

Setting a budget

If your total expenditure is greater than your income you are already in trouble and must find ways of reducing your outgoings or increasing your income. Cutting down on luxuries or reducing the number of times you go out are

obvious starting points.

If you have some money left over after paying the bills and living expenses then this is the total you have to spend on extras – or, more importantly, to use to pay off existing debts.

A sample budget

Wages (include any regular overtime/bonuses)	£	per week/month
Partner's wages (include any regular overtime/bonuses)	£	per week/month
Child benefit	£	per week/month
Working Families Tax Credit	£	per week/month
Income support	£	per week/month
Job seekers Allowance	£	per week/month
Incapacity benefit	£	per week/month
Disability living allowance	£	per week/month
Other income (please specify)	£	per week/month
Other income (please specify)	£	per week/month
TOTAL INCOME	£	per week/month
Rent/Mortgage (delete as applicable)	£	per week/month
Second mortgage or other secured loan	£	per week/month
Endowment policy/life assurance	£	per week/month
Council Tax	£	per week/month
Gas	£	per week/month
Electricity	£	per week/month
Telephone	£	per week/month
Water charges	£	per week/month
Household insurance	£	per week/month
TV licence	£	per week/month
Car tax/insurance	£	per week/month
Travelling expenses (e.g. petrol, public transport)	£	per week/month
Housekeeping (Food, toiletries, etc)	£	per week/month
Clothing	£	per week/month
School meals	£	per week/month
Child care	£	per week/month
Hire purchase/secured loan agreements	£	per week/month
Child maintenance	£	per week/month
Other (please specify)	£	per week/month
Other (please specify)	£	per week/month
Other (please specify)	£	per week/month
Other (please specify)	£	per week/month
Other (please specify)	£	per week/month
TOTAL EXPENDITURE	£	per week/month
Total Income	£	per week/month
Total expenditure	£	per week/month
Disposable income (total income less expenditure)	£	per week/month