



Task Title: Managing Payments

OALCF Cover Sheet – Learner Copy

Learner Name: _____

Date Started (m/d/yyyy): _____

Date Completed (m/d/yyyy): _____

Successful Completion: Yes ☐ No ☐

Goal Path:

Employment	<input type="checkbox"/>	Apprenticeship	<input type="checkbox"/>
Secondary School	<input type="checkbox"/>	Post Secondary	<input type="checkbox"/>
		Independence	<input checked="" type="checkbox"/>

Task Description: The learner will complete a monthly bill payment schedule form to ensure bills are paid on time and that approximately the same total amount of bills is covered by each of two paycheques.

Main Competency / Task Group / Level Indicator:

- Find and Use Information/Interpret documents/A2.2
- Communicate Ideas and Information/Complete and create documents/B3.2a
- Understand and Use Numbers/Manage money/C1.1
- Understand and Use Numbers/Manage time/C2.2

Materials Required:

- Pen or pencil

Learner Information and Tasks

You are helping Geneva organize her bill payments. She gets paid twice a month by direct deposit on the 1st and 15th of the month. Geneva thinks she would like to pay her bills on her paydays by online banking, so she doesn't forget or spend her money before her bills get paid. She has made a list of her regular payments and their due dates below.

Scan "Geneva's Regular Monthly Bill Payments"

Geneva's Regular Monthly Bill Payments

Due Date	Payment To:	Amount
6th	Cable	\$95.68
14th	Car payment	\$235.35
1st	Cell phone	\$32.68
21st	Hydro	\$200.00
9th	Insurance	\$59.35
25th	Petro Canada account	\$150.00
17th	President's Choice MasterCard	Approx. \$400.00
end of month	Rent	\$905.00
15th	Visa	Approx. \$200.00

Work Sheet

Task 1: Organize Geneva's payments in the blank "Bill Payment Schedule Form". With online banking, sometimes it can take a few days for the money to get from the bank to the company, so she should pay each bill at least a week before it is due.

Answer:

Monthly Bill Payment Schedule Form			
<u>Due Date</u>	<u>Pay Date</u>	<u>Paid To</u>	<u>Amount</u>
		Total for 1st cheque	
		Total from 2nd cheque	
		Monthly Total	

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Task 2: Calculate the total cost of the bills she will be paying for each paycheque date and calculate the total for the month.

Answer:

Task 3: Geneva would like to set aside \$100 per month in a “holiday fund”, to save up for a vacation. Decide which pay she should add it to and include it in that list. Calculate the new total for that pay.

Answer:
