

Personal / Family Expenditure Planner

Welcome to the StreetSMART Personal / Family Expenditure Planner in PDF format

You should only use this PDF formatted tool if you do not have Microsoft Excel available. If you do have Microsoft Excel available then we strongly recommend that you use the Excel template tool on this web site which will do the calculations for you and also show the completed expenditure plan in graph form.

This planner is a simple device to help you to proactively choose how to spend your hard earned personal or family annual income. Think Smart and Be Different by creating an expenditure plan by using this planning tool

There is a saying - People Don't Plan to Fail, they just Fail To Plan! Don't be one of them. By thinking about how you want to utilise your annual income you are making an important first step towards controlling and creating your financial destiny.

To use this template:

1	Print the 2 pages entitled "Detailed Plan"
2	In the blue column "Budget Amount" enter the amount you usually spend
3	In the yellow cells circle the appropriate column depending on how often you spent the amount in column step 2. For example, if you spend say \$200 a week on groceries put \$200 in the "Budget Amount" column and then circle x52 in the "Week" column. If you spend say \$150 a quarter on water rates, enter \$150 into the "Budget Amount" column and then circle x4 in the "Quarter" column.
4	Work your way down the expenditure listing. Be honest with yourself and your partner and don't hide your expenditure habits.
5	Now move to the Annual Spend column and calculate the expenditure for each expenditure line. For example if you are spending \$200 for Groceries and circled x52, the multiply \$200 by 52 and enter \$10,400 in the annual spend column.
6	Total the Annual Spend column. If you wish you may want to calculate subtotals for each of the main expenditure groups as well, but this is not necessary.
7	At the bottom of the sheet calculate your Net After Tax Personal or Family Income. If you are unsure of the amount of net income you can calculate it from your gross income using the Income Tax Calculator on the StreetSMART web site under the "Smart Resources" tab
8	In the appropriate cell enter any other regular and reliable income you may receive such as part time job income, paid honorary work, income from boarders or adult children living at home, investments etc. and multiply it to an annual total as appropriate.
9	Calculate your total annual income and enter this in the correct line.
10	Deduct the Total Annual Expenditure from the Total Annual Income and put the resulting figure in the Annual Surplus or Deficit Line.
11	The draft plan should now be complete. Check the "Annual Surplus (Deficit)" total that is highlighted in gold. This is the amount that you have available to save or alternatively that you are over spending each year. If you are not happy with this amount go back and review your plan, making changes where necessary to get a result that you are happy with.
12	Once you are happy with your plan and goal setting do a final check to make sure it is a SMART - that is Specific, Measurable, Achievable, Realistic, and Time Bound . Particular attention needs to be given to Achievable and Realistic... are you committed to the goal and is it possible given your personal situation?
13	If no, then review and edit the plan again until you are happy with it.
14	If yes, congratulations - keep the detailed plan and file it some where so that you can update it again next time you review your plan (we recommend every 3-12 months)