**Month**: May

**Step 1: List and Rank Bills/Expenses:** in the left column in the table below, list your bills and expenses by the most important to least important to pay.

**Step 2:** **Identify Fixed and Variable Costs:** if a bill has a fixed cost each month (for instance, rent), write that amount in the ‘Fixed Costs’ column. If a bill or expense changes each month (for instance, grocery costs might vary from month to month), write the amount you anticipate needing to cover that expense in the ‘Variable Costs’ column.

**Step 3: Add Up Your Fixed & Variable Costs:** in the last row in the table, add up your fixed and variable costs.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Fixed Bill or Expense**  *Most important to least important to pay* | **Fixed Costs**  *Bills that are the same every month (for example: rent)* |  | **Variable Bill or Expense**  *Most important to least important to pay* | **Variable Costs**  *Bills with changing costs (for example: groceries)* |
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**Total Expenses** (Add fixed and variable costs together):

**Income** (Anticipated money coming in):

**Leftover Money** (Subtract your expenses from your income):

*\*\*If your number is negative, cross out bills that you are unable to pay. Contact each and let them know your financial situation.*