

Bill List Worksheet

Gather the key bill information needed for a clear budget.

This worksheet helps collect bill names, amounts, due dates and payment methods before a spreadsheet budget is prepared.

Purpose

- Put all regular commitments in one place.
- Make due dates clearer.
- Reduce missed or forgotten payments.
- Make future budget updates easier.

Include

- Rent or mortgage payments where relevant.
- Council tax, energy, water, phone, broadband and insurance.
- Subscriptions and small regular payments.
- School, childcare, travel, pet or household costs that repeat.

Good to remember

A small payment can still affect the budget if it repeats every week or month.

Checklist

Done	Step	Notes
☐	List regular bills	
☐	Add due dates	
☐	Add payment frequency	
☐	Check annual or irregular costs	
☐	Update changed prices	

Worksheet

Complete this page before starting a full budget review or spreadsheet setup.

Bill name	
Amount	£
Due date	
Frequency	Weekly / fortnightly / four-weekly / monthly / yearly
Payment method	Direct debit / standing order / card / manual
Is the amount changing soon?	
Notes	

Paid client budgets are prepared on spreadsheet using the figures supplied and calculated to the penny.