

Task Title: Make a Budget for Personal Living Expenses

# OALCF Cover Sheet – Practitioner Copy

**Learner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Started: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Goal Path:** | Employment | Apprenticeship |
| Secondary School | Post Secondary | Independence |

**Successful Completion:**  Yes No

**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 |  |  |  |
| 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):

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**