

## What is "Monthly Paperwork" for the Finance Team?

Use this Checklist Every Month:

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\_\_\_\_\_ Paystubs from your job(s)

\_\_\_\_\_ All Banking (i.e. Checking, Savings, Retirement Accounts)

\_\_\_\_\_ SSI Letter Monthly (Statement of Deposits)

\_\_\_\_\_ Child Support (Print from Child Support Website)

\_\_\_\_\_ Disability (Statement of Deposits)



\_\_\_\_\_ Credit Karma FULL Report (Including Details; send PDF directly from website)

\_\_\_\_\_ When Paying Off a Debt, Send Letter or Proof of Zero Balance

\_\_\_\_\_ Spending Worksheet

\_\_\_\_\_ Budget Worksheet

## Spending Categories

### Where did My \$\$\$\$ Go?

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**R = Rent** (How Much do you Pay???)

**U = Utilities**, Electric, Internet, Cable, Disney, Netflix, Cell Phone, Garbage, Water

**C = Car Payment**, Car Insurance, Car Repairs, Tires, Oil Change, Gas

**T = Transportation**, Uber, Lyft, Bus

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**IN = Insurance** (Dental, Children, Life, Other; but EXCLUDING auto insurance)

**CC = Childcare**

**S = School Activities**

**P = Pets**

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**F = Food**

**FF = Fast Food**

**FR = Restaurants**

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**PA = Partnership Agreement Requirments** (Savings or Debt)

**HC = Habitat Closing Costs**

**HS = Habitat Savings**

**ES = Rainy Day Savings**

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**MD = Monthly Debt** (Visa, Badcock, Beall's, Capital One, etc.)

**H = Health Care** (Prescriptions, Co-pays, etc.)

**P = Personal Care** (Hair Cuts, Nails, Makeup, etc.)

**PP = Clothing / Shoes**

**G = Gifts** (Holidays, Donations, Tithes)

**L = Laundry**

**E = Entertainment**

**\$\$ = ATM Withdraw CASH**

**D = Don't Remember**

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**I = Income** (ALL SOURCES: Paycheck, Child Support, SSI, Roommate Pays 1/2 Rent, etc.)



Name \_\_\_\_\_  
 Month \_\_\_\_\_  
 Year \_\_\_\_\_

## Spending Sheet - What you spent LAST month!

Expenses	Credit Card	Bank Statement	Monthly Total
<b>R</b> = Rent Amount (Your Portion)			
<b>U</b> = Utilities - Electric			
<b>U</b> = Internet / Cable			
<b>U</b> = Cell Phone			
<b>U</b> = Garbage / Water			
<b>C</b> = Car Insurance			
<b>C</b> = Car Payment			
<b>C</b> = Gas, Tires, Oil Change			
<b>T</b> = Transportation; Uber Lyft, Bus			
<b>IN</b> = Insurance; Dental, Child, Life, Other			
<b>CC</b> = Child Care; Daycare, Before & After School			
<b>S</b> = School Activities; Field Trips, Sports			
<b>F</b> = Grocery, Household Items			
<b>FF</b> = Fast Food			
<b>FR</b> = Restaurants / Out with Friends			
<b>PA</b> = Partnership Agreement / Savings Monthly			
<b>HC</b> = Habitat Closing Costs			
<b>HS</b> = Habitat Savings; Homeowners Ins. / Moving			
<b>ES</b> = Rainy Day Savings			
<b>MD</b> = Monthly Debt Repayment			
<b>H</b> = Health Care; Drug Store, Prescriptions, Co-pays			
<b>P</b> = Personal Care; Haircuts, Nails, Makeup			
<b>PP</b> = Clothing, Shoes			
<b>G</b> = Gifts; Holidays, Donations, Tithes			
<b>L</b> = Laundry			
<b>E</b> = Entertainment; Movies, Busch Gardens, etc.			
<b>\$\$</b> = ATM Withdrawal			
<b>D</b> = Don't Remember			
<b>Total Monthly Expenses:</b>			



Name \_\_\_\_\_  
 Month \_\_\_\_\_  
 Year \_\_\_\_\_

## My Income Each Month

Income	Monthly Total
I = Income/Paycheck      Pay Date: _____	
I = Income/Paycheck      Pay Date: _____	
I = Income/Paycheck      Pay Date: _____	
I = Income Transfer from Friend	
I = Child Support Documented	
I = Child Support Undocumented	
I = Funds for Children Undocumented	
I = SSI	
I = Income Transfer from Savings	
<b>Total Monthly Income:</b>	

$$\begin{array}{rcccl}
 \underline{\hspace{2cm}} & - & \underline{\hspace{2cm}} & = & \underline{\hspace{2cm}} \\
 \text{Income} & & \text{Expenses} & & \begin{array}{l} + \text{ More Savings Available} \\ - \text{ Over Spending} \end{array}
 \end{array}$$



Name \_\_\_\_\_  
 Month \_\_\_\_\_  
 Year \_\_\_\_\_

**BUDGET = Goal for NEXT Month's Spending**

Expenses	Monthly Total
Rent / How Much do You Pay?	
<b>U</b> = Utilities - Electric	
<b>U</b> = Internet / Cable	
<b>U</b> = Cell Phone	
<b>U</b> = Garbage / Water	
<b>C</b> = Car Insurance	
<b>C</b> = Car Payment	
<b>C</b> = Gas, Tires, Oil Change	
<b>T</b> = Transportation; Uber Lyft, Bus	
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<b>L</b> = Laundry	
<b>E</b> = Entertainment; Movies, Busch Gardens, etc.	
<b>\$\$</b> = ATM Withdrawal	
<b>D</b> = Don't Remember	
<b>Total Monthly Expenses:</b>	