

Record of Cash Flows

(Cash-Flow Period)

Record of Cash Flows

| Income Source | Amount | Period | Actual / Information |
|----------------------|--------|--------|----------------------|
| Salary 1 | _____ | _____ | _____ |
| Salary 2 | _____ | _____ | _____ |
| Salary 3 | _____ | _____ | _____ |
| Bonus | _____ | _____ | _____ |
| Self-Employment | _____ | _____ | _____ |
| Interest Income | _____ | _____ | _____ |
| Dividend Income | _____ | _____ | _____ |
| Rent Income | _____ | _____ | _____ |
| Royalty Income | _____ | _____ | _____ |
| Social Security | _____ | _____ | _____ |
| Pension | _____ | _____ | _____ |
| Unemployment | _____ | _____ | _____ |
| Disability | _____ | _____ | _____ |
| Alimony | _____ | _____ | _____ |
| Child Support | _____ | _____ | _____ |
| Cash Gifts | _____ | _____ | _____ |
| Other _____ | _____ | _____ | _____ |
| Other _____ | _____ | _____ | _____ |
| Other _____ | _____ | _____ | _____ |
| Other _____ | _____ | _____ | _____ |
| Total Income: | _____ | _____ | _____ |

Total Monthly Income (Estimated): _____

Total Monthly Income (Actual): _____

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| Budget Item | Amount | Total | Actual Cost | % of Income |
|-----------------------------|--------|-------|-------------|-------------|
| Savings | | | | |
| Emergency | _____ | | _____ | |
| Retirement | _____ | | _____ | |
| Other _____ | _____ | _____ | _____ | _____% |
| Charitable Donations | _____ | _____ | _____ | _____% |
| Housing | | | | |
| Rent/Mortgage | _____ | | _____ | |
| Taxes | _____ | | _____ | |
| Insurance | _____ | | _____ | |
| Repairs/Maint. | _____ | | _____ | |
| Replace Furniture | _____ | | _____ | |
| Other | _____ | _____ | _____ | _____% |
| Utilities | | | | |
| Electric | _____ | | _____ | |
| Gas | _____ | | _____ | |
| Water | _____ | | _____ | |
| Phone | _____ | | _____ | |
| Trash | _____ | | _____ | |
| Cable | _____ | | _____ | |
| Other | _____ | _____ | _____ | _____% |
| Food | | | | |
| Grocery | _____ | | _____ | |
| Restaurants | _____ | _____ | _____ | _____% |
| Clothing | | | | |
| Adults | _____ | | _____ | |
| Children | _____ | _____ | _____ | _____% |
| Transportation | | | | |
| Car Payment(s) | _____ | | _____ | |
| Insurance | _____ | | _____ | |
| Gas & Oil | _____ | | _____ | |
| Repairs & Tires | _____ | | _____ | |
| Other _____ | _____ | | _____ | |
| Other _____ | _____ | _____ | _____ | _____% |
| Part 1 Total: | | _____ | _____ | |

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| Budget Item | Amount | Total | Actual Cost | % of Income |
|-----------------------------|--------|-------|-------------|-------------|
| Health & Medical | | | | |
| Health Insurance | _____ | | _____ | |
| Doctor | _____ | | _____ | |
| Dentist | _____ | | _____ | |
| Optometrist | _____ | | _____ | |
| Medications | _____ | | _____ | |
| Other _____ | _____ | | _____ | |
| Other _____ | _____ | _____ | _____ | _____ % |
| Personal | | | | |
| Life Insurance | _____ | | _____ | |
| Child Care | _____ | | _____ | |
| Babysitter | _____ | | _____ | |
| Toiletries | _____ | | _____ | |
| Hair Care/Cuts | _____ | | _____ | |
| Cosmetics | _____ | | _____ | |
| Miscellaneous | _____ | | _____ | |
| Gifts | _____ | | _____ | |
| Other _____ | _____ | | _____ | |
| Other _____ | _____ | | _____ | |
| Other _____ | _____ | _____ | _____ | _____ % |
| Recreation | | | | |
| Entertainment | _____ | | _____ | |
| Vacation | _____ | | _____ | |
| Spending Cash | _____ | _____ | _____ | _____ % |
| Debt | | | | |
| Credit Card 1 | _____ | | _____ | |
| Credit Card 2 | _____ | | _____ | |
| Student Loan | _____ | | _____ | |
| Other _____ | _____ | | _____ | |
| Other _____ | _____ | | _____ | |
| Other _____ | _____ | | _____ | |
| Other _____ | _____ | _____ | _____ | _____ % |
| Other | | | | |
| _____ | _____ | | _____ | |
| _____ | _____ | | _____ | |
| _____ | _____ | _____ | _____ | _____ % |

Part 2 Total: _____

Total Monthly Budget: (_____) (_____)

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Monthly Cash-Flow Budget

What is a Cash-Flow budget system?

A cash-flow based budget differs from a corporate cash flow statement, in that the goal is to have net income equal the net budget. In a corporate cash flow record, the net cash flow can have a positive, negative or zero value. Because a cash-flow based budget includes savings, every dollar must be accounted for. A cash-flow based budget also helps visualize where money is being prioritized and can allow for fast corrections to be made in the event that expenses are greater than incomes (net cash-flow is negative).

Income Sources

The income sources page helps track all in-flows of money to be used in the budget. The left column contains some common types of income sources. The next two columns are to record the amount of that income source, and the period it reoccurs. An example might be Income 1 receives \$1,000 every 2 weeks. The \$1,000 would be written in the Amount column and “2 Weeks” would be recored in the Period column. At the end of the month, the actual amount that was received, along with any notes would be recored in the final column. Once all income sources have been recored, add the columns and place the sum on the total line. Record the range of periods beside the total income. For example. If Income 1 has a period of 2 weeks, and Income 2 has a period of 1 month, record “2 weeks - 1 month” or some similar conversion. The last section includes totals for the estimated total monthly income and the totals for the actual monthly income. In the estimation for total monthly income, only include incomes that will be available in that month. For example, if your budget starts on the first of the month, and Income 1 is available in 2 weeks and Income 2 will become available in 6 weeks, only include Income 1 in the month’s budget (as Income 2 will be used in next months budget).

Monthly Budget Section

The monthly budget pages track and place all cash in-flows. The amount of each budget expense is recorded, followed by a total of all the budget items in the category. The actual expenses for each item are recored to the right vertical line. The final section records the percentage of total income in that category. This is found by adding each actual expense in a category, dividing it by the total take home income (from the Actual Total Monthly Income) and multiplying the result by 100. For example, if the actual amounts for savings totaled \$500 (\$300 for emergency fund plus \$200 for retirement) and my actual total monthly take home income was \$3,000. Then the percentage of total income would be $\$500 \div \$3,000 = 0.167$ or 16.7%. Finally the budget totals from parts 1 and 2 are added to display the total monthly budget. The parentheses around the number define it as negative, signifying the amount removed from income.

Cash-Flow Changes Section

The final section calculates the cash-flow changes for the month. Totals from the income sources section and the grand totals for the monthly budget section are compared. If the budget is finished correctly, the income and budget values will be equal, and their difference will be Zero (\$0.00). If the difference results in a non-zero number, adjust the budget section accordingly.