Paycheck Budget Worksheet

ONE PAYCHECK AT A TIME

Pay date	Take-home pay (after taxes)	Next pay date

Give every dollar of this paycheck a job before you spend it. When you finish, "left to assign" should be $0.

1. Bills due before your next paycheck

Bill	Due date	Amount	Paid
			☐
			☐
			☐
			☐
			☐
			☐
			☐
			☐

2. Savings and sinking funds

Goal	Amount from this paycheck	Done
		☐
		☐
		☐
		☐

3. Spending money until next payday

Category (groceries, gas, household, fun...)	Planned	Spent

Take-home pay		minus bills (1)	
minus savings (2)		minus spending (3)	
= Left to assign		Goal: $0. Extra? Add it to savings or debt.	

Bills by Paycheck Planner

MONTHLY

Month	Paycheck A date	Paycheck B date	Paycheck C date (if any)

List every monthly bill with its due date, then tick the paycheck that will pay it: the last paycheck that arrives before the due date.

Bill	Due day	Amount	A	B	C
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
Total per paycheck					

Check your plan

Paycheck A take-home _____ minus bills ticked A _____

Paycheck B take-home _____ minus bills ticked B _____

If one paycheck is overloaded, ask the biller if you can move the due date, or set aside part of the bill from the paycheck before.

Yearly Paycheck Tracker

YEAR: _____

Paid every two weeks? You get 26 paychecks in most years, so two months have three paychecks. Paid weekly? Four months have five. Mark those extra paychecks and decide now where they go.

#	Pay date	Take-home	Saved	Notes (extra paycheck? raise? bonus?)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
	Year total			

Example: A Filled-In Paycheck Plan

SAMPLE NUMBERS

A sample household paid every two weeks, $1,850 take-home per paycheck. Paycheck A covers bills due on the 1st to the 14th, paycheck B covers bills due on the 15th to the 31st. Your numbers will be different; this shows the method.

Paycheck A: $1,850

Item	Type	Amount
Rent (due 1st)	Bill	$1,150
Phone (due 5th)	Bill	$45
Internet (due 10th)	Bill	$60
Emergency fund	Saving	$75
Car repair fund	Saving	$40
Groceries	Spending	$300
Gas	Spending	$90
Household	Spending	$40
Fun money	Spending	$50
Left to assign		**$0**

Paycheck B: $1,850

Item	Type	Amount
Car payment (due 15th)	Bill	$310
Electric (due 18th)	Bill	$120
Car insurance (due 20th)	Bill	$135
Student loan (due 22nd)	Bill	$180
Streaming (due 28th)	Bill	$16
Emergency fund	Saving	$200
Holiday fund	Saving	$50
Car repair fund	Saving	$40
Groceries	Spending	$300
Gas	Spending	$90
Household	Spending	$40
Kids activities	Spending	$75
Fun money	Spending	$60
Extra debt payment	Debt	$234
Left to assign		**$0**

The third paycheck

In the two months with a third paycheck, this household's bills are already covered by A and B. A plan for the extra $1,850 could be: $900 to the emergency fund, $650 extra on the car loan, $300 to the holiday fund. Write your plan on the yearly tracker before the money arrives.