

POCKET BUDGET GUIDE

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One way to help yourself stick to a budget is to keep your records in your wallet or purse. The example below shows how to set up a pocket budget guide. You can easily see at any time how much is left in your budget for the month in any flexible expense category. A pocket budget guide will help you adjust your spending plan to make your money go where you really want it to go.

Steps to Using a Pocket Budget Guide

1. Write in the dates for the budget guide.
2. Write your flexible expense categories in your budget, such as food, meals out, clothing, recreation, or personal care in the spaces to the right of "flexible expense categories."
3. Write the monthly amount you have budgeted for each of the flexible expense categories to the right of "monthly amount budgeted."
4. At the beginning of each month, "pay" yourself the budgeted amount for each category by adding the amount to your balance.
5. Each time you make a purchase, whether by cash, check, debit card, or credit card:
 - a) write down the date;
 - b) list the purpose;
 - c) subtract the amount from the balance in the appropriate category.
6. When your balance reaches \$0, you will know that you've reached your spending limit in that category for the month.

Example

BUDGET KEEPER FOR <u>May 2000</u> TO <u>June 2000</u>							
Date				Date			
	Flexible Expenses Categories	FOOD		CLOTHING		RECREATION	
	Monthly Amounted Budgeted	\$100.00		\$10.00		\$15.00	
Date	Purpose	+/-	Balance	+/-	Balance	+/-	Balance
5/1	<i>Budget Amount</i>	+100	100.00	+10	10.00	+15	15.00
5/3	<i>Groceries</i>	-65	35.00				
5/7	<i>Sweater</i>			-20	-10.00		
5/12	<i>Lunch Out</i>	-7	28.00				
5/21	<i>Movies</i>					-8	7.00
5/24	<i>Groceries</i>	-24	4.00				
5/27	<i>Bowling</i>					-7	0.00
6/1	<i>Budget Amount</i>	+100	104.00	+10	0.00	+15	15.00

