

XYZ CREDIT UNION

1. Financial Goals Worksheet

Name of Member:	Address:	

	Target Date	Total Needed	Current Savings	Additional Savings Needed	Pay Periods Until Target Date (daily, weekly, monthly)	Savings Needed Per Pay period	Savings Needed per Month
Short Range Goals (one year)							
Mini Range Goals (2 to 5 years)							
Long Range Goals (5 years)							

2. Essential Expenses Budget

Instruction: Household expenses are categorized into essential and discretionary. Please include only the necessary expenses or expenses that cannot be avoided. You have to average the expenses that you pay periodically (quarterly, semi-annually or annually) to ensure that you have funds at the pay period. This money should be deposited in your credit union. The column on Budget Disposition is your classification of the nature of your allocation of your budget. Since some of the budget items are future expenses that will not be paid during the month, it is wise enough for you to deposit them in your credit union account. It is advisable that the savings are maintained separately according to purpose.

				Budget 1	Disposition	
Category	Expense	Average per month	Expense Directly paid during the month	Budget Savings Account	Financial Goal Savings Account	Other Accounts
Savings for	Short Range Goal					
Financial	Medium Range Goal					
Goals	Long Term Goal					
	Emergency					
Housing	Rent/Mortgage					
	Home Maintenance					
	Gas/electricity					
	Water					
	Telephone					
Food	Groceries and Household Items					
	At work or school					
Insurance	Medical					
	Life					
Medical Care	Doctor					
	Dentist					
	Optometrist					
	Prescriptions and First Aid					
Debt Service	Loans and Interest					
Child Care and	Nanny					
Children	School Tuition Fees and Uniforms					
Education	School Allowances					
	Others					

				Budget D	isposition	
Category	Expense	Average per month	Expense Directly paid during the month	Budget Savings Account	Financial Goal Savings Account	Other Accounts
Transportation	Car Payment					
	Insurance for car					
	Registration					
	Gasoline					
	Repairs and Maintenance					
	Public Transportation/Toll/Parking					
Miscellaneous	Laundry					
	Others					

Ways to reduce essential expenses:	Vays to reduce essential expenses:								

3. Discretionary Expenses Budget

Instruction: These expenses can easily be cut. The savings from these expenses can be used to increase your savings.

				Budget 1	Disposition	
Category	Expense	Average per month	Expense Directly paid during the month	Budget Savings Account	Financial Goal Savings Account	Other Accounts
	Beauty Parlor/Barber					
Personal	Clothing/Jewelry					
	Cosmetics/Perfume/Manicure & Pedicure					
	Others					
	Cable/Satellite					
	Movies/Concerts./Theater					
Entertainment	Books/Magazines/Newspapers					
	CDs/DVDs					
	Dining Out					
	Sports/Hobbies					
	Vacation/Travel					
	Internet Services					
	Pet Care					
Miscellaneous	Gifts for Holidays/Birthdays					
	Cell Phones					
	Postage					
	Camera					
	Cigarettes/Alcohol					
	Contributions to Church/Temple/Charity					
	Others					

Ways to cut discretionary expenses:	
	-

4. Weekly Expenses Tracking

Note: Divide your monthly budget into four

Category	Expense	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Expens es	Weekly Budget	Over/ Under
Savings	Short Range Goal										
for	Medium Range Goal										
Financial	Long Term Goal										
Goals	Emergency										
Housing	Rent/Mortgage										
	Home Maintenance										
	Gas/electricity										
	Water										
	Telephone										
Food	Groceries and Household Items										
	At work or school										
Insurance	Medical										
	Life										
Medical	Doctor										
Care	Dentist										
	Optometrist										
	Prescriptions and First Aid										
Debt Service	Loans and Interest										
Child Care	Nanny										
and	School Tuition Fees and										
Children	Uniforms										
Education	School Allowances										
	Others										
	Sub-Total										

Category	Expense	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Expens es	Weekly Budget	Over/ Under
Transporta	Car Payment										
tion	Insurance for car										
	Registration										
	Gasoline										
	Repairs and Maintenance										
	Public										
	Transportation/Toll/Parking										
Miscellane ous	Laundry										
	Others										
	Beauty Parlor/Barber										
Personal	Clothing/Jewelry										
	Cosmetics/Perfume/Manicure & Pedicure										
	Others										
	Cable/Satellite										
	Movies/Concerts./Theater										
Entertain	Books/Magazines/Newspapers										
ment	CDs/DVDs										
	Dining Out										
	Sports/Hobbies										
	Vacation/Travel										
	Sub-Total										

G 4	T.	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total	Weekly	Over/
Category	Expense								Expens	Budget	Under
	~ .								es		
	Internet Services										
	Pet Care										
Miscellane	Gifts for Holidays/Birthdays										
ous	Cell Phones										
	Postage										
	Camera										
	Cigarettes/Alcohol										
	Contributions to										
	Church/Temple/Charity										
	Others									·	
	Weekly Totals									·	

Note: Deposits made to the following accounts:	
Budget Savings Account	
Financial Goal Savings Account	
Other Accounts	
Total	

5. Monthly Expenses Tracking

Category	Expense	Week 1	Week 2	Week 3	Week 4	Total Expenses	Weekly Budget	Over/ Under
Savings	Short Range Goal							
for	Medium Range Goal							
Financial	Long Term Goal							
Goals	Emergency							
Housing	Rent/Mortgage							
	Home Maintenance							
	Gas/electricity							
	Water							
	Telephone							
Food	Groceries and Household Items							
	At work or school							
Insurance	Medical							
	Life							
Medical	Doctor							
Care	Dentist							
	Optometrist							
	Prescriptions and First Aid							
Debt	Loans and Interest							
Service								
Child Care	3							
and	School Tuition Fees and							
Children	Uniforms							
Education	School Allowances							
	Others							
	Sub-Total							

Category	Expense	Week 1	Week 2	Week 3	Week 4	Total Expenses	Weekly Budget	Over/ Under
Transporta	Car Payment							
tion	Insurance for car							
	Registration							
	Gasoline							
	Repairs and Maintenance							
	Public							
	Transportation/Toll/Parking							
Miscellane	Laundry							
ous								
	Others							
	Beauty Parlor/Barber							
Personal	Clothing/Jewelry							
	Cosmetics/Perfume/Manicure &							
	Pedicure							
	Others							
	Cable/Satellite							
	Movies/Concerts./Theater							
Entertain ment	Books/Magazines/Newspapers							
	CDs/DVDs							
	Dining Out							
	Sports/Hobbies							
	Vacation/Travel							
	Sub-Total							

Category	Expense	Week 1	Week 2	Week 3	Week 4	Total Expenses	Weekly Budget	Over/ Under
	Internet Services							
	Pet Care							
Miscellane	Gifts for Holidays/Birthdays							
ous	Cell Phones							
	Postage							
	Camera							
	Cigarettes/Alcohol							
	Contributions to							
	Church/Temple/Charity							
	Others			_				
	Weekly Totals			_				

Note: Deposits made to the follow	ing accounts:				
Budget Savings Account					
Financial Goal Savings Account					
Other Accounts					
Total			=		
Budget Overview:					
Income:	Expenses	Balanc	ce (+ or -)		

6. Monthly Income Budget

Source	Gross	Net	Remarks
Job			
Spouse's Job			
Part-time Job			
Rental Income			
Commissions/Bonuses			
Investment Income			
Government Benefits			
Business Income			
Others			
Total			

Income and Expenses Overview:						
Monthly Net Income						
Total Essential Expenses						
Total Discretionary Expenses						
Balance						
Ways to increase income:						