Variable Costs Bi-Weekly Tracker

	Food			Bank Fees	Health	Transportation	Pet Care	Dependent Care		Clothes	Entertainment			Personal				Other
	Groceries/ Corner Store	Coffee/ Eating Out	Work/School Lunches	ATM/ Other	Presc. Meds/ Drugstore	Gas/Cabs/Bus/ Tolls	Vet/Food	Babysitting/ Daycare	$ To Children	Laundromat	Movie/Game Rentals	Night Clubs/ Hobbies	Lottery/ Bingo/ Casino	Tobacco	Alcohol	Newspapers/ Magazines	Cosmetics	Household Goods
WEEK 1																		
Sunday																		
Monday																		
Tuesday																		
Wednesday																		
Thursday																		
Friday																		
Saturday																		
TOTAL																		
WEEK 2																		
Sunday																		
Monday																		
Tuesday																		
Wednesday																		
Thursday																		
Friday																		
Saturday																		
TOTAL																		

TOTAL WEEK 1

TOTAL WEEK 2

TOTAL BI-WEEKLY EXPENSES

Variable Costs:
There are three types of expenses in a personal budget; fixed expenses, intermittent expenses, and variable expenses. The fixed expenses are the ones that remain the same from month to month and are relatively easy to plan for because we always know what to expect. (Rent, mortgage, car payments, insurance fees, are all examples of fixed expenses). Intermittent expenses are expenses that occur at various times throughout the year and tend to be in large lump sums. (Car repairs, clothing purchases, gift giving, are all examples of intermittent expenses). Refer to the **'Intermittent Expenses'** and **'Intermittent Savings Worksheet'** for further information on how to plan properly for these. **Variable expenses are the expenses that vary from month to month and tend to be the items we purchase on a daily basis.**

The **'Variable Costs Bi-Weekly Tracker'** worksheet is designed as a tool to get a handle on your variable or 'out of pocket' expenses. **This is one of the most valuable exercises in personal money management because very few people are aware of how much they are actually spending on these items!**

Worksheet Instructions:
The worksheet is designed to help you track two weeks of variable expenses. *(Tracking for a full month is ideal; additional forms can be downloaded from our website at* www.creditcounsellingssm.ca.) This process is beneficial because most people aren't aware of where their money goes. Simply collect a receipt or keep a journal for all of your purchases throughout a given day. At the end of the day, record each purchase in the corresponding category on the worksheet. (Modify the headings if the given categories do not work for you.) After completing a portion of the worksheet you will begin to see a pattern of your spending emerge and this will help you 'zoom' in on your spending habits allowing you to make necessary changes. These new numbers will enable you to make a very accurate and effective **'Monthly Budget'**.

A budget generally fails because the numbers in it are not an accurate reflection of what is really spent. After completing this worksheet **you will be surprised how quickly the 'little things' add up. Refer to the 'Needs and Wants'** pages for further information if you are struggling.