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
- Miles per gallon of your car
- Miles per Tank: Size of Tank X Miles per Gallon
- Miles you drive to work daily (Roundtrip)
- Miles to Work Monthly: Miles to Work X Days Worked X 4 weeks
- Additional miles driven daily
- Additional Monthly Miles: Additional Miles Daily X 7 days X 4 weeks
- Total Miles: Monthly Total Miles + Additional Miles Total
- Tanks Needed: Total Miles/Miles per Tank
- Price of Gas
- Money Spent on Gas: Size of Tank X Price of Gas X Tanks Needed Monthly

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