

HOUSTON MUSEUM OF NATURAL SCIENCE  
**SCOUTS@HMNS**  
**Personal Management Prerequisites**

Scout's Name: \_\_\_\_\_ Unit: \_\_\_\_\_

**REQUIREMENT 2**

Do the following:

- a. Prepare a budget reflecting your expected income (allowance, gifts, wages), expenses, and savings. Track and record your actual income, expenses, and savings for 13 consecutive weeks. (You may use the forms provided in the merit badge pamphlet, devise your own, or use a computer generated version.) When complete, present the records showing the results to your merit badge counselor.
  
- b. Compare expected income with expected expenses.
  1. If expenses exceed income, determine steps to balance your budget.


2. If income exceeds expenses, state how you would use the excess money (new goal, savings).


## REQUIREMENT 8

### PREREQUISITE

Demonstrate to your merit badge counselor your understanding of time management by doing the following:

- a. Write a "to do" list of tasks or activities, such as homework assignments, chores, and personal projects, that must be done in the coming week. List these in order of importance to you.


- b. Make a seven-day calendar or schedule. Put in your set activities, such as school classes, sports practices or games, jobs or chores, and/or Scout or church or club meetings, then plan when you will do all the tasks from your "to do" list between your set activities. On following page.
- c. Follow the one-week schedule you planned. Keep a daily diary or journal during each of the seven days of this week's activities, writing down when you completed each of the tasks on your "to do" list compared to when you scheduled them.
- d. Review your "to do" list, one-week schedule, and diary/journal to understand when your schedule worked and when it did not work. With your merit badge counselor, discuss and understand what you learned from this requirement and what you might do differently the next time.


To Do List	Scheduled Time	List difference in scheduled time to when you actually completed the task.						
		Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7

## Sample Budget Plan

Income Sources	Budgeted Amounts					Actual Amounts				Tot. Actual-Tot. Budget
	per Week	Month 1	Month 2	Month 3	Total	Month 1	Month 2	Month 3	Total	
Allowance										
Gifts										
Wages										
Other										
Income Totals										
Expenses	per Week	Month 1	Month 2	Month 3	Total	Month 1	Month 2	Month 3	Total	Act.-Budget
Savings-pay yourself 1st										
Donations/Charity										
Food/Meals out										
Clothing										
Entertainment/Movies										
CDs/DVDs, etc.										
Recreation										
Sports/Hobbies										
Travel										
Books/Magazines										
Gifts										
Other:										
Expense Totals										
Income - Expenses										

<i>Date</i>	<i>Description of Daily Income and Expenses</i>	<i>Deposit</i>	<i>Withdrawal</i>	<i>Balance</i>
<i>Week 1</i>		<i>Opening Balance</i>		

*Week 2*


*Week 3*


*Week 4*


*Week 5*


*Date*                      *Description of Daily Income and Expenses*                      *Deposit*    *Withdrawal Balance*

*Week 6*


*Week 7*


*Week 8*


*Week 9*


*Week 10*


*Date*                      *Description of Daily Income and Expenses*                      *Deposit*    *Withdrawal*    *Balance*  
*Week 11*


*Week 12*


*Week 13*
