Instructions for Assembly and Use of The Bill Tracking Calendar

- 1. Fold the paper in half so that the instructions are on one side and the calendar is on the other side.
- 2. Staple or tape edges to make a pocket.
- 3. Hang in a central place of the home (like refrigerator, by desk, etc.) to remind when bills are due.
- 4. Keep bill stubs and payment envelops in pocket until ready to pay.
- 5. Record payment day and amount payed on bill stub.
- 6. Store bill stubs and receipts of important or large purchases in pocket.
- 7. At the end of the month, place pocket in a safe place (like a shoe box or filing cabinet) to keep record of bills payed and purchases made.



State of Utah DEPARTMENT OF WORKFORCE SERVICES



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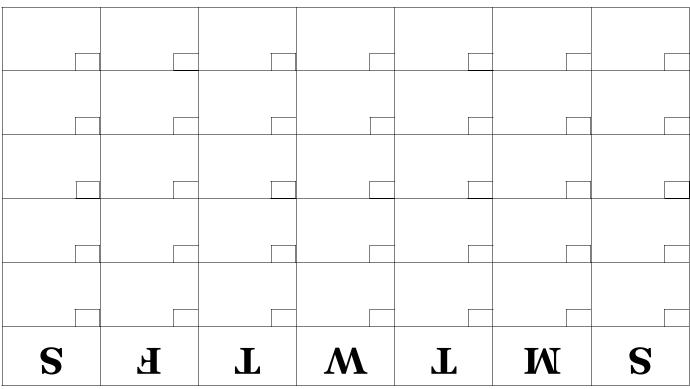
Use this calendar to keep track of income and bills.

Here's how:

- 1. Write in income when you get it (use a pen).
- 2. Write in bills and expenses when they are due (circle these).
- 3. Save bills in this pocket until ready to pay. (Receipts from purchases can also be saved in the pocket.)
- 4. As you pay each bill, cross it out.

Here is a sample:

	1 Check \$461	2	3	4	5 Cable Bill \$22.58	6
7	8 Electric Bill \$36.37 Sqs Bil \$20000	9		11 Food Stamps \$189.00	12	13 Phone Bill \$42.25
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29 Rent Bill \$375	30				



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