



Budget Coaching

A program of Uplift Mid-MO



Client Name

Budget Coach

Contact



Who are we?

We're so excited that you've taken the first major step towards creating a sustainable lifestyle for yourself. Throughout this journey, you'll be working closely with Uplift Mid-MO staff and volunteers to work towards improving your life in a variety of areas. You might be wondering- what exactly is Uplift Mid-MO?

We're glad you asked.

Uplift Mid-MO is a Christian nonprofit organization that serves the Audrain County area. Our mission is to unite the local body of Christ to support local missions and outreach in our community. By being good stewards of the skills, finances, and abilities God has given us, we are able to assist others in the community that might need a hand up in life.

But why do we do this?

As Christians, we believe that God desires for us to love others, just as God loves us. It is important for us to not only share the love of Christ with others, but to fill in the gaps in people's lives where they just need someone to love them.

This is my commandment, that you love one another,
just as I have loved you. -John 15:12

Welcome to Uplift Budget Coaching

What to Expect

The purpose for Uplift Budget Coaching is to help you understand how your income and expenses fit together and how you can improve your financial situation. You will be assigned a coach who will work one-on-one with you to:

Encourage you to begin looking at your finances. Often there is anxiety when looking at your money situation, but a coach will partner with you so that you do not have to do it alone.

Organize your income and expense information.

Plan your budget. Your coach will help you come up with a spending plan and determine whether you need to reduce spending, increase your income and save money.

Track your spending and provide advice, accountability and follow up.

You and your coach will use this manual to help you stay focused and on target.

Your Budget Journey

Your coach, listed on the front page of this booklet, will be working with you to obtain a sustainable budget. Typically, this booklet can be completed in three sessions or less, but more may be needed. Your coach will schedule you for at least three appointments, logging them below for your reference. You may also want to add other budget or finances-related appointments to this chart.

Remember, it is **your responsibility** to make it to these appointments, and to notify your coach if you cannot attend. Failing to call or show up to an appointment may result in you becoming ineligible for assistance.

Topic	Date	Time	Location

Why budget?

Budgeting helps you to take control of your own finances. It is easy to feel financially helpless when looking at finances but, when you learn how to budget, you develop a strategy for making every dollar count. You learn to look at how much you have coming in, how much you have going out, where your money is going and why, and how much you can cut back. Budgeting also gives you the advantage of learning how to save and helping to improve your credit score.

Now, let's get started.



Make a Budget

Use this worksheet to see how much money you spend this month. Then, use this month's information to help you plan next month's budget.

Some bills are monthly and some come less often. If you have an expense that does not occur every month, put it in the "Other expenses this month" category.

MONTH _____ **YEAR** _____

My income this month

Income	Monthly total
Paychecks (salary after taxes, benefits, and check cashing fees)	\$
Other income (after taxes) for example: child support	\$
Total monthly income	\$ 0.00

Income

My expenses this month

	Expenses	Monthly total
HOUSING	Rent or mortgage	\$
	Renter's insurance or homeowner's insurance	\$
	Utilities (like electricity and gas)	\$
	Internet, cable, and phones	\$
	Other housing expenses (like property taxes)	\$
FOOD	Groceries and household supplies	\$
	Meals out	\$
	Other food expenses	\$
TRANSPORTATION	Public transportation and taxis	\$
	Gas for car	\$
	Parking and tolls	\$
	Car maintenance (like oil changes)	\$
	Car insurance	\$
	Car loan	\$
	Other transportation expenses	\$



Make a Budget

	Expenses	Monthly total
HEALTH	Medicine	\$
	Health insurance	\$
	Other health expenses (like doctors' appointments and eyeglasses)	\$
PERSONAL AND FAMILY	Child care	\$
	Child support	\$
	Money given or sent to family	\$
	Clothing and shoes	\$
	Laundry	\$
	Donations	\$
	Entertainment (like movies and amusement parks)	\$
	Other personal or family expenses (like beauty care)	\$
FINANCE	Fees for cashier's checks and money transfers	\$
	Prepaid cards and phone cards	\$
	Bank or credit card fees	\$
	Other fees	\$
OTHER	School costs (like supplies, tuition, student loans)	\$
	Other payments (like credit cards and savings)	\$
	Other expenses this month	\$
Total monthly expenses		\$

Expenses

$$\begin{array}{c}
 \$ \quad \boxed{} \\
 \text{Income}
 \end{array}
 -
 \begin{array}{c}
 \$ \quad \boxed{} \\
 \text{Expenses}
 \end{array}
 =
 \begin{array}{c}
 \$ \quad \boxed{}
 \end{array}$$

Maybe your income is more than your expenses. You have money left to save or spend.

Maybe your expenses are more than your income. Look at your budget to find expenses to cut.



Is my Budget Balanced?

If your difference in the exercise from the previous page is a positive number: Great! You have some money left over to work with. We suggest you put that into savings.

If your difference is \$0.00: This is exactly what you want your budget to look like. It means you have accounted for every dollar coming into your household. Every dollar has an assignment and you know exactly where your money is going.

If your difference is a negative number: If your expenses exceed your income; here are some options for balancing your budget:

1. Increase Employment Income

- Request more hours at your job
- Find a second job
- Get higher paying job, which may require training

2. Access Community Resources

- Apply for SNAP benefits (food stamps), childcare subsidies or Medicaid
- Learn about local agencies and churches that might be able to help

3. Reduce Housing Costs

- See **Dollars and Sense** section of this manual

4. Reduce Household Expenses

- See **Dollars and Sense** section of this manual

5. Evaluate Needs vs. Wants

- See **Needs vs. Wants** section of this manual

6. Quick Access Funds

- Sell personal items
- Donate plasma
- Obtain work through temp agency

My budget is currently **Balanced** **Unbalanced**

If your balance is negative (unbalanced), what areas of your budget do you think are contributing to that? What areas would you like to see change? There is no right or wrong answer.

Next step: put it into action >>

Monthly Cash Flow Plan

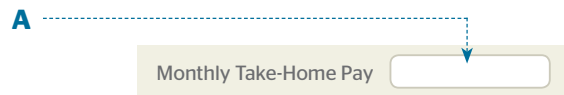
Cash flows in and out each month. Make sure you tell it where to go!

Yes, this budget form has a lot of lines and blanks.

But that's okay. We do that so we can list practically every expense imaginable on this form to prevent you from forgetting something. Don't expect to put something on every line. Just use the ones that are relevant to your specific situation.

Step 1

Enter your monthly take-home pay in the box at the top right (A). This is the amount you have for the month to budget. So far so good, huh?

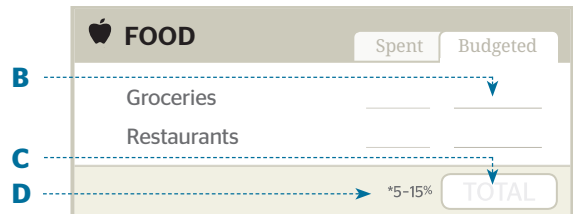
A 

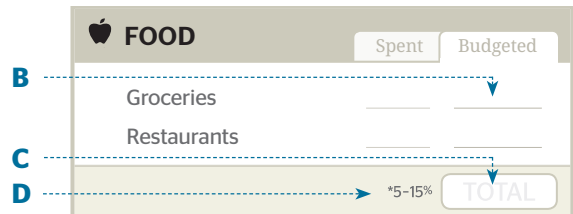
Monthly Take-Home Pay	<input type="text"/>
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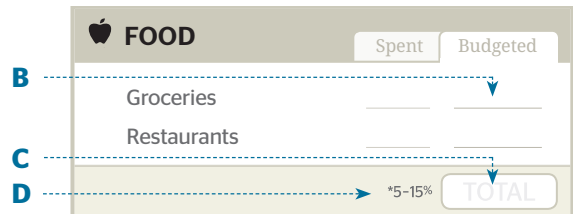
Step 2

Within each main category, such as Food, there are subcategories, like Groceries. Start at the top and work your way down, filling out the Budgeted column (B) first. Add up each subcategory and put that number in the Total box (C).

Also, pay attention to Dave's recommended percentages (D). This will help you keep from budgeting too much for a category.

B 

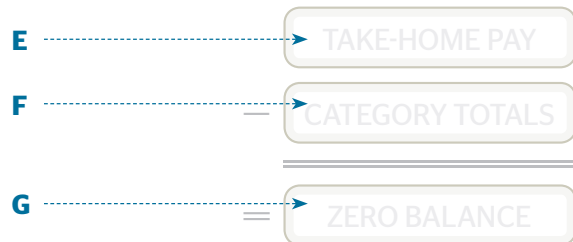
C 

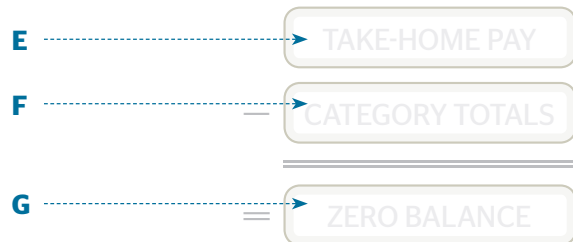
D 

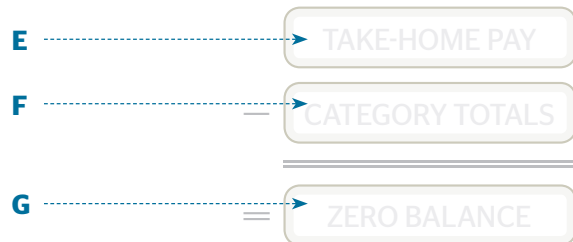
FOOD		Spent	Budgeted
Groceries		<input type="text"/>	<input type="text"/>
Restaurants		<input type="text"/>	<input type="text"/>
		*5-15%	TOTAL <input type="text"/>

Step 3

Finally, enter your take-home pay in the top box at the end of the page (E), then add up all categories and place that total in the Category Totals box (F). Then subtract your Category Totals amount from your Take-Home Pay. You should have a zero balance (G). Doesn't that feel great?

E 

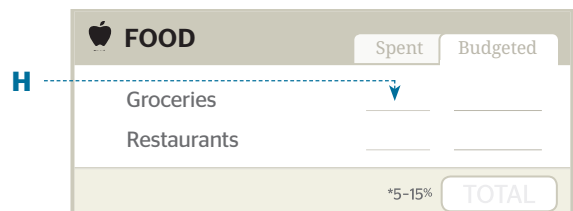
F 

G 

TAKE-HOME PAY	<input type="text"/>
CATEGORY TOTALS	<input type="text"/>
ZERO BALANCE	<input type="text"/>

Step 4

When the month ends, put what you actually spent in the Spent column (H). That will help you make any necessary adjustments to the next month's budget.

H 

FOOD		Spent	Budgeted
Groceries		<input type="text"/>	<input type="text"/>
Restaurants		<input type="text"/>	<input type="text"/>
		*5-15%	TOTAL <input type="text"/>

Monthly Cash Flow Plan

Cash flows in and out each month. Make sure you tell it where to go!

Monthly Take-Home Pay

Add up budgeted column
enter here

These icons represent good options for cash envelopes

♥ CHARITY	Spent	Budgeted
Tithes	_____	_____
Charity & Offerings	_____	_____
	*10-15%	TOTAL

🐷 SAVING	Spent	Budgeted
Emergency Fund	_____	_____
Retirement Fund	_____	_____
College Fund	_____	_____
	*10-15%	TOTAL

🏠 HOUSING	Spent	Budgeted
First Mortgage/Rent	_____	_____
Second Mortgage	_____	_____
Real Estate Taxes	_____	_____
Repairs/Maint.	_____	_____
Association Dues	_____	_____
	*25-35%	TOTAL

⚙️ UTILITIES	Spent	Budgeted
Electricity	_____	_____
Gas	_____	_____
Water	_____	_____
Trash	_____	_____
Phone/Mobile	_____	_____
Internet	_____	_____
Cable	_____	_____
	*5-10%	TOTAL

🍏 FOOD	Spent	Budgeted
✉️ Groceries	_____	_____
✉️ Restaurants	_____	_____
	*5-15%	TOTAL

👕 CLOTHING	Spent	Budgeted
✉️ Adults	_____	_____
✉️ Children	_____	_____
✉️ Cleaning/Laundry	_____	_____
	*2-7%	TOTAL

🚗 TRANSPORTATION	Spent	Budgeted
Gas & Oil	_____	_____
✉️ Repairs & Tires	_____	_____
License & Taxes	_____	_____
Car Replacement	_____	_____
Other _____	_____	_____
	*10-15%	TOTAL

🩺 MEDICAL/HEALTH	Spent	Budgeted
Medications	_____	_____
Doctor Bills	_____	_____
Dentist	_____	_____
Optometrist	_____	_____
Vitamins	_____	_____
Other _____	_____	_____
Other _____	_____	_____
	*5-10%	TOTAL

*Dave's Recommended Percentages

INSURANCE

	Spent	Budgeted
Life Insurance	_____	_____
Health Insurance	_____	_____
Homeowner/Renter	_____	_____
Auto Insurance	_____	_____
Disability Insurance	_____	_____
Identity Theft	_____	_____
Long-Term Care	_____	_____
	*10-25%	TOTAL

PERSONAL

	Spent	Budgeted
Child Care/Sitter	_____	_____
Toiletries	_____	_____
Cosmetics/Hair Care	_____	_____
Education/Tuition	_____	_____
Books/Supplies	_____	_____
Child Support	_____	_____
Alimony	_____	_____
Subscriptions	_____	_____
Organization Dues	_____	_____
Gifts (inc. Christmas)	_____	_____
Replace Furniture	_____	_____
Pocket Money (His)	_____	_____
Pocket Money (Hers)	_____	_____
Baby Supplies	_____	_____
Pet Supplies	_____	_____
Music/Technology	_____	_____
Miscellaneous	_____	_____
Other _____	_____	_____
Other _____	_____	_____
	*5-10%	TOTAL

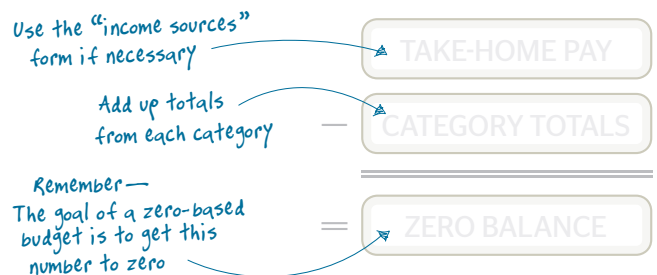
RECREATION

	Spent	Budgeted
Entertainment	_____	_____
Vacation	_____	_____
	*5-10%	TOTAL

DEBTS

	Spent	Budgeted
Car Payment 1	_____	_____
Car Payment 2	_____	_____
Credit Card 1 _____	_____	_____
Credit Card 2 _____	_____	_____
Credit Card 3 _____	_____	_____
Credit Card 4 _____	_____	_____
Credit Card 5 _____	_____	_____
Student Loan 1	_____	_____
Student Loan 2	_____	_____
Student Loan 3	_____	_____
Student Loan 4	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
<i>Your goal is 0%</i>	*5-10%	TOTAL

Once you have completed filling out each category, subtract all category totals from your take-home pay.





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