

Bill Paying - CHECKLIST

Instructions: Enter bill details on each row. To add more bills, select a whole row, then right click and select **Insert** to add a new row. To insert a checkmark, double click a cell in the Done column.

		Month			
Category	Bill	Amount	Due date	Date paid	Done
Household/Standard Expenses	Mortgage/rent				
	Furniture				
	Electricity				
	Gas				
	Water				
	Groceries				
	Cell & telephone				
	Cable				
	Internet				
	Car Gas				
	Netflix or similar				
Insurance	Car				
	Other				
Loans, credit & overdrafts	Car				
	Student				
	Personal				
	Credit card				
	Other				
Savings	Personal				
	Retirement				
	Holiday				
	Other				
Other	Personal				
	Gifts				
	Going out				
	Other				