

Student name: \_\_\_\_\_ Date: \_\_\_\_\_

## MODULE 25

### Understand the process of preparing a budget and prepare a sample personal budget.

#### Objectives:

**A. Define a budget or spending plan.**

**B. Develop goals and estimate cash available.**

**C. Maintain a daily record of cash and prepare a budget.**

<b>MODULE 25: INFORMATION SHEET</b>
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*TO THE STUDENT:* Read and study this information sheet and then complete the student activities at the end of this module.

#### **What is managing income?**

In order to provide for our needs and wants, we must learn to match income and expenses by developing a balanced spending plan.

A spending plan or budget is an estimate of cash available to be spent or saved. This plan enables us to get as many of the things we need and want as soon as possible. Everyone has different wants and different life goals and must set up his/her individual plan.

Budgeting requires three things:

1. Determining short- and long-range goals.
2. Estimating available cash (income) for spending or saving.
3. Planning expenses or payments.

#### **Developing goals**

You must first determine some of your short-term goals and long-term goals. A short-term goal can be accomplished within a year. An example of a short-term goal might be to buy a new coat. A long-term goal would take longer to complete. An example of a long-term goal might be to take a vacation in California. You need to be careful that the money you spend on short-term goals does not wipe out the money you need for your long-term goals.

List two of your short-term goals and one of your long-term goals below:

Short-term (1) \_\_\_\_\_ (2) \_\_\_\_\_

Long-term (1) \_\_\_\_\_

### Estimating cash

In order to estimate available cash for saving or spending, you must keep track of both income and expenses. A simple method of keeping track of cash would be to write down daily all cash earned and all cash spent. Keeping track of money you spend will give you the elements to include in your budget. You must determine what your total income and total expenses are and make a list of each over a period of at least one month.

For example, Sally takes home \$200.00 a month from working at the Weis Markets in town. Her expenses for the month include: clothing - \$74.00, gas for her car - \$40.00, savings - \$60.00. Sally would keep track of her income and expenses in the following way:

<u>Income:</u> Salary \$200.00		<u>Expenses:</u>	Clothing	\$74.00
			Gas	40.00
			Savings	60.00
			Miscellaneous	<u>26.00</u>
Total	\$200.00			\$200.00

Now you must determine what your income and expenses are by keeping a record over a period of at least one month as illustrated below:

<u>Income and Expense Record</u>								
<u>Date</u>	<u>Income</u>	<u>Food</u>	<u>Clothing</u>	<u>Car</u>	<u>Insurance</u>	<u>Recreation</u>	<u>Savings</u>	<u>Total</u>
Totals:								



personal care. He has health insurance coverage at work, but he must pay \$70 for car insurance. Carl has a car payment of \$200 a month. The upkeep on the car is \$40. He saves \$150 a month.

Carl needs:           1. A new suit  
                          2. Two winter tires

His wants are:       1. A disc player  
                          2. A microwave

Two of his goals are:   1. To go to Canada on vacation.  
                              2. To take some management courses.

What categories does Carl need and how much has he spent in these areas?

Categories	Amount Spent
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Make out a new budget for Carl with the new categories and amounts included. List them on the form provided on page 3.

If you understand what has been covered so far, you should be able to set up a budget and adjust it to your special circumstances. If you do not, review the steps previously given.

Now you have completed all the steps required in preparing a budget. All you have to do is continue keeping a record of income and expenses and adjusting the budget categories as your needs change. New decisions will have to be made in the way you distribute your income in budget categories as your goals are accomplished. Always include a savings category in your budget. Good luck in developing your individual spending plan.

### ***Budget Steps***

- 1. Determine short- and long-range goals.***
- 2. Estimate available cash (income) for spending or savings.***
- 3. Prepare a budget plan.***

<b>MODULE 25: STUDENT ACTIVITIES</b>
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***TO THE STUDENT:** After you have read and studied the Information Sheet, complete the following activities.*

**Activity 1: Answer the following questions:**

1. Define a budget.
2. What must be done first in order to estimate available cash?
3. What category should be included in all budgets?
4. What three things does budgeting require?
  - a.
  - b.
  - c.

**Activity 2: Complete a Personal Budget Worksheet:**

Use the Personal Budget worksheet below to record your budget information for two months. Additional forms could be used to show how your budget compares over a year's time. Explain in a complete paragraph how you determined the budget categories and what might cause those categories to change over time.

PERSONAL BUDGET WORKSHEET		
<b>TOTAL INCOME:</b>		
<b>TOTAL FROM SAVINGS:</b>		
<b>EXPENSES:</b>		
<b>FOOD</b>		
<b>CLOTHING</b>		
<b>CAR</b>		
<b>PERSONAL</b>		
<b>OTHER</b>		
<b>TOTAL EXPENSES:</b>		
<b>TOTAL SAVINGS AND EXPENSES</b>		

<b>MODULE 25: STANDARDS ADDRESSED IN THIS MODULE</b>
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**Pennsylvania's Academic Standards for Career Education and Work****13.3.11. Career Retention (Keeping a Job)**

D. Compare and contrast gross and net pay.

*From 13.3.8...Analyze personal budgets.*

- *Expenses*
- *Income*
- *Investing*
- *Needs*
- *Savings*
- *Taxes*
- *Wants*

**Secretary's Commission on Achieving Necessary Skills (SCANS)****COMPETENCIES**

Resources: Identifies, organizes, plans, and allocates resources, including time and personal money.