



ALLOCATED SPENDING PLAN

Don't let this one scare you. Managing your money week to week happens here!

Life pulls your money in all directions. Spend time here before spending your cash.

Allocation is a fancy word for “when you spend your money.” We’re going to build on your Monthly Cash Flow Plan here and get a little more in depth by breaking your income down by pay period. The four columns on this form represent the four weeks in a given month. If you’re married, combine your spouse’s income with yours.

Step 1a

Fill out the pay period in box **A**. This is simply how long you’ll go between paychecks. If you get paid on the 1st and 15th, then your pay period for July, for example, would be 7/1 to 7/14.

A ----->

Pay Period Dates	TO
Pay Period Income	

-----> **B**

Step 1b

Write how much you will be paid in that pay period (**B**).

Step 2

Write down how much money you’re budgeting in the Budgeted column (**C**). In the Remaining column (**D**), keep a running total of how much of your starting income you have left for that pay period.

	Budgeted	Remaining
C HOUSING		
First Mortgage/Rent	945	285
D Second Mortgage		
Real Estate Taxes	150	135

Step 3

Keep going down the list until the “Remaining” column (**E**) hits zero. When “Remaining” equals zero, you’re done budgeting for that pay period.

	40	95
E ----->	20	75

Step 4

If you have money left over at the end of the column (**F**), go back and adjust an area, such as savings or giving, so that you spend every single dollar. Every dollar needs a home.

	40	35
Other <u>Final cable bill</u>		
Other <u>Florist bill</u>	35	0
Other _____		
F ----->		

