Lanaudière

Explanatory Document
Standard Monitoring Grid by Month or by Period

Use

Use this grid to monitor your budget in order to meet your financial objectives.

Use this grid to control a problematic budget situation or to build up working capital equivalent to one month's expenses.

Note: The use of a pencil is recommended for corrections.

How it works

This budget grid is a practical way of managing money to ensure that the budget forecast is respected.

The *budget forecast* (see the grid provided for this purpose) must be completed in advance. It contains a list of expenses, classified as obligations and current expenses.

The categories in the monitoring grid are identical to those in the forecast, but debts (see the grid provided for this purpose) are included with obligations.

Step 1

Choose the grid that best reflects your situation based on the frequency of your income.

- Use the ***Monitor by month*** grid if all your income comes in at the same time each month.
- Use the ***Monitor by periods*** grid if your income is weekly, every 2 weeks or received on different dates during the month. Each income corresponds to a period. For example, people with a weekly paycheck need 4 or 5 periods of 7 days and people with a bi-weekly paycheck need 2 or 3 periods of 14 days depending on the month of the year.

Step 2

It is essential to budget over an interval of about a month in order to have an overview and a better margin of manoeuvre.

Use the ***Forecast*** columns to enter all income and expenses for the interval in question, including debt repayments.

- Make this forecast just before the start of the interval in question to ensure that your estimates are as accurate as possible.
- Enter all income and expenses for the month or periods in question, including debt repayments.
- Complete the calculations in the grid.
- Your income must cover all your expenses, including debt repayments, for the month or for each period.
- If your income is not sufficient, adjust your expenses to avoid consequences such as delays or fees due to lack of funds (for example, reduce the amount allocated to restaurants or leisure activities in the current expenses category).
- Beware of payments that are made automatically!

Step 3

Use the ***Actual*** columns to indicate the actual income and the actual expenses for the month or for each period, which should correspond to the forecast.

Adjust again if necessary, for example if something unexpected happens. Describe the unexpected event in the appropriate category and add the amount in the ***Actual*** column. Make sure that this does not affect the payment of your other expenses. If it does, adjust the ***Forecast*** for the end of the month or remaining periods.

Keep track of your budget every month!

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