

4-Week Money Management Plan

Money management plans are used to manage cash flow—to help you identify when income is received during the month and to plan which bills and expenses to pay out of each paycheck.

The weekly Money Management Plan is divided into three parts. Heavy black lines divide these parts to show priorities. The first section indicates fixed expenses that may need to be saved up for across several paychecks. The second section is flexible expenses that may be spread out during the pay period or month. For example, food must be purchased but the amount may vary. The last section is for debt payments that might have a minimum due every month or might vary from month to month.

Income

Define the amount of net income that will be coming each week. Put these amounts in each of the income boxes that go across the top of the page. Then add the boxes to get a total income for the month. Put this amount in the top left hand box labeled “Income”.

Expenses

Use the first column labeled “Basic Living Expenses” to list monthly spending items and amounts from your original monthly spending plan.

There should be an Income amount at the top of the column. Go through each expense item and make a decision if you want to put an amount of money towards this item this week or not. Perhaps you will want to put an amount aside to save for an expenditure that is coming up next week, like a car payment. These amounts can be saved in envelopes. For example, you may decide to save \$75 each week towards a car loan because it is too big of an expense for one week of income.

Start with the first section. Then go through the middle section and fill in the amounts for items that are necessary. If you start to run out of money, leave the items blank that you can put off another week. Finally go to the third section - debt payments - and determine amounts that will go to debt out of this week’s income. This is a total amount of monthly debt payment for that week.

Add up the column and see if you have money left over, or have overspent. Go back and make the necessary adjustments. If you have money remaining go back to the middle section and apply the money to items you may have skipped over, or apply the remaining amount to next weeks income. If you have a negative amount go back over your choices and see what will need to be spent differently.

Money Management Plan

Name _____ Month _____

	Income Week 1	Income Week 2	Income Week 3	Income Week 4
Total Monthly Income \$				
FIXED EXPENSES (have to pay total amount once a month)				
<i>Example: Rent/Mortgage</i> \$				
VARIABLE EXPENSES (pay items as you need them or when the bill comes due)				
<i>Example: Groceries</i> \$				
DEBT PAYMENTS (amount due)				
<i>Example: Credit card</i> \$				
Total Expenses \$	\$	\$	\$	\$