

## OALCF Task Cover Sheet

**Task title:** Calculate a Monthly Budget

<b>Learner Name:</b>	
<b>Date Started:</b>	<b>Date Completed:</b>
<b>Successful Completion:</b> Yes ___ No ___	
<b>Goal Path:</b> Employment__ Apprenticeship__ Secondary School__ Post Secondary__ Independence✓	
<b>Task Description:</b> The task involves the learner understanding a budget	
<b>Competency:</b> A: Find and Use Information C: Understand and Use Numbers	<b>Task Group(s):</b> A1. Read continuous text A2. Interpret documents C1: Manage money C2: Manage time
<b>Level Indicators:</b> A1.1: Read brief texts to locate specific details A2.1: Interpret very simple documents to locate specific details C1.1: Compare costs and make simple calculations C2.1: Measure time and make simple comparisons and calculations	
<b>Performance Descriptors:</b> see chart on last page	
<b>Materials Required:</b> <ul style="list-style-type: none"><li>• Calculator</li><li>• Pen</li></ul>	

Instructor preparation:

- Review the student's instructions with the student to check for understanding.
- Instruct adding monetary values with decimals.
- Instruct cardinal numbers in reference to the weeks in a month.
- Ensure learner has an understanding of the months of the year.

**Task title:** Calculate a Monthly Budget

Many people create a budget each month so they can plan paying for bills and other expenses.

Your income is \$ 1200.00 each month. You have to pay all of your bills and buy groceries and clothes from this amount.

Your rent is \$695.00 and is due on February 1.

Your telephone bill is \$45.65 and is due on February 21.

Your hydro bill is \$86.35 and is due on February 27.

Your water bill is \$25.00 and is due on February 15.

**Task 1:** Calculate the total for your rent and your hydro bill.

\_\_\_\_\_

**Task 2:** Calculate the total you spend on your telephone bill and your water bill.

\_\_\_\_\_

**Task 3:** Calculate the total you spend on all your bills (rent, telephone, hydro, and water) listed above.

\_\_\_\_\_

**Task 4:** Calculate how much money you have left to spend on groceries, clothes and other items after you pay all your bills.

\_\_\_\_\_

**Task 5:** Look at a February calendar and circle one of the following to indicate the week in February that the rent is due:

1<sup>st</sup> week

2<sup>nd</sup> week

3<sup>rd</sup> week

4<sup>th</sup> week

**Task 6:** Look at a February calendar and circle the week in February that the telephone bill is due:

1<sup>st</sup> week

2<sup>nd</sup> week

3<sup>rd</sup> week

4<sup>th</sup> week

**Task 7:** Look at a February calendar and circle the week in February that the hydro bill is due:

1<sup>st</sup> week

2<sup>nd</sup> week

3<sup>rd</sup> week

4<sup>th</sup> week

**Task 8:** Look at a February calendar and circle the week in February that the water bill is due:

1<sup>st</sup> week

2<sup>nd</sup> week

3<sup>rd</sup> week

4<sup>th</sup> week

Task Title: Calculating a Monthly Budget – ANSWER KEY

**Task 1:** Calculate the total for your rent and your hydro bill. **\$781.35**

**Task 2:** Calculate the total you spend on your telephone bill and your water bill. **\$70.65**

**Task 3:** Calculate the total you spend on all your bills (rent, telephone, hydro, and water) listed above.

**\$852.00**

**Task 4:** Calculate how much money you have left to spend on groceries, clothes and other items after you pay all your bills.

$\$1200 - 852 = \$ 348.00$

**Task 5:** Look at a February calendar and circle one of the following to indicate the week in February that the rent is due:

1<sup>st</sup> week      2<sup>nd</sup> week      3<sup>rd</sup> week      4<sup>th</sup> week

**Task 6:** Look at a February calendar and circle the week in February that the telephone bill is due:

1<sup>st</sup> week      2<sup>nd</sup> week       3<sup>rd</sup> week      or       4<sup>th</sup> week depending on the calendar

**Task 7:** Look at a February calendar and circle the week in February that the hydro bill is due:

1<sup>st</sup> week      2<sup>nd</sup> week      3<sup>rd</sup> week       4<sup>th</sup> week

**Task 8:** Look at a February calendar and circle the week in February that the water bill is due:

1<sup>st</sup> week       2<sup>nd</sup> week      or       3<sup>rd</sup> week      4<sup>th</sup> week \*\* depending on the calendar

Task Title: Calculating a Monthly Budget

Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
A1.1:	<ul style="list-style-type: none"> <li>Reads short texts to locate a single piece of information</li> </ul>			
	<ul style="list-style-type: none"> <li>Decodes words and makes meaning of sentences in a single text</li> </ul>			
	<ul style="list-style-type: none"> <li>Follow simple, straightforward instructional texts</li> </ul>			
A2.1	<ul style="list-style-type: none"> <li>scans to locate specific details</li> </ul>			
	<ul style="list-style-type: none"> <li>identifies how lists are organized (e.g. sequential, chronological, alphabetical)</li> </ul>			
C1.1:	<ul style="list-style-type: none"> <li>Adds, subtracts, multiplies and divides whole numbers and decimals</li> </ul>			
	<ul style="list-style-type: none"> <li>Recognizes values in number and word format</li> </ul>			
	<ul style="list-style-type: none"> <li>Identifies and performs required operation</li> </ul>			
	<ul style="list-style-type: none"> <li>Follows apparent steps to reach solutions</li> </ul>			
	<ul style="list-style-type: none"> <li>Interprets and represents costs using monetary symbols and decimals</li> </ul>			
C2.1:	<ul style="list-style-type: none"> <li>Understands chronological order</li> </ul>			
	<ul style="list-style-type: none"> <li>Understands and uses common date format</li> </ul>			
	<ul style="list-style-type: none"> <li>Identifies and performs required operation</li> </ul>			

**This task:** was successfully completed \_\_\_ needs to be tried again \_\_\_

<b>Learner Comments</b>

\_\_\_\_\_  
Instructor (print)

\_\_\_\_\_  
Learner Signature