



# A GUIDE TO BUDGETING AND SAVING YOUR MONEY

A budget is a spending plan—a plan on how to spend your money. Use a budget to track your income and expenses. Use it to see where you are overspending and need to cut down.

## HOW TO CREATE A BUDGET?

### #1

#### DETERMINE YOUR INCOME

Where does your money come from?

- Salary
- Grants
- Gifts
- Interest from financial accounts

### #2

#### IDENTIFY YOUR EXPENSES AND TRACK YOUR SPENDING

Where does your money go?

- School expenses
- Entertainment
- Food
- Bills
- Loans

### #3

#### CREATE YOUR BUDGET

Why should we budget? A budget helps you to:

- Understand where your money goes
- Live within your means and meet your goals
- Increase your savings
- Take control of your money



	MONTHLY \$ AMOUNT
<b>INCOME</b>	
<b>SALARY</b>	\$2000
<b>EXPENSES</b>	
Taxes	100
Loans	150
Savings	200
Rent/Mortgage	300
Food	400
Clothing	100
Transportation	200
Other	200
<b>SURPLUS/SHORTFALL</b>	<b>= \$350</b>

1. Create a spreadsheet (visit [centralbank.org.bz](http://centralbank.org.bz) to find a free budgeting worksheet).

2. Record your income. Deduct your expenses. Be sure to include savings. The balance is the money available for spending, your surplus.

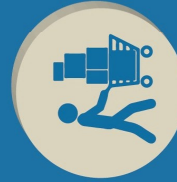
3 Check your budget balances. If you had less expenses and additional income in a month, you will have a surplus. That means you have more money available to save or spend. If you have a negative balance, you will have a shortfall. You will need to use some of your savings or reduce your expenses.

### #4

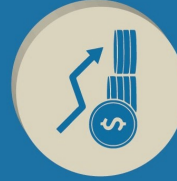
#### Put your plan into action

- After creating your budget, it's easier to set financial goals.
- Review your budget monthly, and make adjustments as needed.
- Find ways to save. Make smart investments. Learn more about financial planning.

## HERE ARE SIMPLE WAYS YOU CAN SAVE YOUR MONEY



Buy in bulk to avoid frequent trips.



Be choosy: shop around for lower prices/discounts.



Use energy saving lightbulbs.



Monitor power usage & control wasteful use. Check water leakage from faucets & pipes.



Prepare lunch/snacks at home.



Consider carpooling.



Get vehicle serviced regularly for better mileage.



Suggest "potlucks" when entertaining at home.