

## Bi-Weekly Budget

Budgeted Monies Available from 8/1/08 through 8/15/08

Total Amount: \$450

Food/ Household Balance: <b>\$100</b>	Transportation Balance: <b>\$200</b>	Medical Balance: <b>\$100</b>	Entertainment/Fun Balance: <b>\$50</b>
-\$35.76 (Grocery 8/2)	-\$42.00 (Gas 8/3)	-\$11.34 (drugstore 8/2)	-\$6.00 (Movie Rental 8/3)
<b>Bal = \$64.24</b>	<b>Bal = \$166.00</b>	-\$30.00 (prese. 8/2)	<b>Bal = \$44.00</b>
		<b>Bal = \$58.66</b>	

Any Additional Income received: \_\_\_\_\_

EXTRA PURCHASES:	Amount Spent/ Date:	Deducted from:

**How to use your Bi-Weekly Budget:**

1. Decide the amounts allowed in each category. Make sure these amounts are reasonable and practical. For example, I knew that by shopping at discount grocery stores I could easily spend less than \$50.00 per week for groceries, so I budgeted for that. As for gas, I commute to work every week and use approximately \$40.00 per fill up. So we over-budgeted in this category. Do not under-budget in areas you may be tempted to overspend too easily.
2. Keep your receipts. At the end of each day subtract anything you or your household has spent. [See examples above.](#) Once you have written down your expenses and calculated the new balances, place all your receipts in a clear sheet protector in your home management binder or Bill Pay Notebook.
3. At the end of 2 week period, staple all receipts onto this page. Rectify your balances. Move any monies leftover to your next Bi Weekly Budget. Place this record of your budgeted expenses in the corresponding month in the Bill Pay Notebook.
4. Pat yourself on the back! You've just figured out how to budget for the month!