

## BUDGET WORKSHEET

Before you go for a job, it can really help to know what you need each month to get by. To help you determine a budget (how much you need to live) and how much you should charge for your services fill out the expenses form.

### EXPENSES (money going out)

#### Fixed Monthly Expenses

Rent	\$ _____
Utilities	\$ _____
Telephone/Cell	\$ _____
Food	\$ _____
Cable	\$ _____
Gas	\$ _____
Bus Pass/ Train	\$ _____
Parking	\$ _____
Internet Access	\$ _____
Insurances	
Car	\$ _____
Medical	\$ _____
Loans	
Car	\$ _____
School	\$ _____
Other Debts	\$ _____

#### Miscellaneous Expenses

Entertainment	\$ _____
Laundry/Dry Clean	\$ _____
Credit Cards	\$ _____
Clothes	\$ _____
Child Care	\$ _____
Vacation	\$ _____
Taxes	\$ _____
Other Debts	\$ _____

**Total Expenditure**      \$ \_\_\_\_\_

### INCOME (money coming in)

#### Source of Income

Full-time Position	\$ _____
Part-time Position	\$ _____
Freelance	\$ _____
Bonuses	\$ _____
Other	\$ _____

**Total Income**      \$ \_\_\_\_\_

## Pay Rates Calculation

Know what your hourly rate corresponds to an annual salary

Full-Time Hourly Rate	Annual Salary	Part-Time Hourly Rate	Annual Salary
\$11.00	\$22,880.00	\$11.00	\$11,440.00
\$11.50	\$23,920.00	\$11.50	\$11,960.00
\$12.00	\$24,960.00	\$12.00	\$12,480.00
\$12.50	\$26,000.00	\$12.50	\$13,000.00
\$13.00	\$27,040.00	\$13.00	\$13,520.00
\$13.50	\$28,080.00	\$13.50	\$14,040.00
\$14.00	\$29,120.00	\$14.00	\$14,560.00
\$14.50	\$30,160.00	\$14.50	\$15,080.00
\$15.00	\$31,200.00	\$15.00	\$15,600.00
\$15.50	\$32,240.00	\$15.50	\$16,120.00
\$16.00	\$33,280.00	\$16.00	\$16,640.00
\$16.50	\$34,320.00	\$16.50	\$17,160.00
\$17.00	\$35,360.00	\$17.00	\$17,680.00
\$17.50	\$36,400.00	\$17.50	\$18,200.00
\$18.00	\$37,440.00	\$18.00	\$18,720.00
\$18.50	\$38,480.00	\$18.50	\$19,240.00
\$19.00	\$39,520.00	\$19.00	\$19,760.00
\$19.50	\$40,560.00	\$19.50	\$20,280.00
\$20.00	\$41,600.00	\$20.00	\$20,800.00
\$20.50	\$42,640.00	\$20.50	\$21,320.00
\$21.00	\$43,680.00	\$21.00	\$21,840.00
\$21.50	\$44,720.00	\$21.50	\$22,360.00
\$22.00	\$45,760.00	\$22.00	\$22,880.00
\$22.50	\$46,800.00	\$22.50	\$23,400.00
\$23.00	\$47,840.00	\$23.00	\$23,920.00
\$23.50	\$48,880.00	\$23.50	\$24,440.00
\$24.00	\$49,920.00	\$24.00	\$24,960.00
\$24.50	\$50,960.00	\$24.50	\$25,480.00
\$25.00	\$52,000.00	\$25.00	\$26,000.00

Annual	Salary	Configuration
<b>Full-time</b>	Hr rate x 40 hrs x 52 wks =	Yearly Salary
<b>Part-time</b>	Hr rate x 20 hrs x 52 wks =	Yearly Salary

Hourly	Pay Rate	Configuration
	<b>Divide information</b>	
<b>Full-time</b>	Salary/40hrs/52 wks =	Hourly Pay Rate
<b>Part-time</b>	Salary/20hrs/52 wks =	Hourly Pay Rate