



Helping Women Make Smart Money Decisions

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## **Budgeting and Cash Flow**

(The What & When)

*(Note: 4.3 weeks = month)*

### I INFLOWS/INCOME

- A. Work: Gross and Net Income (take-home) (e.g. salaries/ commissions/ royalties)
- B. Overseas Income
- C. Retirement & Pensions, Social Security
- D. Dividends, Interest, Capital Gains & Other Investment Income
- E. Passive Income (e.g. real estate, limited partnership)
- F. Gifts & Trusts
- G. Disability
- H. Receivables (e.g. loans, health/employer reimbursements, tax refunds, sublets/shares)
- I. Borrowing
- J. Other (e.g. social assistance, court awards, unemployment)

### II OUTFLOWS/EXPENSES

#### A. SAVINGS & INVESTMENTS

- 1. Savings/ Emergency (opportunity) Fund
- 2. Investments (goal-oriented, e.g. house, auto)
- 3. Education Fund
- 4. Retirement & Employee Benefits

#### B. Fixed Expenditures

- 1. Taxes (e.g. federal, state, FICA)
- 2. Rent/ Maintenance, Assessments, Tax, Insurance
- 3. Public Transportation (e.g. bus, train, taxi)
- 4. Insurance
  - a. health
  - b. disability/ long-term care
  - c. life
  - d. homeowners'/ renters
  - e. auto
  - f. business
  - g. other

5. **Installment & Revolving Loans**
  - a. real estate
  - b. installment
  - c. revolving & credit cards
  - d. Interest
  - e. other (e.g. personal loans, 401 (k), overdue bills & taxes)
6. **Housekeepers, Cleaning services, etc.**
7. **Tax Preparation, Legal, Financial Services**
8. **Allowance for Unexpected/unforeseen Expenses**

### C. VARIABLE EXPENDITURES

1. **Utilities** (e.g. gas, electric, water, trash, sewer)
2. **Telephone & Answering Services**
3. **Food**
  - a. Groceries
  - b. Work & Snacks
  - c. Take-home/ Delivery
  - d. Dining Out
4. **Auto**
  - a. Registrations & Licenses
  - b. Gas
  - c. Maintenance
  - d. Parking/Garage/Tolls
  - e. Tickets
5. **Clothing**
  - a. Purchases (biz, sport/beach, shoes, leather, jewelry, underwear)
  - b. Laundry
  - c. Dry Cleaning & Tailoring
6. **Children** (e.g. baby-sitting, allowances, etc.)
7. **Health & Personal Care**
  - a. Drs, DDS, TX, RX, Therapy
  - b. Personal Care & Grooming
  - c. Fitness memberships
  - d. Cigarettes, alcohol
8. **Pets** (e.g. food, licenses, vet, hotel, funeral)
9. **Household** (e.g. furniture, repairs, framing, painting, yard)
10. **Tuition & Education, etc.**
11. **Entertainment, Cultural & Social** (e.g. movies/CDs, concerts, shows, subscriptions, cable TV, sports, alcohol, music/books)
12. **Vacation & Travel**
  - a. air & ground transportation
  - b. accommodations & food
  - c. clothing & activities
  - d. gifts & tips
  - e. seasonal rentals
  - f. weekends (including sports, e.g. skiing, beach)
13. **Hobbies & Sports** (e.g. leagues, model-building, memberships)
14. **Charitable Giving**
15. **Holidays & Events** (e.g. B-days, X-mas/Chanukah, tips, greeting cards, flowers, warmings/showers, graduations/retirements, religious)
16. **Unreimbursed Employee Expenses/ Client gifts**
17. **Miscellaneous & Out-of-Pocket** (e.g. newspapers, dating, street vendors)
18. **Allowance for Unexpected/Unforeseen**