

Personal Budget—Spreadsheet Set up

To set up your budget, use the following procedure:

Your Workbook will need four (4) sheets. Use these labels: Occupational Overview; Expenses; Gas Prices; Survival

Sheet 1: Occupational Overview:

- Place the word **Occupation** in Cell 1A, merge and center it A1, B1, C1 Shade with a light color
- Place the word **Education** in cell 2A, merge and center it A2, B2, C2 Shade with a light color-- (different than above)
- Type the word **Salary** in B3
- Type the word **Hourly** in C3
- Type **Median Pay** in A4
- Type **Monthly Gross Income** in A5
- Type **Federal Taxes withheld** in A6
- Type **State Taxes withheld** in A7
- Type **Monthly Net Income** in A8
- Type “**Do you have a college loan?**” in A10

Select Columns A, B, & C through row 11. Add borders around all of this.

Sheet 2: Expenses:

Type **Fixed Expenses** in A1, merge and center A1 and B1—shade with a light color

Type the following:

- **Rent** in A2
- **Car Payment** in A3
- **Car Insurance** in A4; Use the following amount: \$85.00 in B4
- **Utilities** in A5; Use the following amount: \$150.00 in B5
- **Cell Phone** in A6; Use the following amount: \$100.00 in B6
- **Student Loan** in A7; **appropriate amount (refer to directions for this) here**
- **Total** in A8
- **B8:** Use **Autosum** to add up the above items.

Type **Flexible Expenses** in A11, merge and center A11 and B11—shade with a light color

Type the following:

- **Food** in A11 (Requires a chart: See Budget assignment for more details.)
- **Gas** in A12 (This amount will be obtained using Sheet 3 of this workbook.)
- **Car Maintenance** in A13
- **Medical Expenses** in A14 (Requires a chart.)
- **Total** in A15
- **B15:** Use **Autosum** to add up the above items.

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Discretionary Expenses in A17, merge and center A17 and B17—shade with a light color

- **Internet** in A18
- **Clothing** in A19 (This requires a chart and will come from the “Unexpected Events.”)
- **Entertainment** in A20 (This requires a chart and will come from the “Unexpected Events.”)
- **Home Accessories** in A21 (This requires a chart and will come from the “Unexpected Events.”)
- **Savings—10%** in A22 **Use a formula to determine 10% of your Gross income.**
- **Total** in A23 **Use Autosum to add up these items**
- **Total Expenses** in A25
- **B25: Use formula to add up the Fixed, Flexible, and Discretionary Expenses.**

Put borders around this information

Sheet 3: Gas Price Formulas

Type the following information:

- **Size of Gas Tank** A1
- **Miles per gallon of your car** B1
- **Miles per Tank:** Size of Tank X Miles per Gallon C1
- **Miles you drive to work daily (Roundtrip)** D1
- **Miles to Work Monthly:** Miles to Work X Days Worked X 4 weeks E1
- **Additional miles driven daily** F1
- **Additional Monthly Miles:** Additional Miles Daily X 7 days X 4 weeks G1
- **Total Miles:** Monthly Total Miles + Additional Miles Total H1
- **Tanks Needed:** Total Miles/Miles per Tank I1
- **Price of Gas** J1
- **Money Spent on Gas:** Size of Tank X Price of Gas X Tanks Needed Monthly K1

The amounts will be in Row 2. Some will be numbers; others are formulas. I’ve told you how to figure out the amounts.

Sheet 4: Survival

Type the following: Put borders around all this information for both column A & B

- **“Will I Survive”** in A1, merge and center A1, B1
- **Monthly income** in A2.
- **Total Expenses** in A3
- **Amount Left After Expenses** in A4
- **Additional funds** in A5 (This requires a chart and will come from the “Unexpected Events.”)
- **Total Amount Left Over** in A6. **Use a formula to calculate this.**

Put borders around this information