Use the **"Monthly budget template"** to plan and track your monthly budget. It will help you better plan your expenses for the coming months and save more money.

Working with table data

Before working with the table, create a blank copy of the sheet, leaving it for the next month. And do the same before each use of the new tab. To do this, right-click the tab's name and select the **"Duplicate"** option, rename the sheet.
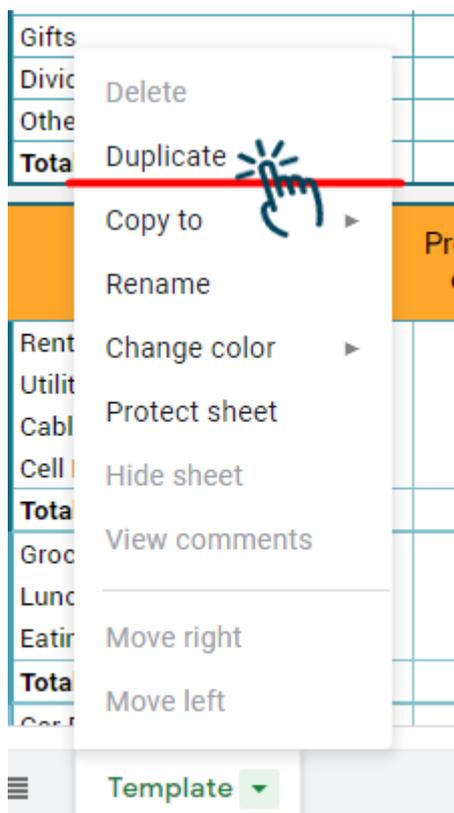
Then, you will see a table for income input data at the top.

		Projected Income	Actual Income	Balance
Income	Source 1			
	Source 2			
	Gifts			
	Dividends, cashback			
	Other			
	Total			

In the rows, you will see a list of possible types of income that make up the total monthly earnings.

- In the column "**Projected Income**," enter the planned values for each type of income.

- In the column "**Actual Income**," enter your actual income values for each type.

- The "**Balance**" column displays the difference between the planned and actual income values. If the actual income value is less than the planned one, the value of the difference will be displayed with a "-" sign in red.

At the bottom of the table, the totals row displays the totals for the columns. The completed income table might look like this.

		Projected Income	Actual Income	Balance
Income	Source 1	2 000,0	2 000,0	
	Source 2	5 000,0	5 500,0	500,0
	Gifts		600,0	600,0
	Dividends, cashback	500,0	400,0	-100,0
	Other	1 000,0	300,0	-700,0
	Total	8 500,0	8 800,0	300,0

Below you will see an expense tracking table divided into two columns. Expenditure items are grouped on the left side by the heading of the expense categories.

The rows show the list of expenditure items in the expense table, and the columns show the planned and actual costs and a result.

	Expenses	Projected costs	Actual costs	Result
Household	Rent/ Mortgage			
	Utilities			
	Cable/Satellite TV and Internet			
	Cell Phone			
	Total	0,0	0,0	

- In the "**Projected costs**" column, enter the projected costs for each expenditure item.

- In the **"Actual costs"** column, enter the values of the actual costs for each expenditure item.

- The **"Result"** column will be calculated **automatically**, and it will display the percentage of money saved (in blue with the prefix "saved") or overspending (in red with the prefix "over-spent").

The totals row will automatically calculate the amount for the category columns, and the percentage of money saved or overspent for the entire category. The completed category table might look like this.

Household				
	Rent/ Mortgage	1 000,0	995,0	1% saved
	Utilities	500,0	505,0	1% over-spent
	Cable/Satellite TV and Internet	600,0	700,0	17% over-spent
	Cell Phone	100,0	30,0	70% saved
	Total	2 200,0	2 230,0	1% over-spent

Fill in all the categories of expenses that are relevant to you in the same way.

Working with the result of calculations

At the bottom of the template, you will see a block of totals that are calculated automatically.

- The **"Total Income"** cell will display the value of the total income.

- The **"Total Expenses"** cell will display the value of the total expenses.

- The **"Balance"** cell will display the value of savings or overspending for the month.

The summary table might look like this.

Total Income	Total Expenses	Balance
8 800,0	8 600,0	200,0