



Money Worksheet Instructions

Use the Money Worksheets to manage the everyday money that, on payday, you deposit into one checking account. Give yourself at least 3 to 6 months with the worksheets. The improvement in your finances will amaze you.

Getting Started

1. Print copies of both worksheets. Enter the month and year at the top of two or more worksheets for the coming months. Optionally, get a 3-ring binder to keep your worksheets organized.
2. Decide how much weekly allowance you want to give yourself. Pick the weekday when you will give yourself your allowance. The goal is to have just enough allowance to last one week.

Daily

1. On payday, deposit the entire amount of your paycheck into your checking account. Record the deposit. Do nothing else with the money.
2. Each week on your allowance day, withdraw the amount of your allowance from your checking account. How you use your allowance is up to you. You could, for example, get your allowance in cash or transfer it to another checking account to be used with a debit card. Regardless, you do not keep track of how you spend your weekly allowance.
3. When you receive a bill, add the bill to the worksheet on which the bill will be paid

On the 1st and 15th of each month

1. Fill in the Money Worksheet for the date
 - a. Enter the available balance in your checking account in the top box.
 - b. Enter the dates and amounts for the allowance days covered by the worksheet. Add up the allowance amounts. Enter the total allowances amount.
 - c. Enter any newly received bills that will be paid on the worksheet. Add up all bills payments. Enter the total amount of bill payments.
 - d. Enter your savings plans and the amount you want to transfer to each plan. Add up the transfers. Enter the total of savings transfers. (The money in each saving plan could be kept in another checking account, savings account, or a long term investment. Your choice.)
 - e. Subtract the total of allowances, bill payments and transfers to saving from the beginning checking account balance. Enter the result in the amount left over box at the bottom.
 - f. If the amount left over is less than zero, make adjustments to bring the bottom box amount to or above zero. What adjustments you make in your allowances, bill payments and transfers to saving are entirely up to you.
2. Make the bill payments and do the transfers to savings. On each allowance day, withdraw your allowance from your checking account.



Money Worksheet for _____ 1, 20____

Starting checking account balance (as of the 1st)

Weekly allowances for 1st – 14th

Date	Amount		
Total weekly allowances		-	<input type="text"/>

Bill payments due on the 1st – 14th

	Date Due	Amount	
Total bill payments		-	<input type="text"/>

Transfers to savings on the 1st

	Amount		
Emergency fund			
Total of transfers to savings		-	<input type="text"/>

Total left over

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Money Worksheet for _____ 15, 20____

Starting checking account balance (as of the 15th)

Weekly allowances for 15th – end of the month

Date	Amount		
Total weekly allowances		-	<input type="text"/>

Bill payments due on the 15th – end of the month

	Date Due	Amount	
Total bill payments		-	<input type="text"/>

Transfers to savings on the 15th

	Amount		
Emergency fund			
Total of transfers to savings		-	<input type="text"/>

Total left over

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