

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 envelopes 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.



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:

State of Utah
DEPARTMENT OF WORKFORCE SERVICES



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	1 Check \$461	2	3	4	5 Cable Bill \$22.50	6
7	8 Electric Bill \$36.37 Gas Bill \$100.00	9	10	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				

S	F	T	W	T	M	S

Month: