

Directions for My Income Allocation worksheet:

- 1) Account for every dollar and every cent from last month on this worksheet. Do not round up or round down. Place the exact amount for each category (add categories if necessary). If you cannot recall where every dollar and every cent went, place that amount in the Miscellaneous column.
- 2) In Monthly Allocation column, place the total amount budgeted or allocated for each category.
- 3) Based on how often you are paid, place your weekly/biweekly/bi-monthly/monthly check amounts under the appropriate week(s). Do this for each income stream as well as each budget/expense category. It would be helpful to have your check stubs handy because tax amounts are needed also.
- 4) Excel will automatically figure out your tithes. Overlay that amount if that was not the amount you returned back to God. The offering that you gave should be recorded in the Offering/Other Giving category. If you did not tithe, enter zero in the tithe column and place your offering in the Offering/Other Giving category.
- 5) Total Income will be calculated by Excel.
- 6) Total Outgo will be calculated by Excel. This figure is the total of all your expenses including taxes. Once you record all the expenses that you can remember, enter the remainder into the Miscellaneous column. The Total Outgo must equal the Total Income figure.
- 7) Finished! Email completed documents to your personal trainer! Go celebrate!