

CREATING A CASH FLOW BUDGET

Personal Finance Guide



Consider expense and income timing by **Creating a Cash Flow Budget**

A cash flow budget is all about tracking the timing of your income and expenses to make sure you have enough from week to week.

Before you can build a cash flow budget, you'll need to track your income, resources, and expenses for at least one month. Use your **Income and Benefits Tracker** and your **Spending Tracker** to help you get started. You'll need the information from both of these tools to create your cash flow budget.

What to do

- ✔ Enter your beginning balance for the week
- ✔ Add all of the income and benefits you receive that week. Subtract all of your expenses for that week. Include the money you spend on everyday expenses, bills and savings. Also include benefits you use to pay for things that would otherwise be paid for with cash, such as SNAP and TANF. Remember some benefits may only be used for specific expenses. For example, like SNAP benefits can be used for food, but not household items, like paper towels. If you receive a housing subsidy, include the full value of the subsidy under income and resources and the full market rate of your rent under expenses
- ✔ What's left is your ending balance. If it's positive, you have enough income and benefits to make it through the week. If it's negative, you're falling short
- ✔ Copy your ending balance for the week to the beginning balance of the next week. Repeat these steps for each week of the month



Emily Stevens

Director of Community Engagement, Nevada
emilys@scefcu.org • 702.743.5823

Together, we can make your financial goals a reality.



		Week 1	Week 2	Week 3	Week 4	Week 5
BEGINNING WEEKLY BALANCE	Your starting balance is a total of your cash, prepaid card and account balances	Starting balance =	Wk 1 ending balance =	Wk 2 ending balance =	Wk 3 ending balance =	Wk 4 ending balance =
+ Add money you receive each week	Job 1	+	+	+	+	+
	Job 2	+	+	+	+	+
	Housing subsidy	+	+	+	+	+
	SNAP	+	+	+	+	+
	TANF	+	+	+	+	+
	Other	+	+	+	+	+
	Total income	=	=	=	=	=
- Subtract your weekly expenses	Cellphone	-	-	-	-	-
	Debt payment	-	-	-	-	-
	Eating out	-	-	-	-	-
	Education & Childcare	-	-	-	-	-
	Entertainment	-	-	-	-	-
	Groceries & other supplies	-	-	-	-	-
	Health expenses	-	-	-	-	-
	Helping others	-	-	-	-	-
	Housing & utilities	-	-	-	-	-
	Pets	-	-	-	-	-
	Savings for emergency fund	-	-	-	-	-
	Savings for goals like education or retirement	-	-	-	-	-
	Transport	-	-	-	-	-
	Other	-	-	-	-	-
	Other	-	-	-	-	-
Total expenses	=	=	=	=	=	
ENDING WEEKLY BALANCE	Subtract your expenses from your income. This is your starting balance for the next week.	=	=	=	=	=

WE'RE HERE FOR YOU

We understand when talking about your personal finances that it's... well, personal. It can be a difficult subject to talk about, especially with a stranger.

We get it.

That's why our personal 1-on-1 counseling is completely confidential.

We'll sit with you to discuss your goals, challenges, and solutions, while helping to change your stress and anxiety into a hopeful plan for the future.

scefcu.org/MoneyCoach



scefcu.org
800.866.6474

