

# Budget plan

## Step 1 – My money

Putting together and planning a budget helps you understand more about how to manage your money. Everyone can benefit from managing their money better and it is a good idea to do a budget plan, or redo the one you have, to make sure it is still helping you.

There are three steps listed below to help you make your plan. We have a separate worksheet for each step. Do them one-by-one to build your plan over time.

<h3>Step 1 Your money</h3>	<p>Budgeting is not just about how much you spend. It is about where you spend your money.</p> <p>Writing down the money you get helps you to set goals to see if there are any ways to reduce your costs and money you owe. It also helps you think of ways to start saving.</p>
<h3>Step 2 Your goals</h3>	<p>Setting goals is a good way to start helping you decide how you spend your money in the future. It is about changing the way you manage your money to see if there are any ways to spend less and increase the money you get.</p>
<h3>Step 3 Managing your money</h3>	<p>A budget plan needs to change when something different happens in your life. You might move house and have to pay more or less than you were paying before, or you might get part-time work which means you have more money now.</p> <p>Your budget plan will need to show any new income or costs. You might need to set some new goals so you keep planning ahead for you and your family/whānau.</p> <p>Sharing your budget plan with a case manager helps us to support you. You will be able to talk about the things that are going well and what you are doing to manage your money. A case manager will also ask you if you need any help to reach or change some of your goals.</p>
<h3>Keep your plan safe</h3>	<p>When you make changes to your budget plan you need to bring it along to your next appointment. If you would like a copy to be kept on your record you can ask a case manager to do this for you.</p> <p>If you are applying for one-off costs using <b>MyMSD</b> you might be asked to upload the budget plan steps you have done. You can do this by taking a photo or attaching a file.</p>
<h3>Go online - use MyMSD</h3>	<p>You can save money and time by doing some things with us online using <b>MyMSD</b>. You can:</p> <ul style="list-style-type: none"> <li>• tell us what you earned</li> <li>• apply for a food grant, emergency dental treatment, school uniforms and school stationery</li> <li>• tell us about a change in address, phone or accommodation costs</li> <li>• tell us about a relationship change</li> <li>• check your next appointment</li> <li>• book, change and cancel some appointments</li> <li>• view your payment details</li> <li>• view debt details</li> <li>• check your payment card transactions – in near real time.</li> </ul> <p>New services are regularly added to <b>MyMSD</b> so you can do more online in future.</p> <p>No data? No problem! If you're on the Spark, Vodafone, 2degrees or Skinny mobile networks you can use our website and online services at little or no cost from your mobile phone or digital device.</p> <p>Go online now at <a href="http://my.msd.govt.nz">my.msd.govt.nz</a></p>
<h3>Other help</h3>	<p>There are other people who can help you manage your money and you can choose to talk to someone any time. We might also refer you to people who can work with you one-to-one to help build a long term plan.</p>

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Work and Income  
Te Hirainga Tangata

A service of the Ministry of Social Development

The space below is for you to fill out as a way to help you think about how you manage your money. You might see there are things you could do differently or goals you can set that will help you to make a plan.

### Money I get

Write down all the money you get. You can get information about your benefit from your **MyMSD** account or you can ask us.

Money you get	How often	How much

### Things I need to pay for

Write down all the things you have to pay for like food and rent, school fees, power and how often you pay them, for example weekly, fortnightly. This will help you see how much money you are paying out.

What you pay for	How often	How much

### Things I find hard to pay for

Write down the things you don't always find easy to pay for. Include the things that you would like to do more often and find hard to pay.

Cost	How often	How much

### Money I owe

Write down money you are repaying and how often you are repaying it, for example Inland Revenue or a family member. You can get information from **MyMSD** about the money you owe us, or you can ask us.

What you repay	How often	How much