## Instructions for Budget and Expense Tracking

## And Identifying Income:

Expenses:

1. Fill out each line according to your average monthly expense
2. If there is a line where there is no expense, leave this blank
3. Continue on both pages
4. Add all numbers up and get your total, place that number on the Total Monthly Expenses line

Income:

1. Fill out each line where you would have income for the year and the month
2. If there is no income to report in a specific category, then leave it blank
3. Add the total and add it to the line where it says Total Income
4. Compare the amount per month to your total on the Budget and Expense Tracking Sheet
5. Acknowledge the difference and determine if your spending is too high or your income needs to increase