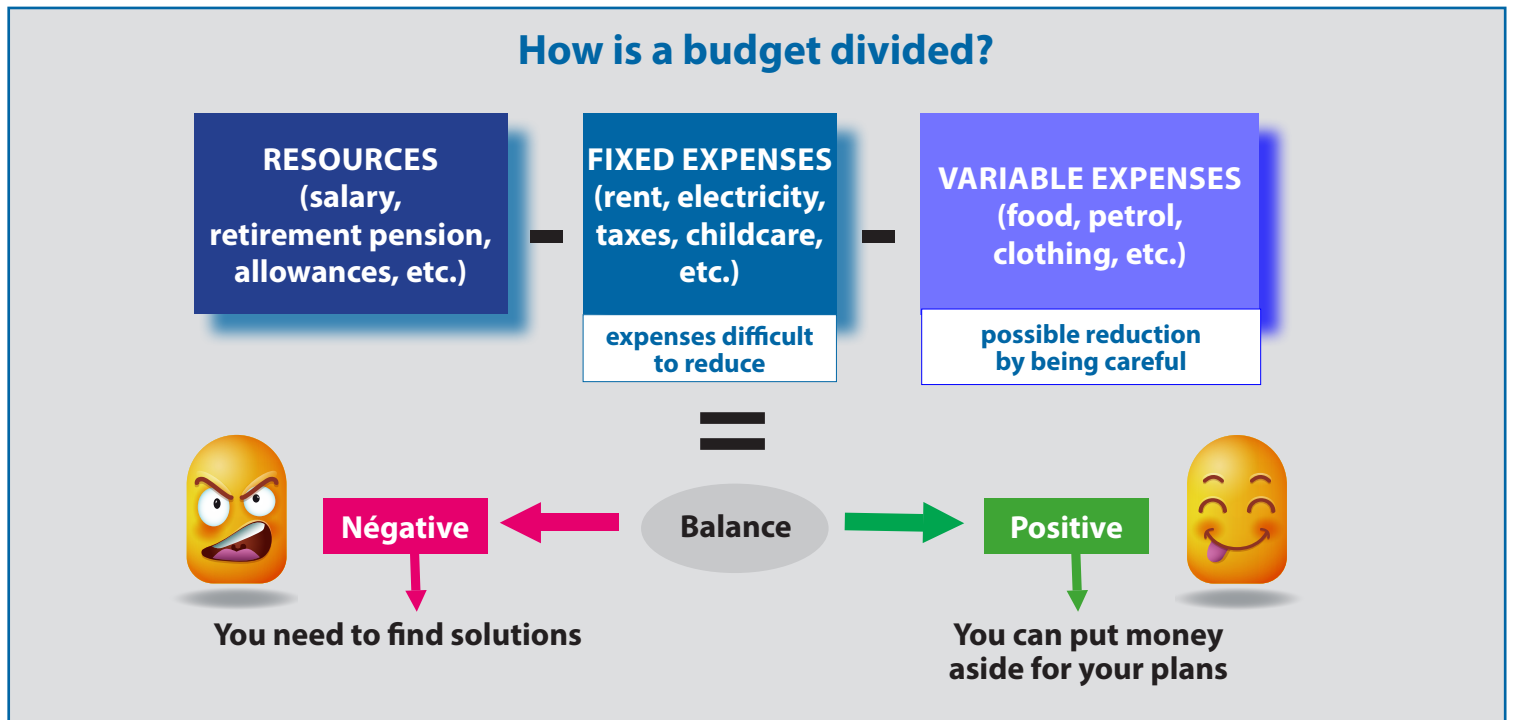


## MONITORING YOUR BUDGET ON A DAILY BASIS

Drawing up a budget and keeping track of your accounts is the key to knowing how much you can spend. A constraint, but an asset : to avoid unpleasant surprises.



### 3 good reasons to make a budget

#### 1 - To become aware

You see how much money you have left to live on every month once your fixed costs have been paid.

#### 2 - To react

- Are your fixed expenses greater than or equal to your resources? You need to make major changes to your organisation: change your accommodation, file for over-indebtedness, apply for aid, etc.
- Are you regularly overdrawn? Identify items of expenditure to be optimised: mobile phone subscriptions, energy, insurance contracts, etc.

#### 3 - To give yourself a treat

In order to do so :

- Control non-priority routine expenses to free up a small reserve of money.
- Place the money in a savings account even if you only have €10. To avoid having to think about it, schedule an automatic transfer every month to a savings account such as the *Livret A* basic savings.

### How do you establish a budget ?

- 1 - Use your bank statements over the course of a year to identify fixed and variable expenses that recur each month.
- 2 - Set aside money for your fixed expenses.
- 3 - Prefer monthly levies (energy, local taxes, insurance), which are more painless than an annual payment.
- 4 - Plan your routine and occasional expenses as much as possible.
- 5 - Track your accounts weekly or even monthly and adjust to your forecast.

#### Get help

Having trouble setting up or keeping track of your budget ? Are your accounts still out of control ? Ask for help from specialised organisations : Budget Advisory Point (*Point Conseil Budget - PCB*), Multiservice Mediation Information Point (*Point Information Médiation Multiservice - PIMMS*), public service houses (*Maisons de Services au Public - MSAP*), Association of the Cresus network, etc.

# BUDGET TABLE

Resources/Expenses		Month 1	Month 2	Month 3	
Previous month's balance					
RESSOURCES	Salary				
	Unemployment benefits / RSA				
	Student scholarship				
	Pensions (retirement, disability, alimony, etc.)				
	Family assistance				
	Housing support				
	Other				
	<b>Total ressources</b>				
FIXED EXPENSES	Housing	Rent and utilities			
		Water			
		ELECTRICITY			
		Gas			
		Landline, internet			
		Cell phone			
		Home insurance			
		Housing tax and TV fee			
		Property tax and rubbish collection tax			
	Health	Supplementary health insurance			
	Transport	Vehicle insurance			
		Subscription/bus, train, metro, tram tickets			
	Education and training				
	Current loans				
	Other				
	<b>Total fixed expenses</b>				
<b>REMAINDER FOR LIVING (resources - fixed expenses)</b>					
VARIABLE EXPENSES	Food, maintenance, hygiene				
	Medical expenses (medication or non-refundable care)				
	Vehicle petrol / tolls / maintenance / repairs				
	Clothing / aesthetics				
	Outings / leisure / holidays				
	Housing maintenance and equipment (furniture, DIY, gardening, etc.)				
	Other				
	<b>Total variable expenses</b>				
<b>BALANCE (money remaining at month end)</b>					
<b>RESERVE FOR PLANS (holiday savings, works, treats, hard times, etc.)</b>					