

#### 4. Notebook or account book

due		
1-1 Rent	\$250.00	pd
1-5 phone	\$23.54	1-15
1-6 electric	\$63.25	1-23
1-8 school lunches	\$5.00	

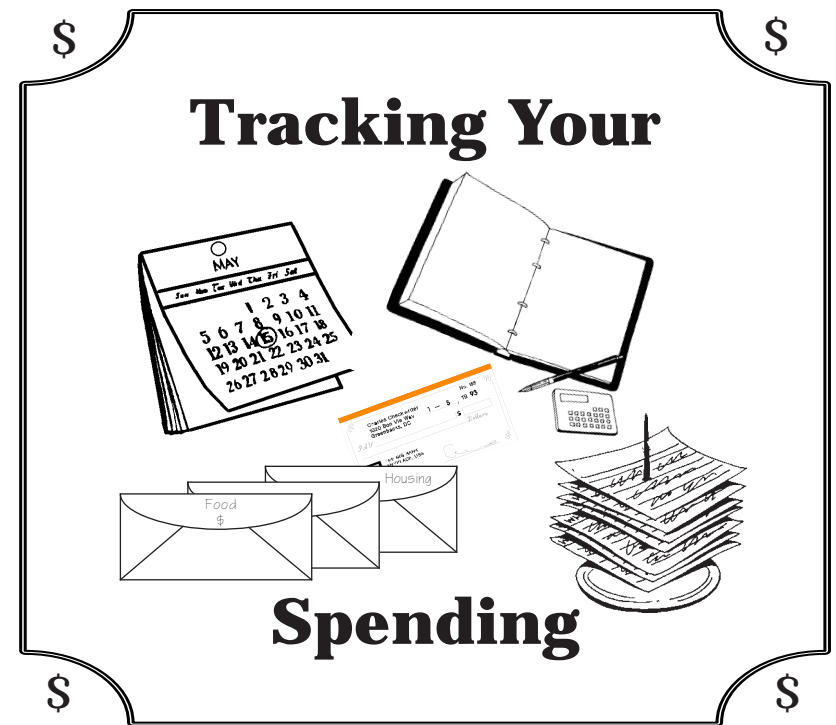
- You can use a small pocket notebook—or a large budget book—or anything between.
- Write down everything you spend money for—and all money you receive.
- You can use it to plan and record spending.
- Add up expenses each month.

#### 5. A checkbook register is another way to track spending.

For more help with managing your money, contact your local UW-Extension Family Living staff.

Prepared by Carolyn Krueger and Laurie Boyce, Family Resource Management Specialists, University of Wisconsin-Extension. This information is published by the University of Wisconsin Cooperative Extension Service in cooperation with the USDA and Wisconsin counties. UW-Extension provides equal opportunities in employment and programming, including Title IX and ADA requirements. 8/96

UNIVERSITY OF WISCONSIN-EXTENSION  
 COOPERATIVE EXTENSION  
 Family Living Programs



## Why should I track spending?

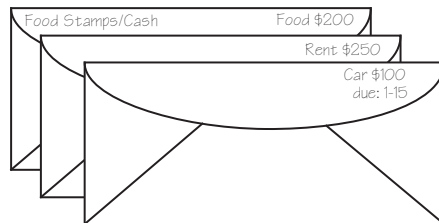
You can plan for and control spending easier when you know where money usually goes and how much is spent.

## How can I track spending?

Find a system that works for you. Here are five choices:

### 1. Envelopes

- Make an envelope for each major expense with the amount written on it.



- On payday, put enough money in the envelope to pay the expenses.
- When the bill comes, use the money from that envelope.
- Save receipts in the envelopes.

To make the envelope system work, spend only the amount in the envelope for that expense.

### 2. Calendar

- A calendar might look like this:

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	<b>1</b> AFDC Check \$451	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b> Cable bill \$22.50	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b> Gas bill \$100.00 Electric bill \$36.37	<b>13</b>
<b>14</b>	<b>15</b> Food stamps \$189.00	<b>16</b> Telephone bill \$42.25	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
<b>28</b> <ul style="list-style-type: none"> <li>• Write down amount of income expected on date</li> <li>• Write down bills on the date due</li> <li>• Circle the bill when it is paid</li> </ul>						

### 3. Receipts

- Save all receipts in a can or box
- When you don't get a receipt, write the amount and expense on a piece of paper and put it in your container.
- Add up receipts at end of the month

