing now to work toward this goal:

The resources I need to achieve this goal are:

Name: _____

date: _____



Setting up and maintaining a personal budget

Directions

Use this form to set up a personal budget. After you've completed your planning, try to stick to your budget for one month. At the end of the month, record your actual income and your actual expenses. Calculate the difference between what you thought you would earn and what you actually earned, and what you thought you would spend and what you actually spent.

income	budget	actual	difference
Job #1	\$	\$	\$
Job #2	\$	\$	\$
Other	\$	\$	\$
total monthly income	\$	\$	\$

expenses	budget	actual	difference
fixed regular expenses			
Rent	\$	\$	\$
Car insurance	\$	\$	\$
Car payment	\$	\$	\$
Job #1	\$	\$	\$
fixed irregular expenses			
Savings	\$	\$	\$
Food	\$	\$	\$
Utilities	\$	\$	\$
transportation			
Bus fare	\$	\$	\$
Gas and oil	\$	\$	\$
Parking and tolls	\$	\$	\$
Repairs	\$	\$	\$

Setting up and maintaining a personal budget (*continued*)

Other

Medical expenses	\$	\$	\$
Clothing	\$	\$	\$
Entertainment	\$	\$	\$
Household items	\$	\$	\$
Personal items	\$	\$	\$
Tuition	\$	\$	\$
School expenses	\$	\$	\$
total monthly expenses	\$	\$	\$



Rework a budget

Directions

Use one of the attached budget sheets to set up and maintain Gabrielle's budget. Then, use the other sheet to rework Gabrielle's budget into one that fits your personal lifestyle.

Her planned income and expenses

Gabrielle works part-time at a greeting card company and part-time at a record store. The net monthly income from her first job is \$600. The net monthly income from her second job is \$800.

Her planned fixed monthly expenses include:

- \$200 for rent (she shares an apartment with two friends)
- \$175 for car payment
- \$220 for car insurance

Her planned flexible expenses include:

- \$100 (to save for going to trade school)
- \$150 for food
- \$40 for gas and oil
- \$50 for clothes
- \$60 for entertainment
- \$30 for personal items

How her month actually went

1. What she made:

- Gabrielle made \$45 in overtime pay this month

2. What she spent on fixed, regular expenses:

- Rent went up to \$225, starting this month
- Her monthly car payment was \$175
- Her monthly car insurance premium, as of this month, went up to \$295

3. What her flexible expenses actually were:

- \$190 for food (she had a dinner party for which she hadn't budgeted)
- \$60 for gas and oil (her car needed an oil change)
- \$34 for parking and bridge tolls
- \$220 for car repairs
- \$80 for a new pair of running shoes
- \$70 for entertainment
- \$60 for personal items
- \$36 for a birthday present for her mother

4. Her unexpected expenses:

- Gabrielle got two speeding tickets in one week. The total cost of both tickets is \$230.

Rework a budget (*continued*)

How does her budget look now?

1. What is the difference between Gabrielle's planned expenses and her actual expenses?
2. In what areas did she overspend?
3. In what areas did she spend less than she planned?
4. How much did she spend for the use of her car this month?
5. How much money did she have at the end of the month to put into savings?

If it were your budget...

1. Using the attached budget sheet, set up a budget for yourself. Use Gabrielle's income as a starting point. Keep in mind your personal financial goals.
2. What did you change about the budget?
3. How much would you save each month to put toward your personal and financial goals?

Rework a budget *(continued)*

Gabrielle's budget

income	budget	actual	difference
Job #1	\$	\$	\$
Job #2	\$	\$	\$
Other	\$	\$	\$
total monthly income	\$	\$	\$
expenses	budget	actual	difference
fixed regular expenses			
Rent	\$	\$	\$
Car insurance	\$	\$	\$
Car payment	\$	\$	\$
Job #1	\$	\$	\$
fixed irregular expenses			
Savings	\$	\$	\$
Food	\$	\$	\$
Utilities	\$	\$	\$
transportation			
Bus fare	\$	\$	\$
Gas and oil	\$	\$	\$
Parking and tolls	\$	\$	\$
Repairs	\$	\$	\$
other			
Medical expenses	\$	\$	\$
Clothing	\$	\$	\$
Entertainment	\$	\$	\$
Household items	\$	\$	\$
Personal items	\$	\$	\$
Tuition	\$	\$	\$
School expenses	\$	\$	\$
total monthly expenses	\$	\$	\$

Rework a budget (continued)

If it were your budget

income	budget	actual	difference
Job #1	\$	\$	\$
Job #2	\$	\$	\$
Other	\$	\$	\$
total monthly income	\$	\$	\$
expenses	budget	actual	difference
fixed regular expenses			
Rent	\$	\$	\$
Car insurance	\$	\$	\$
Car payment	\$	\$	\$
Job #1	\$	\$	\$
fixed irregular expenses			
Savings	\$	\$	\$
Food	\$	\$	\$
Utilities	\$	\$	\$
transportation			
Bus fare	\$	\$	\$
Gas and oil	\$	\$	\$
Parking and tolls	\$	\$	\$
Repairs	\$	\$	\$
other			
Medical expenses	\$	\$	\$
Clothing	\$	\$	\$
Entertainment	\$	\$	\$
Household items	\$	\$	\$
Personal items	\$	\$	\$
Tuition	\$	\$	\$
School expenses	\$	\$	\$
total monthly expenses	\$	\$	\$



Lesson three quiz: the art of budgeting

True-false

1. ____ The budgeting process starts with monitoring current spending.
2. ____ Most short-term goals are based on activities over the next two or three years.
3. ____ A common long-term goal may involve saving for college for parents of a newborn child.
4. ____ Rent is considered a fixed expense.
5. ____ Flexible expenses stay about the same each month.

Multiple choice

6. ____ The final phase of the budgeting process is to:
 - A. Set personal and financial goals.
 - B. Compare your budget to what you have actually spent.
 - C. Review financial progress.
 - D. Monitor current spending patterns.
7. ____ An example of a long-term goal would be:
 - A. An annual vacation.
 - B. Saving for retirement.
 - C. Buying a used car.
 - D. Completing college within the next six months.
8. ____ A clearly written financial goal would be:
 - A. "To save money for college for the next five years"
 - B. "To pay off credit card bills in 12 months"
 - C. "To invest in an international mutual fund for retirement"
 - D. "To establish an emergency fund of \$4,000 in 18 months"
9. ____ An example of a fixed expense is:
 - A. Clothing.
 - B. Auto insurance.
 - C. An electric bill.
 - D. Educational expenses.
10. ____ ____ is commonly considered a flexible expense.
 - A. Rent
 - B. A mortgage payment
 - C. Home insurance
 - D. Entertainment

Case application

Each month Mary and Brad Johnson have lengthy discussions about their household spending. They do not understand why they are continually short of money even though they both have good salaries. What actions might be taken to avoid personal and financial difficulties?