

P1 / PLAN, RECORD, ADJUST

Monthly Allocation & Spending

Give this month's money a job—and see what changed without confusing the plan with a bank balance.

For From Paycheck to Breathing Room by Evan Calder & Daniel H. Mercer. Chapters 2, 4, 8–9 and Your monthly allocation provide the method. This workbook makes its original plan, revisions and recorded use reusable.

Five sheets; one first decision

Sheet	What to do
Read me	Review scope and software notes. Gold cells are inputs; formula areas are not for typing.
Income	Set the first day of the month and dated take-home. Scheduled or received income funds the plan; uncertain income does not.
Allocation	Enter purposes, Spending or Set aside, original amount and any deliberate change. Explain a material change.
Activity	Record purchases, refunds and funded set-asides with their correct type and state.
Decision	Compare recurring income with assignments. Then check dates in P2 and reserve support in P3.

THE FIRST CLICK

Open P1_Example.xlsx. Look at Decision, then Allocation: \$4,400 becomes \$4,200 without inventing income. Open P1_Your_Copy.xlsx, save a new month-specific filename, then complete Income and a few real purposes. Blank required values remain pending; enter 0 only when you mean zero.

This is a monthly assignment tool, not a daily balance or a debt-payoff engine. A remaining budget amount does not establish that money is available in checking today. No bank data is fetched.

WORKED EXAMPLE / A PLAN THAT FITS

Three changes—not another paycheck

Nina and Alex are the manuscript's fictional household. They receive two \$2,100 net paychecks. Their \$200 opening checking balance is not new income.

Line	Original	Change	Revised
Groceries	\$700	–\$50	\$650
Flexible spending	\$250	–\$100	\$150
Household/personal	\$180	–\$50	\$130
All other assignments	\$3,270	\$0	\$3,270
Total	\$4,400	–\$200	\$4,200

The \$300 buffer assignment is split into \$155 retained in checking and \$145 moved to emergency savings, consistent with Chapter 6. The location does not turn it into two buffers. The \$200 future-expense allocation has a different job.

The partial activity example

The workbook records rent of \$1,500, a \$75 grocery purchase and \$100 actually earmarked for a future expense. The later \$75 card payment and transfer of the same \$100 are not counted as new spending or a second set-aside. The second \$100 contribution is still Expected.

READ THE OUTPUT

Groceries: \$650 revised – \$75 actual = \$575 remaining. Recorded spending and funded set-asides: \$1,675. This is a deliberately partial example, not a claim that all October transactions have happened. Remaining set-aside capacity is not the accumulated fund balance.

A useful correction

Temporarily return all three Change cells to 0 in a copy. Decision shows a \$200 recurring-plan shortage. Do not “fix” it by adding opening checking as income. Reduce actual commitments, add a confirmed source or deliberately use older cash with its former job identified.

USE THE RIGHT TRANSACTION TYPE

One event can appear in different views—once in each

Type in P1	Effect here	What happens elsewhere
Purchase	Counts against Spending when Actual. On a card, use purchase date.	P2 records the later checking payment—not a second purchase withdrawal.
Card settlement / Transfer	Zero added to monthly spending.	P2 records checking movement; P3 updates funding/location as appropriate.
Old debt payment	Counts once as this month's debt assignment.	Do not add the interest included in that payment as another cash payment.
New set-aside	Counts when truly earmarked and cash-backed, even if retained in checking.	P3 records the new funded amount, not its later relocation as another addition.
Fund spending	Zero against new-income assignments in this model.	P3 reduces the older funded purpose. P2 records checking movement if applicable.
Refund	Reverses Spending as a negative counted amount.	Do not treat a refund as wages. Explain the purchase it reverses.

Choose one consistent route for a fund-paid bill: leave it outside current-income assignments and record its use in P3, or deliberately release older money into this month's plan and record the bill as current Spending. Do not do both. The release must reduce its old job in P3.

Reallocate rather than overwrite

Keep Original intact. If groceries need \$25 more, add +\$25 there and -\$25 to a purpose you can genuinely reduce, with a reason. If there is no reducible purpose or confirmed source, the negative balance is information—not a spreadsheet fault.

CLOSE THIS MONTH / BEGIN THE NEXT

A repeatable ten-minute review

Read the Income and Allocation Check columns first. Resolve active rows marked CHECK. In Activity, Expected entries do not count as Actual; incomplete active records make actual-dependent totals pending.

Compare the revised plan with the recorded spending and funded set-asides. Identify one meaningful difference and its cause. Check P2 before acting on a transfer or optional purchase. Check P3 before calling an amount “saved.”

Save a dated version. For the next month, use a new copy and a new income window. Carry real checking and fund balances once into P2/P3. Do not carry unused budget amounts into the next month as new earnings.

LIMITS THAT AFFECT USE

18 purposes, 60 activity rows and up to 8 income rows per month. Adding rows outside those ranges will not automatically extend every formula: start another copy or have the model deliberately extended. Sources and choices are manual. The file does not verify that your expense list is complete.

Formats and compatibility

Example and Your_Copy are XLSX files with formulas, no macros or external workbook links. This PDF is the readable/printable guide, not an interactive calculator. The delivered XLSX files were checked with artifact_tool; Microsoft Excel, Google Sheets, Numbers and mobile Excel have not been tested natively here.

Source and boundaries

Based on the complete supplied manuscript and its fictional examples. The card-payment route is an added teaching illustration using the same \$75 purchase; it is not an additional event in the printed ledger. General budget cross-check: consumer.gov/your-money/making-budget. The book retains all essential teaching.