

Using the Cash Envelope System is a simple, effective way to make sure you stay on budget week by week.



Contact The Village
Financial Resource Center at:
800-450-4019

Visit us online at
www.HelpWithMoney.org



CASH Envelope System

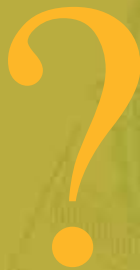
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Cash Envelope System Steps:

1. Decide on your regular weekly living expenses (groceries, gas, etc.). This will *not* include monthly bills.
2. Label envelopes for those specific categories. You may also use jars if you don't want to use envelopes.
3. Set dollar limits on what you feel you can afford to spend on these categories each week. Mark this dollar amount on the envelope.
4. Set the same day each week as your "payday" and put the exact amount of cash in the appropriate envelopes.
 - As an additional way to control your budget, use the Cash Flow Calendar to keep track of your spending in each category.
6. At the end of Week One, if there is any cash left, you can:
 - Keep the money in the same envelope and apply toward the next week's expenses.
 - Put the money in a separate envelope labeled "emergencies" and use appropriately for medical expenses, house repairs, car tune-ups, etc.
7. Start your second, third and fourth weeks by placing the same amount of cash in their respective envelopes.
8. At the end of a four-week period, reevaluate what you spent in those cash areas and adjust the amounts higher or lower as needed for the following month.



Questions about your Cash Envelope System? We have answers. Call toll-free at 800-450-4019. The Village Financial Resource Center counselors can help.



Designate a category: Food

Cash Envelope Example

Put \$ _____ from each payday into envelope

COST	ITEM
\$ _____	_____
\$ _____	_____
\$ _____	_____
\$ _____	_____
\$ _____	_____

By itemizing, you will be able to distinguish between necessary items and ones you may be able to live without.

