

Family and Consumer Sciences

Counting Your Money Calendar



What is Ohio State University Extension?

Ohio State University Extension provides trusted, practical education to help people, businesses, and communities solve problems, develop skills, and build a better future.

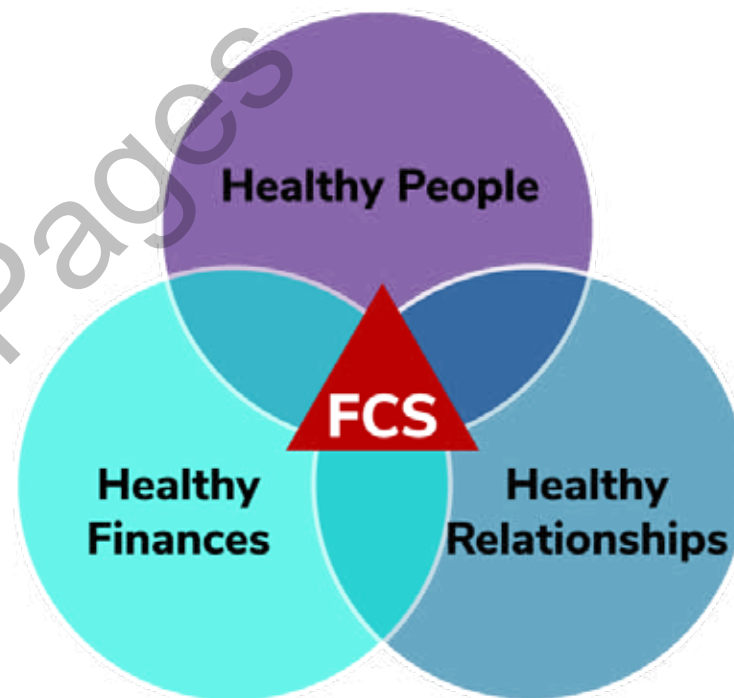
Ohio State University (OSU) Extension has local offices in each of Ohio's 88 counties. The Department of Extension is housed within the College of Food, Agricultural, and Environmental Sciences (CFAES) at The Ohio State University. Its faculty, staff, and volunteers engage Ohioans at all stages of life in non-formal educational programming grounded in the interaction and experiences of the learner. Extension's evidence-based education is designed to enhance social, economic, and environmental conditions. County educators collaborate with community stakeholders, campus-based faculty and staff in CFAES, the College of Education and Human Ecology, and others at The Ohio State University, and beyond.

OSU Extension is jointly funded by federal, state and county governments and private grants. Programs emphasize "helping people help themselves."

Extension education programs are offered in four areas: Family and Consumer Sciences, 4-H Youth Development, Community Development, and Agriculture and Natural Resources.

OSU Extension Family and Consumer Sciences is sensitive to the economic challenges families and communities face. Research indicates use of this tool helps families maintain financial stability.

Family and Consumer Sciences program areas focus on the following areas:



Learn more about Family and Consumer Sciences programs at fcs.osu.edu.

Why Do I Need this Money Management Tool?

Money is something (pieces of stamped metal, printed paper, or digital blockchains) customarily and legally used as a medium of exchange, a measure of value, or a means of payment.

All people interface in the global economy by exchanging money to purchase goods and services. Money is used as payment, and the money has a measure of value based on country of origin. Individuals receive money as payment for their time, knowledge, and physical labor.



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How to Use This Resource

This calendar is divided into two main sections, planning and implementation. The planning section contains seven guides that will help you to understand your current financial status and work toward building a spending plan. The guides are designed to be completed in order. The planning section will take at least a month to complete as a key component includes tracking all spending. If you have a co-spender, work on the guides together. As a household, you can discuss your plan and work toward accomplishing your financial goals. After the planning section, there is a calendar where you can implement your spending plan and adjust month to month as needed. For additional help, contact your local OSU Extension office at extension.osu.edu/lao



Guide One

Financial Well-being Questions

Managing where your money goes may seem like a hard thing to do. It can be easier than you think. First, answer the following questions.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Is your money gone before the next pay period?
<input type="checkbox"/>	<input type="checkbox"/>	Do you often wonder where your money was spent?
<input type="checkbox"/>	<input type="checkbox"/>	Do you run out of food or gas for your car before the next pay period?
<input type="checkbox"/>	<input type="checkbox"/>	Do you receive bill collection notices?
<input type="checkbox"/>	<input type="checkbox"/>	Do you dream about buying something, but think you can never afford it?
<input type="checkbox"/>	<input type="checkbox"/>	Do you borrow money or food from family, friends, or agencies to make ends meet each month?
<input type="checkbox"/>	<input type="checkbox"/>	Are some of your bills paid late each month?
<input type="checkbox"/>	<input type="checkbox"/>	Are you seeking a tool to help you manage your finances?

If you answered “**Yes**” to just one of these questions, this calendar can help you:

1. Learn how much money you have to spend each month.
2. Keep spending records to find out how much money you are spending each month for your needs and wants.
3. Make a spending plan so you manage where your money goes.

***“If you don’t manage your money,
your money will manage you!”***

Guide Nine

Follow Your Balanced Monthly Spending Plan

Following your spending plan is just as important as making it. Use the calendars (pages 12–23):

- Write in the name of the month and dates for that month.
- Write when income will be received (you may want to use green ink/pencil so it's easily seen).
- Write in when fixed payments and bills are due (you may want to use red ink/pencil).
- Write in any special events, such as gifts for birthdays or other occasional expenses.

Each month, be sure to:

- record your income.
- draw a line through the bill listed on your calendar as you pay it.
- list your fixed, flexible and occasional expenses.
- make a spending plan on the calendar page.
- follow your spending plan.
- track your spending each week.
- update your spending plan to account for additional income or expenses.
- mark any carryover from last month on your next month's calendar."

MONTH

March

YEAR 20__

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Save \$300 Red \$1,200 Allowances \$20	2 Water/Sewer \$40
3	4 Insurance \$70	5 Phone \$150 Lunch \$20	6 Transportation (Trans) \$15	7 Vet Visit \$90	8 Pay \$1,308 Allowances \$20	9 Eating out \$80
10	11 Groceries \$200	12 Laundry \$30	13 Car Pay \$280 Electric \$110	14 Haircut \$40 Lunch \$25	15 Trans. \$30 Allowances \$20	16
17 Mini Golf \$30	18 Credit Card payment \$120	19 Utilities/Gas \$70	20	21	22 Pay \$1,308 Allowances \$20	23 Eating out \$80
24	25 Groceries \$200 Trans. \$15	26 Furnace Filter \$50	27 Sweatshirt \$80	28 Trans. \$20 Lawn Service \$40	29 Allowances \$20	30 Movies \$60
31						



Ohioline Fact Sheets

Preparing a Net Worth Statement -
ohioline.osu.edu/factsheet/hyg-5245

Basic Estate Planning: Introduction -
ohioline.osu.edu/factsheet/ep-1

Getting to Know You, Your Co-spender, and Money -
ohioline.osu.edu/factsheet/hyg-5241

Don't Clash Over Cash -
ohioline.osu.edu/factsheet/hyg-5208

Basic Estate Planning: Miscellaneous Issues -
ohioline.osu.edu/factsheet/ep-12

Visit go.osu.edu/AdditionalCalendarResources for more resources on financial wellness.

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Set up a Record-Keeping System

Now that you've discovered how much you spend, it's time to make a plan for record keeping. Money management starts with keeping track of your bills, when they are due, and identifying where your money goes on a monthly basis.

Record keeping is important because:

- it helps you keep all of your bills, and receipts in one place;
- it will be easier for you to find your bills and payment receipts when you need them;
- if something happens to you, it is important that your family knows where to find your records.



Decide what works for you, paper copies or electronic documents in a filing system. Remember that in either case you need to keep all important papers and documents in a safe and secure location.

As your bill arrives, open it and write the payment amount and due date on your calendar. File your bills by the due date. Remember, if paying by check, mail the bill 7–10 days prior to the due date.

Here are some definitions that may help as you begin to set up your spending plan.

Due Date: Payment must be in the hands of the creditor by this date. Mail 7–10 days prior to due date.

Auto Pay: Automatic payments occur when money is automatically transferred on a scheduled date to pay a recurring bill.

Electronic Fund Transfer: Digital movement of money from one bank to another.

Paperless billing: Consent to receive an electronic bill, rather than a paper bill in the mail. Some providers offer a small discount for paperless billing.

Receipt File: For keeping receipts and bill stubs AFTER paying and recording them.



Once each week, take time to track your expenses by recording how your money was spent. This can be done by reviewing your bill holder and your money tracking sheet or electronic records. *Guide Four* allows you to track your monthly spending; refer to *Guide Six* to place your expenses into the correct category. By the end of the month, you will see how you chose to spend your money.

After recording your spending, put the receipts, spending slips, and bill stubs in your receipt file. File them by category, such as medical payments, food, utility bills, and household items, so that you can have ongoing records.



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Ohio State University Extension
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