**A Budget is the magic key to sorting out your Finances**

Putting a budget together

Step 1

Get organised

* Gather all your statements and bills, payslips.
* Keep track of your budget on your computer (Excel)
* Download a budget planner ([www.moneysmart.gov.au](http://www.moneysmart.gov.au) > tools and resources)

Step 2

List your income.

* List all the money you receive each month from all sources eg. PAYG; Rental Income; Investment Income; Family Benefits
* Total your Monthly Income

Step 3

List your monthly expenses.

* Essential expenses eg. food, bills, education, mortgage, personal loans, credit cards
* Non-Essential expenses eg. Entertainment, Eating Out, Holidays, Bars/Clubs
* Be ruthless and honest
* Total your Monthly Expenses

Step 4

Balance your budget

* Hopefully your monthly income covers your monthly expenses. If not;
* Work out how to decrease your expenses or increase your income
* Pick up extra work if you need to

Step 5

Set Savings Target

* Once a surplus monthly income is created, decide how much to save comfortably
* Treat it like an Expense
* Take out a set amount each month automatically as soon as you get paid.
* Remember: If it’s comfortable you will not miss it.