

# Income and Expense Statement Note Taking Guide

Name \_\_\_\_\_

**Directions:** Use the prompts provided to help you take notes during the lesson.

Income and Expense Statement for:	
Time Period:	
	Amount
<b>Income</b>	
<b>Earned Income</b>	
Wages or salary before deductions	
<b>Unearned Income</b>	
Interest earned this time period	
Money from savings and investments to help pay expenses during this time period	
<b>Received Income from Government Programs</b>	
<b>Total Income</b>	\$
<b>Expenses</b>	
<b>Deductions Often Taken from Paychecks</b>	
Contributions to retirement programs (401k, 403b, pension, IRA)	
Federal Income Tax and State Income Tax	
Social Security and Medicare	
<b>Saving and Investing (Pay Yourself First)</b>	
Contribution to savings and investments	
<b>Insurance Premiums</b>	
Health, automobile, home or renters, life	
<b>Housing Costs</b>	
<b>Transportation Costs</b>	
<b>Food Costs</b>	
<b>Family Member Care</b>	
<b>Communication and Computers</b>	
Telephone landline, cell phone, Internet, cable/satellite television	
<b>Medical Costs Not Covered by Insurance</b>	
<b>Clothing and Personal Care</b>	
<b>Educational Expenses</b>	
<b>Pet Care</b>	
<b>Entertainment</b>	
<b>Gifts and Charitable Contributions</b>	
<b>Credit Costs</b>	
Student loan, credit card, other loan payments	
<b>Total Expenses</b>	\$
<b>Net Gain or Net Loss (Income less Expenses)</b>	\$

What is an **income and expense statement**?  
\_\_\_\_\_

How can an **Income and Expense Statement** help you manage money?  
Evaluate \_\_\_\_\_  
Make changes to increase \_\_\_\_\_  
Make changes to reach \_\_\_\_\_  
Improve financial \_\_\_\_\_

**Income**

**Income** is \_\_\_\_\_.

**Earned income** is \_\_\_\_\_.

Unearned income is \_\_\_\_\_.

**Received Income** from Government Programs offer a \_\_\_\_\_.

Two examples of earned income are \_\_\_\_\_ and \_\_\_\_\_.

**Gross Income** is \_\_\_\_\_.

**Net Income** is \_\_\_\_\_.

The income recorded in the income section of the statement is \_\_\_\_\_ income.

Two examples of **unearned income** are \_\_\_\_\_ and \_\_\_\_\_.

Two examples of **income from government programs** are \_\_\_\_\_ and \_\_\_\_\_.



## Expenses

**Expenses** are \_\_\_\_\_

Taxes are \_\_\_\_\_

**Taxes** include:

- Deductions from \_\_\_\_\_
- \_\_\_\_\_ such as housing and transportation.
- \_\_\_\_\_ and \_\_\_\_\_ taxes are included within the cost of other expenses.

**Savings** is \_\_\_\_\_

Why can savings and investments be both an income and an expense? They can be \_\_\_\_\_ money from savings or investments to pay for expenses. Or they can be \_\_\_\_\_ money to savings or investments for future use.

**Insurance** is a product that \_\_\_\_\_ from an individual to an insurance company.

Examples of types of **insurance** are:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Examples of expenses in the **housing** category are:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Examples of expenses in the **transportation** category:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Examples of assets in the **food** category:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Example of **family member care** expenses:

- \_\_\_\_\_

Example of **communications** and **computer** expense:

- \_\_\_\_\_

Example of **medical costs** not covered by insurance:

- \_\_\_\_\_

Example of **clothing** and **personal care** expenses:

- \_\_\_\_\_

Example of **educational** expenses:

- \_\_\_\_\_

Example of **pet care** expenses

- \_\_\_\_\_

Example of **entertainment** expenses:

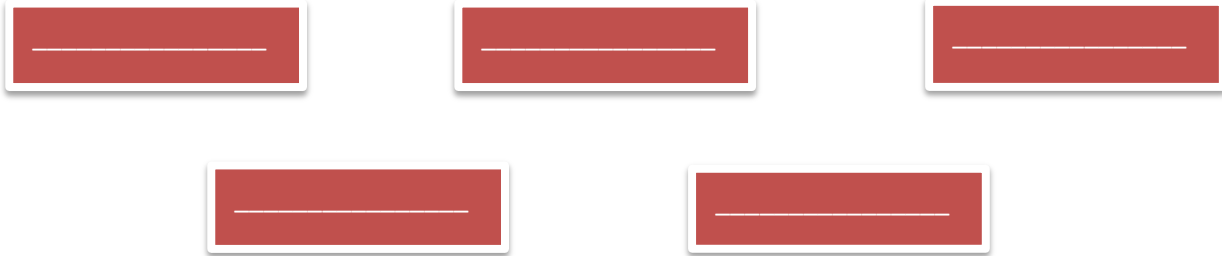
- \_\_\_\_\_

Example of **credit** costs:

- \_\_\_\_\_

## Tracking Income and Expenses

Examples of methods of tracking income and expenses:

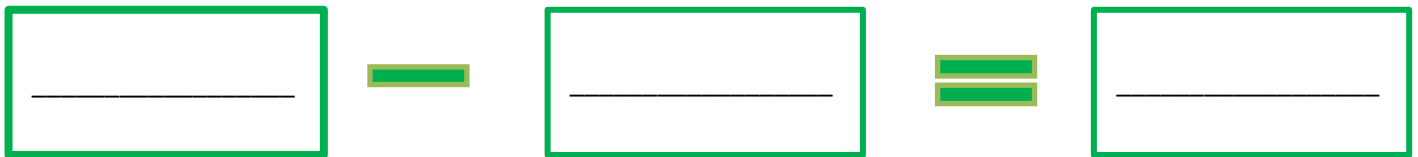


Why is a written system more effective than a mental system?

\_\_\_\_\_

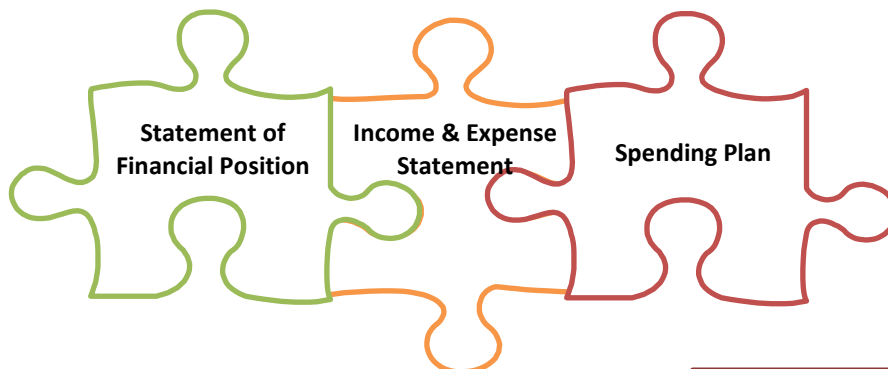
Which of these do you think would work best for you? \_\_\_\_\_

### Net Gain or Net Loss:



If the result is a **positive** number, you have a net \_\_\_\_\_.

If the result is a **negative** number, you have a net \_\_\_\_\_.



What is my financial position  
\_\_\_\_\_?

How have I managed my  
money in the \_\_\_\_\_?

What is my \_\_\_\_\_ money  
management plan?

Fill out Evan's Income and Expense Statement below.

Income and Expense Statement for: Evan	
Time Period: March	
Amounts:	
<b>Income</b>	
<b>Earned Income:</b>	
Wages or salary before deductions:	_____
<b>Total Income</b>	_____
<b>Expenses</b>	
<b>Deductions Often Taken from Paychecks:</b>	
Federal Income Tax	_____
Social Security Tax (FICA)	_____
Medicare	_____
<b>Saving and Investing (Pay Yourself First)</b>	
Contribution to savings and investments	_____
<b>Insurance Premiums</b>	
Health insurance, Medicaid and Medicare	_____
Renters or homeowners insurance	_____
Auto insurance	_____
<b>Housing Costs</b>	
Housing payment (rent or mortgage)	_____
Utilities (gas, electricity, water, garbage)	_____
<b>Transportation Costs</b>	
Fuel (gasoline/diesel)	_____
<b>Food Costs</b>	
Food at the grocery store	_____
Meals at restaurants	_____
Snacks away from home (coffee, treats)	_____
<b>Communication and Computers</b>	
Cell phone	_____
<b>Clothing and Personal Care</b>	
Personal care (shampoo, haircuts, cosmetics)	_____
Clothing	_____
<b>Entertainment</b>	
Movies, books, and other entertainment	_____
<b>Total Expenses</b>	_____
<b>Net Gain or Net Loss (Income minus Expenses)</b>	_____

According to Evan's Income and Expense Statement, he has a net loss. What are two things he can he do to change his net loss to a net gain?

\$ \_\_\_\_\_

\$ \_\_\_\_\_

How has creating an Income and Expense Statement helped Evan manage his money?

\_\_\_\_\_