

Spending Diary



Take care of
the pennies
and the
pounds take
care of
themselves

21 Crompton St, Wigan WN1 1BN

01942 245656

www.unifycu.org



Now you have taken the important decision to start budgeting, the best way to begin is by recording all of your spending. Completing a spending diary helps you to get a better picture of your overall spending from week to week. We don't always remember every pound from week to week, for example if you pop to the shops, but it is this type of spending that adds up!

If you want to control your money, then you first need to know where it goes. The Spending Diary will help you do this and may also help you find places where you can save money.



How will I fill out the Diary?

Fill in your diary every day, listing where you spent money or gave money to the children. At the end of every day you will know how much you have spent and how you spend your money. It is also a good idea to keep receipts in case you forget to write it in.

To begin the diary you need to know what money you have coming in, this is called your income

Things to include

- Wages
- Child Benefit
- Other Benefits
- Tax Credits
- Child maintenance
- Any other regular income

You also need to know what you have coming out, this is called expenditure

Make a list of all of your regular bills such as water, gas and electricity and then you have an idea of what comes out every month.

Make sure you add things like Rent/Mortgage and Utilities as priority.

HOUSEHOLD INCOME Weekly	Income 1	Income 2
Wages/Salary	£	£
Benefits	£	£
Pensions	£	£
Maintenance	£	£
Other	£	£
Add up each column	Total £	Total £
Total from income 1 & 2	Total	£

THE MATHS BIT

If I get paid monthly how do I calculate it into weekly amounts?
Monthly to Weekly

Multiply your wage by 12 then divide it by 52

Example: If you get paid £800 per month then $£800 \times 12 = £9,600$
 $£9,600$ divide by 52= £184.61

Day	Item	Cost
Monday	£	£
Tuesday	£	£
Wednesday	£	£
Thursday	£	£
Friday	£	£
Saturday	£	£
Sunday	£	£

TOTAL COST £

Day	Item	Cost
Monday	£	£
Tuesday	£	£
Wednesday	£	£
Thursday	£	£
Friday	£	£
Saturday	£	£
Sunday	£	£

TOTAL COST £

Day	Item	Cost
Monday	£	£
Tuesday	£	£
Wednesday	£	£
Thursday	£	£
Friday	£	£
Saturday	£	£
Sunday	£	£

TOTAL COST £

Day	Item	Cost
Monday	£	£
Tuesday	£	£
Wednesday	£	£
Thursday	£	£
Friday	£	£
Saturday	£	£
Sunday	£	£

TOTAL COST £

Day	Item	Cost
Monday	£	£
Tuesday	£	£
Wednesday	£	£
Thursday	£	£
Friday	£	£
Saturday	£	£
Sunday	£	£

TOTAL COST £

Day	Item	Cost
Monday	£	£
Tuesday	£	£
Wednesday	£	£
Thursday	£	£
Friday	£	£
Saturday	£	£
Sunday	£	£

TOTAL COST £

NOW LET'S ADD IT ALL UP

Add together the totals from the last 5 weeks and enter them in the Relevant section below...

RENT/MORTGAGE	
COUNCIL TAX	
GAS/ELECTRIC/WATER	
TV LICENCE	
PRESCRIPTIONS/DENTAL/OPTICIANS	
FOOD/SHOPPING	
TELEPHONE/BROADBAND/TV	
CHILDCARE	
CLOTHING	
TRAVEL	
LOANS/FINANCE/STORECARDS	
INSURANCE	
LEISURE	
CHILDRENS ACTIVITIES	
CIGARETTES/ALCOHOL	
SAVINGS/CHRISTMAS/BIRTHDAYS	
OTHER SPENDING	
TOTAL SPEND	£
TOTAL INCOME	£
TAKE AWAY THE SPENDING FROM THE INCOME HOW MUCH IS LEFT?	£

If you have more money going out than coming in, have a look at your weekly spends to see where you can cut costs from non essential spending. Make notes for next month

Notes...