



BUDGET SPREADSHEETS

Using a spreadsheet may be a good option if you'd like a more detailed budgeting method than the envelope system. You can use it with the envelope system too, using the cash envelopes to manage **discretionary** spending.

Hundreds of budget templates are available online. You can search and find one that's right for you—or consider using one of the options listed below. If you choose one of these three templates, your financial coach can email you an electronic copy that you can save to your personal computer.

Select a template

Personal monthly budget (classic)

This template is a classic example of a standard budget spreadsheet. It's designed for a single person, or a couple with combined finances, to track one month of spending at a time.

Features:

- Spending categories are fairly detailed and include examples such as housing, transportation, food, loans, savings and donations.
- Uses a colored dot system:
 - A dot in each spending category turns green when your estimated spending amount is at or less than what you actually spent.
 - A dot turns red if you spent more than the estimated amount.

Personal Monthly Budget				
PROJECTED MONTHLY INCOME		Income 1		PROJECTED BALANCE (Projected income minus expenses)
		Extra income		
		Total monthly income	\$0	ACTUAL BALANCE (Actual income minus expenses)
ACTUAL MONTHLY INCOME		Income 1		
		Extra income		DIFFERENCE (Actual minus projected)
		Total monthly income	\$0	
HOUSING	Projected Cost	Actual Cost	Difference	ENTERTAINMENT
Mortgage or rent	\$0	\$0	●	Video/DVD
Phone	\$0	\$0	●	CDs
Electricity	\$0	\$0	●	Movies
Gas	\$0	\$0	●	Concerts
Water and sewer	\$0	\$0	●	Sporting events
Cable	\$0	\$0	●	Live theater
Waste removal	\$0	\$0	●	Other
Maintenance or repairs	\$0	\$0	●	Other
Supplies	\$0	\$0	●	Total
Other	\$0	\$0	●	
Total	\$0	\$0	●	LOANS

Biweekly personal budget

This template may be ideal for you if you feel it's important to keep track of which paycheck you're using to fund each of your bills or spending categories (e.g., groceries, gas, mortgage).

Features:

- Breaks up a monthly budget into two-week pay periods.
- Spending categories are not as detailed, but can be personalized if you want to make them more specific.
- Like the personal monthly budget (classic) template, both the estimated and actual costs are tracked for each category and the difference is calculated.

Personal Budget Plan: Bi-weekly				
Bi-Weekly #1				
Pay Date	August 15, 2007			Pay Date
Work Period	8/1/07	to	8/15/07	Work Period
Income				
	Estimated	Actual	Difference	
Income 1	\$850	\$850	\$0	Income 1
Extra Income	\$300	\$275	\$25	Extra Income
Total Income	\$1,150	\$1,125	\$1,125	Total Income
Monthly Income Summary				
Monthly Income				
Expenses				
Item	Estimated Cost	Actual Cost	Difference	Item
Bills	\$400	\$0	\$400	Car Payment
Groceries	\$25	\$0	\$25	IRA
IRA	\$25	\$0	\$25	Savings

Couples monthly budget

This template is designed for a couple living together to track household bills and spending. It may be right for you if you:

- Need help dividing and keeping track of bills.
- Are not as concerned with how you spend your remaining money after the bills are paid.

Features:

- Allows you to track which day each bill is due.
- Records how each bill is paid, whether it is auto-pay, by check or online.

Note that the categories in this spreadsheet are not very detailed, and the free or spending money is lumped into one category.

2009 BUDGET	DATES	AMOUNTS	PYMT TYPE	JAN	FEB
HOUSEHOLD BILLS					
Rent	1	1000.00	check		
Water	1	20.00	bill pay		
Savings Account	1	400.00	bank transfer		
Cable	5	124.00	bill pay		
Cell Phone	11	150.00	bill pay		
Car Insurance	22	110.00	auto check card		
Electric	27	150.00	bill pay		
HOUSEHOLD TOTALS		\$1,954.00		\$0.00	\$0.00
PERSON 1 BILLS					
Car Payment	10	330.00	auto checking		
Credit Card	15	400.00	bill pay		
Credit Card	15	400.00	bill pay		
Credit Card	15	200.00	bill pay		
Credit Card	15	50.00	bill pay		
PERSON 1 TOTALS		\$1,380.00		\$0.00	\$0.00
PERSON 2 BILLS					
Car Payment	10	400.00	auto checking		
Credit Card	15	300.00	bill pay		

Track your current spending

Choosing a template is an important step in the budgeting process. But before you can put it to use, you'll need to track your current spending for at least two weeks. It's easy to do. Just follow these steps:

1. Write down everything you buy—don't just save receipts. You may not receive a receipt for every purchase, so it's important to keep a written list of what you spend.
2. Once you have a list of all of your purchases, group what you spent into categories. You can:
 - Use the categories listed on the spreadsheet you chose, or
 - Personalize categories to reflect your unique spending habits.
3. Now that you know roughly what you are spending in each category, make some decisions about how much you want or need to spend in each area. Keep in mind:
 - You'll want to evaluate your spending habits, and you may decide to set goals to change your habits. For example, you may discover that you spend \$20 a week on coffee or drive-thrus and you'd like to cut back in this area. So you set a goal to spend \$10 a week and save \$40 a month to spend or save in another category.
 - No budget will be perfect the first month, so it's important to stick with it and keep making adjustments as time goes on.

Remember, you don't need to use the templates exactly as shown. Each includes examples of how they may be used. Personalize a template to fit your financial life!



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