

**Troop 1018 Personal Management Merit Badge Workshop
Budget Preparation Exercise**

Worksheet 5 – Actual Income and Expenses

To begin, what month is this covering? _____

Step 1: If you have cash to start with, enter that on line one as your "starting balance".

Step 2: In the chart below record ALL of your actual expenses and any income received for the month.

Date	Item	Income	Expense	Balance
	Starting Balance			
	Ending Balance*:			
	Total: (add up the "income" and "expense columns)			

* If you need more than one page to record your expenses for the month this will be the starting balance on the next page.