

OALCF Task Cover Sheet

Task Title: Make budget for personal living expenses

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes ___ No ___	
Goal Path: Employment _ Apprenticeship___ Secondary School___ Post Secondary___ Independence✓	
Task Description: Create and monitor a weekly/monthly household budget to plan and track personal expenses.	
Competency: B: Communicate ideas and information C: Understand and Use Numbers	Task Group(s): B3: Complete and create documents C1: Manage Money
Level Indicators: B3.2b: Create simple documents to sort, display , and organize information C1.3: Find, integrate, and analyze numerical information to make multi-step calculations to compare cost options and prepare budgets	
Performance Descriptors: see chart on last page	
Materials Required: <ul style="list-style-type: none">• The attached notes	

Skill building activities: discussions on budgets and lessons around budgets are necessary before the learner attempts this task set. This website has lessons on budgets for kids, but can be refined to work with adult learners: <http://budgethomeschool.com/math/?f=/Finance>

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Learner Instructions:

Background information: Imagine you are the following person and you need to make a budget.

- You have been keeping a record of your expenses over the past 4 weeks and you want to make a monthly and weekly budget
- Your monthly income is \$1200.00
- Your rent is \$550 a month (this includes hydro and heating)

Task 1: Calculate how much you have available (after rent) to spend under the following headings:

- Telephone and/or cellphone
- Personal care (haircuts etc)
- Transportation (you have to take a bus into town on a daily basis – 5 days a week and bus tickets are \$2.50/ticket)
- Groceries
- Clothing
- Pocket money (for movies, coffee, etc)
- Gifts

Task 2: Make up two charts to show what your monthly and weekly budgets are going to be (if there are other items you wish to add to the list, you may do so).

- Estimate (guess) the amounts you think you will spend on the various items and put them into your budget
- Make sure your budget balances. This means you cannot spend more than you make (\$1200).

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Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
C1.3	<ul style="list-style-type: none"> Chooses and performs required operations; makes inferences to identify operations 			
	<ul style="list-style-type: none"> Selects appropriate steps to reach solutions from among options 			
	<ul style="list-style-type: none"> Finds, integrates, and analyses numerical information 			
	<ul style="list-style-type: none"> Uses strategies to check accuracy (e.g. estimate, using a calculator, repeating a calculation, using the revers operation) 			
B3.2B	<ul style="list-style-type: none"> Follows conventions to display information in simple documents (e.g. use of font, colour, shading, bulleted lists) 			
	<ul style="list-style-type: none"> Sorts entries into categories 			
	<ul style="list-style-type: none"> Displays one or two categories of information organized according to content to be presented 			

This task: was successfully completed ____ needs to be tried again ____

Learner Comments

Instructor (print)

Learner Signature