



Task Title: Paying Household Bills

OALCF Cover Sheet – Learner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐ No ☐

Goal Path: Employment ☐ Apprenticeship ☐

Secondary School ☐ Post Secondary ☐ Independence ☒

Task Description: The learner will write cheques for household bills and track monthly expenses.

Main Competency/Task Group/Level Indicator:

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

Materials Required:

- Pen/pencil and paper and/or digital device
- Calculator or digital device with calculator function (optional)

Learner Information

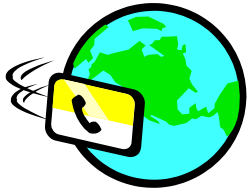
Most people track their monthly expenses and the amount of money they have in their account after paying each bill.

Look at Veena Hamilton's monthly bills for

- phone
- water
- electricity
- cable

Scan the "Cheques" and "Record of Cheques and Monthly Budget".

Global Phone



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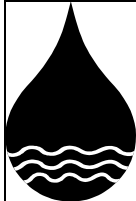
Veena Hamilton

Account Number
416-225-8448

Bill date: May 4, 2024

Account Summary

<u>Previous charges</u>	Amount of last bill	64.34	
	Payments	63.34cr	
	Adjustments	.00	
	Balance forward	<u>.00</u>	
<u>Current charges</u>	Monthly services (Mar 22 to Apr 21)	49.64	
	Changes	.00	
	Chargeable messages	5.10	
	GST 100458652	3.84	
	PST	4.08	
	Total current charges	<u>62.66</u>	
Total amount due			62.66
<small>Please pay upon receipt. To avoid a Late Payment Charge, please ensure we receive your payment on or before Apr 21, 2002.</small>			



WATER Bill

Make cheque payable to:
Treasurer, City of Tonto
Mail to: Treasurer,
Box 600
Tonto, Ontario
M5L 5L6

For enquiries pertaining to your
account call 444-2323

Account #

000037788 8988

Client

Veena Hamilton

Meter #

12577008

Amount Paid

Amount due

\$46.06

Due Date

27/Sep/2024

Please return this portion with your payment

WATER Bill

Current Reading Date	Reading
02/Aug/2024	868890.00

Previous Reading Date	Reading
29/Mar/2024	861056.00

Total Consumption
7834 gallons

Account #

000037788 8988

Meter #

12577008

Previous Payment

\$37.78

Due Date

27/Sep/2024

Last billing	\$37.78	
Payment (thank you)	-\$37.78	
Balance	\$0.00	

Current Billing	
Total 7834 gallons @ .00588	\$46.06
Total Current Billing (incl. previous balance)	\$46.06

Amount Due

\$46.06

Task Title: PayingHouseholdBills_I_A2.2_B3.1a_C1.2

ELECTRICITY BILL					
CUSTOMER: VEENA HAMILTON					
Meter Number	Bill for:	Days	Current meter reading	Previous meter reading	Kilowatt Hours Used
0126923	Oct 2/24 – Nov 2/24	31	88472	87691	781

Customer Charge.....14.97

*Delivery charge @ \$.03 /KWH.....23.43

Debt retirement charge @\$.007/KWH5.47

Electricity Charge @ \$.043/KWH33.58

Water Heater Rental7.00

Total..... 84.45

GST5.91

Total.....\$90.36

Due Date: Dec 4 2024

**includes distribution, transmission and wholesale operations charges*

Rogers Television

Changes since your last bill	Mar 16 - Mar 21	\$
Savings: Loyalty Offer Bundle- ends Mar 21/20		-2.96
Total changes since your last bill		-2.96
Monthly charges	Mar 16 - Apr 15	\$
2 Digital Adapter		0.00
MTV		2.51
HDTV Channel Pak		0.00
Select		32.48
Select Specialty Package		18.00
Total monthly charges		52.99
Other charges and credits		\$
Savings: Ongoing Bundle Discount		-10.00
Total other charges and credits		-10.00
Total before taxes		40.03
HST: 815781448		5.20
Total for TV		\$45.23


Rogers cable monthly charges


Cheques

VEENA HAMILTON 777 ANY STREET TORONTO, ONTARIO		598
		DATE _____
PAY TO _____	\$	<div style="border: 1px solid black; width: 100px; height: 80px; background-color: #cccccc;"></div>
THE ORDER OF _____	100 DOLLARS	
Memo _____		


VEENA HAMILTON 777 ANY STREET TORONTO, ONTARIO		599
		DATE _____
PAY TO _____	\$	<div style="border: 1px solid black; width: 100px; height: 80px; background-color: #cccccc;"></div>
THE ORDER OF _____	100 DOLLARS	
Memo _____		


Task Title: PayingHouseholdBills_I_A2.2_B3.1a_C1.2

VEENA HAMILTON 777 ANY STREET TORONTO, ONTARIO		600
DATE _____		
PAY TO THE ORDER OF	_____	\$ 
_____ /		100 DOLLARS
Memo	_____	_____

VEENA HAMILTON 777 ANY STREET TORONTO, ONTARIO		601
DATE _____		
PAY TO THE ORDER OF	_____	\$ 
_____ /		100 DOLLARS
Memo	_____	_____

Task Title: PayingHouseholdBills_I_A2.2_B3.1a_C1.2

VEENA HAMILTON 777 ANY STREET TORONTO, ONTARIO		602
DATE _____		
PAY TO _____ THE ORDER OF	\$ 	
_____ /	100 DOLLARS	
Memo _____	_____	

VEENA HAMILTON 777 ANY STREET TORONTO, ONTARIO		603
DATE _____		
PAY TO _____ THE ORDER OF	\$ 	
_____ /	100 DOLLARS	
Memo _____	_____	

Record of Cheques and Monthly Budget

Check No.	Date	Payment/Deposit	Check amount -		Amount of deposit +		Balance	
							\$3,465	00

Work Sheet

Task 1: Using the cheques provided, write a cheque for each of Veena's monthly bills. Use today's date and sign Veena Hamilton's name. Write an additional cheque, dated for the first day of next month, for \$978 to Reynolds Corporation for Veena's rent.

Answer: No written response required here.

Task completed: Yes: ☐

Task 2: Record the amount of each cheque you wrote in Task 1 in the Record of Cheques and Monthly Budget. The beginning balance is \$3,465.00. For each entry remember to calculate the new balance.

Answer: No written response required here.

Task completed: Yes: ☐
