



## **BUDGETING BENEFITS**

- **Motivates a giving habit**
- **Helps planning to get out of debt and to experience true financial freedom**
- **More controlled spending and prayerful lifestyle choices**
- **Identifies success and problem areas in the different categories of personal finances**
- **Reminds of important saving targets**

## **BUDGET FEATURES**

- **The Excel spreadsheet allows you to budget for a year, adjusting your budget every 3 months to make it more accurate. Each 3-month term includes a BUDGET Sheet (to plan), an INPUT Sheet (to record) and a RESULTS Sheet (to analyze)**
- **Save time by budgeting on your NET Income, so you don't have to budget and record unnecessary items like tax, group life insurance, UIF etc**
- **The category names are fully customisable to make your budget as personal as possible**
- **Categories are practical: Giving, Debt, Spending, New Assets, Entertainment & Treats, Other Expenses and Saving**
- **By using your bank begin and end balance, you don't have to record your Groceries/Food, which means more than half of all your monthly purchases DO NOT have to be recorded! At last, budgeting becomes easy**
- **Budget without a calculator, because all the formulas are already in place**
- **Category Trackers to indicate money left for the month for each category**
- **Available in English/Afrikaans, New/Old Excel spreadsheet**

# BUDGET SHEET

Budget for the categories until this amount equals your monthly NET income

**Total Income needed after tax** **700.00**

**MONTHLY EXPENSES** **641.00**

The categories 1 to 6 adds up to give you this amount

Donations is in bold because of its additional input box on the INPUT sheet to cater for more than one entry per month

<b>1. Giving</b>	<b>110.00</b>
Church Tithe	70.00
Church Alms	5.00
<b>Donations (any)</b>	35.00
Other #1	0.00
Other #2	0.00
Other #3	0.00

All the cells in light blue can be changed and personalised throughout the spreadsheet. These changes will automatically be pulled through to the INPUT sheet and RESULTS sheet for that 3-month term

Main expenses are costs that are incurred every month, or basically every month...

<b>2. Debt payments</b>	<b>8.00</b>
Credit Cards	8.00
Trade Accounts	0.00
Other #1	0.00
Other #2	0.00
Other #3	0.00

These categories also have additional input boxes on the INPUT sheet  
TIP: Start grouping the entries when the box becomes full

<b>3. Main Expenses</b>	<b>470.00</b>
House payment/Hiring	135.00
Car payment	35.00
Medical Insurance	65.00
Shortterm Insurance	0.00
Longterm Insurance	20.00
Electricity	15.00
Municipality	14.00
Banking costs	2.00
Telephone	0.00
Cleaning & Garden services	7.00
<b>Petrol &amp; Oil</b>	25.00
<b>Cellphone</b>	22.00
<b>Schoolfees</b>	0.00
<b>GROCERIES BASKET (Food, Toiletries, Cosmetics, Washing, Magazines, Newspapers and General Household)</b>	130.00
Other #1	0.00
Other #2	0.00
Other #3	0.00

The best feature of this budget by far! It truly makes budgeting effortless... Personally choose the items for your GROCERIES BASKET that you don't want to enter into the budget. These are good examples of typical grocery items that you buy many times during the month. With the help of your bank account's begin and end balance, this category will be calculated automatically in the INPUT sheet. You'll see...

Budget for small assets you buy monthly or almost monthly. Typically assets that cost somewhere between R20 and R500 for instance

**4. New Assets** **18.00**

Monthly or almost monthly. Like renting DVD's, going to the movies, eating out, buying sport tickets etc

**5. Entertainment & Treats** **20.00**

Anything that doesn't fit into the above categories. Normally things like presents, flowers, developing photo's, buying batteries etc.

**6. Other Expenditures** **15.00**

**SAVING** **59.00**

**TIP: The challenge is to be consequent. You can choose what costs you see as Main Expenses, New Assets, Entertainment/ Treats and Other Expenses. As long as you stick to it. This will make the graphs more accurate, thus identifying spending/over-indulging problem areas more easily**

<b>1. Emergency Fund (1X 2X 3X Salary)</b>	10.00
<b>2. Vacations</b>	4.00
<b>3. Wedding (own or children)</b>	6.00
<b>4. Longterm Assets</b>	12.00
<b>5. House Deposit</b>	14.00
<b>6. Children Education</b>	7.00
<b>7. Retirement</b>	6.00

The savings targets are very important and should not be neglected. You can reprioritize the savings targets in the order of the terms that you are saving for. As a rule, important short term targets must first be budgeted for and then the important longer term targets for obvious reasons. The Emergency Fund always stays first priority though!

# INPUT SHEET

2011		
JANUARY		
CARRIED OVER FROM PREVIOUS TERM		
BANK START BALANCE + CASH	500.00	
<b>MONTHLY INCOME</b>	<b>720.00</b>	20
Salary	715.00	
Bank Interest	5.00	
Income #3	0.00	
Income #4	0.00	
Income #5	0.00	
Income #6	0.00	
Income #7	0.00	
<b>MONTHLY EXPENSES</b>	<b>671.00</b>	-30
<b>1. Giving</b>	<b>130.00</b>	
Church Tithe	70.00	
Church Alms	5.00	
<b>Donations (any)</b>	<b>55.00</b>	
Other #1	0.00	
Other #2	0.00	
Other #3	0.00	
<b>2. Debt payments</b>	<b>8.00</b>	
Credit Cards	8.00	
Trade Accounts	0.00	
Other #1	0.00	
Other #2	0.00	
Other #3	0.00	
<b>3. Main Expenses</b>	<b>460.00</b>	10
House payment/Hiring	135.00	0
Car payment	35.00	0
Medical Insurance	65.00	0
Shortterm Insurance	0.00	0
Longterm Insurance	20.00	0
Electricity	10.00	5
Municipality	14.00	0
Banking costs	2.00	0
Telephone	0.00	0
Cleaning & Garden services	2.00	5
<b>Petrol &amp; Oil</b>	<b>30.00</b>	-5
<b>Cellphone</b>	<b>7.00</b>	15
<b>Schoolfees</b>	<b>0.00</b>	0
<b>GROCERIES BASKET (Food, Toiletries, Cosmetics, Washing, Magazines, Newspapers and General Household)</b>	<b>140.00</b>	-10
Other #1	0.00	0
Other #2	0.00	0
Other #3	0.00	0
<b>4. New Assets</b>	<b>13.00</b>	5
Shoes	8.00	
Toaster	3.00	
DVD	2.00	
Asset #4	0.00	
<b>5. Entertainment &amp; Treats</b>	<b>25.00</b>	-5
Eat out	13.00	
Movies	4.00	
Gholf	8.00	
Entertainment #4	0.00	

7 different Income streams per month are provided for. Remember to enter all forms of income for that month, even financial gifts, tax rebates etc

We recommend that you acquire internet banking to get easy access to your bankstatements and bank balances. Put your starting balance on the 1<sup>st</sup> of the month plus the cash in your wallet here

Any donations must be entered in the box under 'Additional Input'

All category names change automatically according to the Budget Sheet but you can still modify the names here to be more specific if you want to

These numbers on the side shows you conveniently how much money is left for that specific category until the end of the month

See entry boxes under 'Additional Input'

Remember that the GROCERIES BASKET is calculated automatically when the bank balance are entered at the end of the month. Also, the amount of every other financial gift, debt payment, purchase or saving that you forget to enter on the INPUT Sheet, will be added to the GROCERIES BASKET category with that exact amount. So in order to keep your budget as accurate as possible, try your best to make all the entries that you're supposed to make. Otherwise the amount you spent on groceries will go through the roof!

Space are provided for different assets purchased. Remember, simply group the assets and their amounts when the space gets full

Do the same with entertainment...

# INPUT SHEET (continued)

And also the same with expenses...

<b>6. Other Expenses</b>	<b>35.00</b>	-20
Present: John	11.00	
Present: Nicki	12.00	
Flowers	7.00	
Developed photos	5.00	
Expenditure #5	0.00	
Expenditure #6	0.00	
Expenditure #7	0.00	

Keep an eye on this number to quickly see if you've underspent or overspent for each category for the month so far. Instead of having to toggle between the BUDGET and INPUT sheet to calculate how much you have left for the month

We encourage you to try and fill this box in order to give what you've budgeted to give.  
Jesus said it is more blessed to give than to receive. (Acts 20:35)

<b>SAVING</b>	<b>59.00</b>	0
<b>1. Emergency Fund (1X 2X 3X Salary)</b>	<b>10.00</b>	0
<b>2. Vacations</b>	<b>4.00</b>	0
<b>3. Wedding (own or children)</b>	<b>6.00</b>	0
<b>4. Longterm Assets</b>	<b>12.00</b>	0
<b>5. House Deposit</b>	<b>14.00</b>	0
<b>6. Children Education</b>	<b>7.00</b>	0
<b>7. Retirement</b>	<b>6.00</b>	0

Please note: The GROCERIES BASKET will only be correct if you have entered your most recent bank balance. By so doing, you don't have to wait until the end of the month before you can see how much you've spent on groceries (which will influence the Main Expenses total). Simply update your bank balance and you will immediately see how much you still have left to spend on groceries

You will quickly realise just how expensive this category is if you own a car. Carpooling is a very effective way to cut petrol and oil costs

**BANK END BALANCE + CASH** **490.00**

### ADDITIONAL INPUT - MONTHLY EXPENSES

<b>Donations (any)</b>	
Kibwe Kids	30.00
Unemployed man	10.00
Brother emergency	15.00
	0.00

<b>Petrol &amp; Oil</b>	
Purchase	6.00
Purchase	13.00
Purchase	11.00
	0.00

<b>Cellphone</b>	
Purchase	7.00
	0.00
	0.00
	0.00

Customers on contract might only need 1 line but the pay-as-you-go customers might need more fields for entries

<b>Schoolfees</b>	
	0.00
	0.00
	0.00
	0.00

Note: This is not for savings, this is for the actual monthly school fee payments

**Remember to consider more aggressive investment vehicles for the longer term savings like Assets, a House Deposit, Children's Education and/or Retirement savings if the savings are for 5 years or longer**

Save in a bank account or moneymarket account for emergencies and pay emergencies out of your emergency fund. If you incur an emergency cost before you've built up a fund or coincidentally when your fund was empty, enter that expense here as well (as if you saved for it). Just to be consequent. Typical emergencies include: Doctors, dentists, panelbeaters, car maintenance, house maintenance etc.

### ADDITIONAL INPUT - SAVING

<b>1. Emergency Fund (1X 2X 3X Salary)</b>	
Save for fund	10.00
	0.00
	0.00
	0.00

<b>4. Longterm Assets</b>	
New Car	9.00
New Surfboard	3.00
	0.00
	0.00

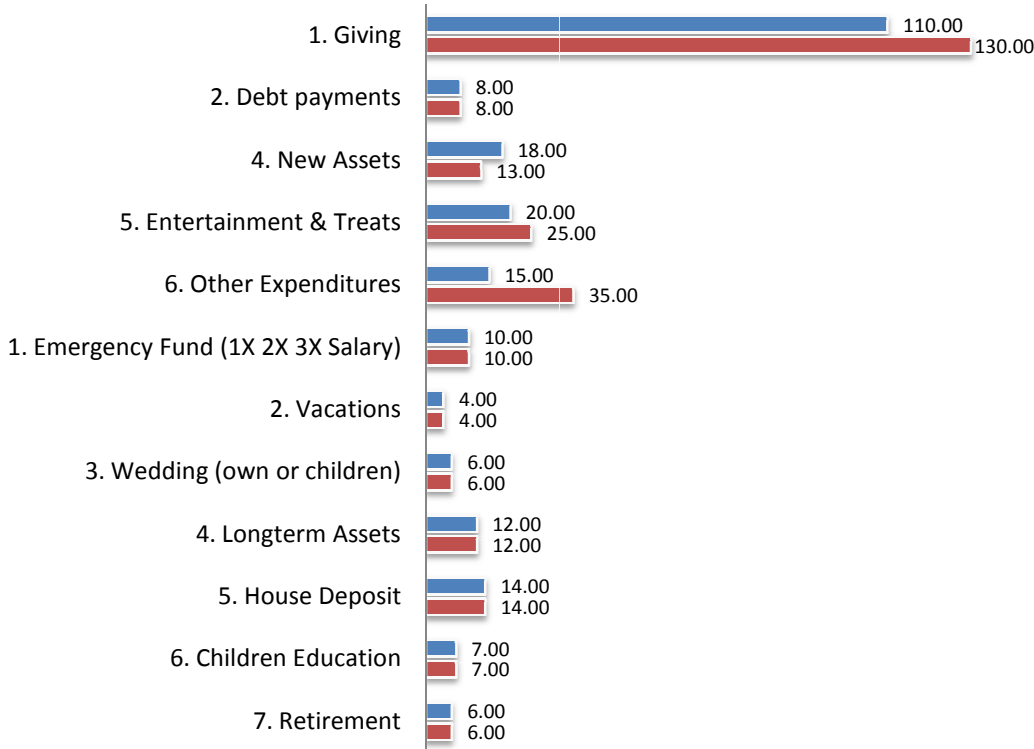
Save here for longer term assets you want to buy. For example assets that cost more than R 500. A house, car, boat, TV, bicycle, furniture, sport equipment etc.

<b>6. Children Education</b>	
University: Jonny	3.00
University: Little Sue	4.00
	0.00
	0.00

The reason that the Children's Education target has this box, is to specify the savings for the different children's primary school, high school and/or tertiary education

## Overview - JANUARY

■ Budget ■ Actual



## RESULTS SHEET

At the end of the month (or even during the month) you can view the easy-to-understand graphs compiled on the RESULTS Sheet to give you a better impression of your actual spending and saving habits vs your budgeted goals.

All the Main Categories are presented in the Overview graph except for Main Expenses. The Sub-categories of the Main Expenses are viewed in the second graph to easily identify the problem areas and also the areas where you underspent regarding the budgeted monthly Main Expenses

## Main Expenses - JANUARY

■ Budget ■ Actual

