

## Budget Work Sheet

Use this budget work sheet to evaluate your family's total income and expenses for pre and post retirement. This work sheet will also identify common expenses that can be shared when both partners have assets and/or are working to equitably support the household. It will also help younger married couples or those living together determine their **total combined income and expenses**. After tabulating total combined expenses couples can then decide the percentage of the total each partner will contribute monthly to pay the bills, fund emergency savings, and put aside funds for discretionary spending such as vacations, etc.

*One of the primary reasons couples divorce is due to financial concerns. Completing a budget worksheet will help couples reduce anxiety and the uncertainty around finances in general. It will also help you determine ways to economize, what to eliminate or encourage you to identify lower cost alternatives.*

### List all known expense on this form.

1. To determine the cost of expenses that vary each month, review your bills for the past year or call the providers for your total payments for the past 12 months. Divide the total by 12 to get an estimated monthly amount. You will also find an estimated monthly payment on most utility bills that you can use for your average monthly costs.
2. For gas, groceries, and other variable expenses, add up your past three months expenditures and divide by three for each line item.
3. You will have to determine how much each party will put away monthly for discretionary items such as vacations, emergency savings, etc.
4. There are 26 biweekly pay periods yearly. Your monthly income will be a little more than your two consecutive biweekly pay totals. **Multiply you average biweekly take home pay by 2.16** to obtain your average monthly take home pay for this budget report.

### RECOMMENDATION

*Establish a joint bank account that both parties will deposit their share of the expenses. Then, the person making the payments would use that account to pay all common bills. The excess in the account would accumulate for emergencies and discretionary items or you can set aside emergency and vacation savings in separate accounts.*

### **FREE Reports**

[How to be Emotionally and Physically Prepared When You Retire](#)

[How to be Financially Prepared When You Retire](#)

[Master Retiree Contact List](#) *(Important contact numbers and information)*

**Credits:** Dennis V. Damp, host of [www.fedretire.net](http://www.fedretire.net)

Compliments of [www.federalretirement.net](http://www.federalretirement.net)

## INCOME (Monthly)

| <b>Income (Take Home)</b>   | <b>Pre Retirement</b> | <b>Post Retirement</b> | <b>Comments</b> |
|-----------------------------|-----------------------|------------------------|-----------------|
| Salary (1)                  |                       |                        |                 |
| Salary (2)                  |                       |                        |                 |
| Social Security (1)         |                       |                        |                 |
| Social Security (2)         |                       |                        |                 |
| Annuity (1)                 |                       |                        |                 |
| Annuity (2)                 |                       |                        |                 |
| TSP / 401K (1)              |                       |                        |                 |
| TSP / 401K (2)              |                       |                        |                 |
| Dividend Income             |                       |                        |                 |
| Interest Income             |                       |                        |                 |
| Other Income                |                       |                        |                 |
|                             |                       |                        |                 |
|                             |                       |                        |                 |
| <b>Monthly Total Income</b> |                       |                        |                 |

## NOTES

**Common expenses** are those monthly expenditures that benefit both spouses, partners, and associated family. The **grayed areas** listed under Common Expenses typically benefit the household and each party would contribute to pay these expenses. The purpose of separately identifying common charges is to show both parties the total common expenses and for each party to pay their fair share, typically half of the total common charges if each party has sufficient income.

Note: The common expenses would be listed in all columns where they apply. For example, if “Mortgage (1)” is your homes mortgage it benefits all who live there and would be listed in all columns if you intend to carry your mortgage into retirement. If you intend to pay off your mortgage before retiring the monthly loan amount would only be listed in two places; Pre Retirement and Pre retirement Common Expenses. You can add common expenses. For example. if Other Loan (1) is for the entire family it would also be listed as a common expense.

#### LOANS / DEBT

| Loans / Debt         | Pre Retirement | Post Retirement | Pre Retirement Common Expenses | Post Retirement Common Expenses |
|----------------------|----------------|-----------------|--------------------------------|---------------------------------|
| Mortgage (1)         |                |                 |                                |                                 |
| Mortgage (2)         |                |                 |                                |                                 |
| Credit Card (1)      |                |                 |                                |                                 |
| Credit Card (2)      |                |                 |                                |                                 |
| Car Loan (1)         |                |                 |                                |                                 |
| Car Loan (2)         |                |                 |                                |                                 |
| Home Equity Loan     |                |                 |                                |                                 |
| Other Loan (1)       |                |                 |                                |                                 |
| Other Loan (2)       |                |                 |                                |                                 |
|                      |                |                 |                                |                                 |
|                      |                |                 |                                |                                 |
| <b>Monthly Total</b> |                |                 |                                |                                 |

## UTILITY EXPENSES

| Utility Expenses     | Pre Retirement | Post Retirement | Pre Retirement Common Expenses | Post Retirement Common Expenses |
|----------------------|----------------|-----------------|--------------------------------|---------------------------------|
| Gas or Oil (Home)    |                |                 |                                |                                 |
| Electricity          |                |                 |                                |                                 |
| Cell Phone (1)       |                |                 |                                |                                 |
| Cell Phone (2)       |                |                 |                                |                                 |
| Water/Sewer          |                |                 |                                |                                 |
| Trash Collection     |                |                 |                                |                                 |
| Cable / Internet     |                |                 |                                |                                 |
| Other (1)            |                |                 |                                |                                 |
|                      |                |                 |                                |                                 |
|                      |                |                 |                                |                                 |
|                      |                |                 |                                |                                 |
| <b>Monthly Total</b> |                |                 |                                |                                 |

## INSURANCE PREMIUMS

| <b>Insurance Premiums</b> | <b>Pre Retirement</b> | <b>Post Retirement</b> | <b>Pre Retirement Common Expenses</b> | <b>Post Retirement Common Expenses</b> |
|---------------------------|-----------------------|------------------------|---------------------------------------|--|
| Life (1) FEGLI            |                       |                        |                                       |  |
| Life (2)                  |                       |                        |                                       |  |
| Health Ins. (FEHB)        |                       |                        |                                       |  |
| Home (1)                  |                       |                        |                                       |  |
| Home (2)                  |                       |                        |                                       |  |
| Long Term Care (1)        |                       |                        |                                       |  |
| Long Term Care (2)        |                       |                        |                                       |  |
| Auto Insurance (1)        |                       |                        |                                       |  |
| Auto Insurance (2)        |                       |                        |                                       |  |
| Umbrella Policy           |                       |                        |                                       |  |
| Mobile Home               |                       |                        |                                       |  |
| HOA Fees                  |                       |                        |                                       |  |
|                           |                       |                        |                                       |  |
|                           |                       |                        |                                       |  |
|                           |                       |                        |                                       |  |
| <b>Monthly Total</b>      |                       |                        |                                       |  |

## NOTES

## MONTHLY SAVINGS &amp; INVESTMENTS

| <b>Savings / Investments</b> | <b>Pre Retirement</b> | <b>Post Retirement</b> | <b>Pre Retirement Common Expenses</b> | <b>Post Retirement Common Expenses</b> |
|------------------------------|-----------------------|------------------------|---------------------------------------|--|
| Emergency Fund               |                       |                        |                                       |  |
| Credit Union                 |                       |                        |                                       |  |
| 529 College Fund (1)         |                       |                        |                                       |  |
| 529 College Fund (2)         |                       |                        |                                       |  |
| IRA (1)                      |                       |                        |                                       |  |
| IRA (2)                      |                       |                        |                                       |  |
| Stock Account (1)            |                       |                        |                                       |  |
| Stock Account (2)            |                       |                        |                                       |  |
| Other                        |                       |                        |                                       |  |
| <b>Monthly Total</b>         |                       |                        |                                       |  |

NOTES

## MISCELLANEOUS EXPENSES

| Misc. Expenses          | Pre Retirement | Post Retirement | Pre Retirement Common Expenses | Post Retirement Common Expenses |
|-------------------------|----------------|-----------------|--------------------------------|---------------------------------|
| Groceries (Average)     |                |                 |                                |                                 |
| Child Care              |                |                 |                                |                                 |
| Clothing                |                |                 |                                |                                 |
| Medical Co-payments     |                |                 |                                |                                 |
| Gas - Auto (1)          |                |                 |                                |                                 |
| Gas - Auto (2)          |                |                 |                                |                                 |
| Lawn Service            |                |                 |                                |                                 |
| *Misc (1)               |                |                 |                                |                                 |
| *Misc (2)               |                |                 |                                |                                 |
| Vacations (Est./Month)  |                |                 |                                |                                 |
| Home Warranty           |                |                 |                                |                                 |
| Supplies - Filters, etc |                |                 |                                |                                 |
| Cat & Dog Food          |                |                 |                                |                                 |
| Security Alert System   |                |                 |                                |                                 |
| Entertainment           |                |                 |                                |                                 |
|                         |                |                 |                                |                                 |
| <b>Monthly Total</b>    |                |                 |                                |                                 |

\*Misc expenses such as Starbucks coffee, parking fees, dry cleaning, etc.

## TOTAL INCOME VERSES EXPENSES

| Income / Expenses      | Pre Retirement | Post Retirement | Total Pre Retirement Common Expenses | Total Post Retirement Common Expenses |
|------------------------|----------------|-----------------|--------------------------------------|---------------------------------------|
| <b>Total Income</b>    |                |                 |                                      |                                       |
| <b>*Total Expenses</b> | -              | -               |                                      |                                       |
| <b>**Balance +/-</b>   |                |                 |                                      |                                       |

\* Total Expenses for pre and post retirement figures in column 2 and 3 are all expenses including common expenses. Only list common expense in the designated pre and post retirement common expense blocks. Typically, when both parties earn significant income each party pays half of the total common expenses. Common expenses would be ignored for a couple with only one spouse/partner working unless the non working spouse has retirement income, Social Security, or other income sources that they can contribute for the common good of the family.

\*\* Subtract total expenses from total income to determine your monthly positive or negative balance. A negative balance indicates the need to adjust your spending habits to cover your monthly expenses. Everyone should have an emergency fund to cover a minimum of 3 months expenses.

### Retirement Cost Analysis & Financial Planning Information

- <http://www.federalretirement.net/retirecosts.htm>
- [http://www.federalretirement.net/financial\\_planning.htm](http://www.federalretirement.net/financial_planning.htm)

### Other Resources:

- [Kiplinger's Online Budget Spreadsheet](#)