

Guideline Percentages Instruction & Worksheet

Please meet with your saving or budget coach if you need help with the form.

① Total your spending into these Categories. Write the total on the appropriate line.

Housing _____	Transportation _____	Food _____
Life ins./ Retirement _____	Fun & Leisure _____	Miscellaneous _____
Apparel /serv. _____	Education _____	Personal care _____
Contributions _____	Savings _____	Emergency Fund _____
DEBT _____		

② Insert these totals into **Column #1** on the Guideline Percentages form.

③ Next, you will use a calculator to figure out the percent of your spending in each category compared to your INCOME.

Enter the % for each individual Category in **Column # 2 on the form**.

Annual Household Income (after taxes) = _____ ÷ 12 = _____

How to calculate: Category Expense ÷ Monthly Income, x 100 = %

Example: If you spend \$350 a month in the "Housing Category" and your income is \$1,000. . .

\$350 divided by \$1,000 and then times(x) by 100 = 35%

④ Complete 4th and 5th Steps from 1st page, adjusting spending to fit your income. This is done by increasing or decreasing spending percentages.

For example, if you are spending 6% of your income on "Personal care products and services," you can consider: **a)** reducing the spending, or **b)** taking 5% from another category [this category's norm is 1%]. Remember, your percentages should always equal 100% not more.

⑤ To convert Column # 3's percent to a \$\$ amount for **Column #4**: Income X "the percent", then press the % button on the calculator (do not hit "="). Example: \$1000 (income) X 35 (representing 35%) and then % button = \$350

The Guideline Percentages Form is based on Allegheny County demographics, the Department of Labor Consumer Expenditure Survey. Please Note: