

Income and Expense Worksheet

Student Financial Services

Manage your cash flow more wisely with our income and expense worksheet.

Step One: List all sources of income and total at the bottom.

Income Sources	Monthly Amount
Work Pay (all jobs including Federal Work Study)	\$
Financial Aid (expected refunds paid to you)	\$
Assistance from Friends or Family	\$
Other	\$
Other	\$
	Total: \$

Step Two: List all expenses and total at the bottom.

Types of Expenses	Monthly Amount
Rent	\$
Cell Phone	\$
Utilities (heat, cable, electricity)	\$
Car (gas, insurance, misc.)	\$
Medical (health insurance or appointments)	\$
Groceries	\$
Toiletries	\$
School Books and Supplies	\$
Laundry	\$
Credit Card Bills	\$
Savings (Always pay yourself!)	\$
Other	\$
	Total: \$

Step Three: Determine your take home by subtracting your expenses from your income (INCOME-EXPENSES=TAKE HOME). Now, think about areas where you could cut back or adjust your spending. Keep in mind your wants and your needs.

Income	\$
Expenses	\$
Difference (spending money)	\$