



Task Title: Make a Budget for Personal Living Expenses

OALCF Cover Sheet – Practitioner 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 create a monthly household budget to plan and track expenses.

Main Competency/Task Group/Level Indicator:

- Communicate Ideas and Information/Complete and create documents/B3.2b
- Understand and Use Numbers/Manage money/C1.3

Materials Required:

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

Learner Information

You want to make a monthly budget. Your monthly income is \$2,500.

You have been tracking expenses over the past four weeks. Your expenses each month are

- Rent: \$1,200
- Cellphone: \$50
- Personal care (haircuts, etc.): \$60
- Transportation: You take the bus into town Monday-Friday for work. Each one-way ticket is \$2.50
- Groceries: \$400

Work Sheet

Task 1: Make a chart showing your monthly expenses over the last 4 weeks. Total your monthly spending.

Answer:

Task 2: How much money do you have left after you have paid these expenses?

Answer:

Task 3: Write down two or three additional spending categories you would want each month. Estimate how much you would budget in each category. Your total budget cannot be more than your income.

Answer:

Answers

Task 1: Make a chart showing your monthly expenses over the last 4 weeks. Total your monthly spending.

Answer: Learner's answer should look something like this:

Expense	Amount
Rent	\$1,200
Cell phone	\$50
Personal care	\$60
Transportation	\$100 (\$2.50 x 2 x 20 days)
Groceries	\$400
Total	\$1,810

Task 2: How much money do you have left after you have paid these expenses?

Answer:

$$\$2,500 - \$1,810 = \$690$$

Task 3: Write down two or three additional spending categories you would want each month. Estimate how much you would budget in each additional category. Your total budget cannot be more than your income.

Answers will vary. Additional spending cannot exceed \$690. Expenses may include clothing, entertainment, eating out, subscriptions, gifts/charitable, savings, etc.

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
B3.2b	follows conventions to display information in simple documents (e.g. use of font, colour, shading, bulleted lists)			
	sorts entries into categories			
	displays one or two categories of information organized according to content to be presented			
	identifies parts of documents using titles, row and column headings and labels			
C1.3	calculates using numbers expressed as whole numbers, fractions, decimals, percentages and integers			
	manages unfamiliar elements (e.g. context, content) to complete the task			
	chooses and performs required operations; make inferences to identify operations			

Task Title: MakeBudgetForPersonalLivingExpenses_I_B3.2b_C1.3

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
C1.3 cont'd	organizes and displays numerical information (e.g. tables, graphs)			
	uses strategies to check accuracy			

This task: Was successfully completed ☐ Needs to be tried again ☐

Learner Comments:

Instructor (print):

Learner (print):