



Task Title: Managing Payments

OALCF Cover Sheet – Learner Copy

Learner Name: _____

Date Started (m/d/yyyy): _____

Date Completed (m/d/yyyy): _____

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

Competency:

- A: Find and Use Information
- B: Communicate Ideas and Information
- C: Understand and Use Numbers

Task Groups:

- A1: Read continuous text
- A2: Interpret documents
- B3: Complete and create documents
- C1: Manage money
- C2: Manage time

Level Indicators:

- A1.1: Read brief texts to locate specific details
- A2.2: Interpret simple documents to locate and connect information
- B3.2a: Uses layout to determine where to make entries in simple documents
- C1.1: Compare costs and make simple calculations
- C2.2: Make low-level inferences to calculate using time

Materials Required:

- Learner information and instructions (next page)
- Geneva’s Bill Payment Schedule Form (following learner information and instructions)
- 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 payday 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.

Task 1: Organize Geneva's payments in the blank "Bill Payment Schedule Form" on the next page. 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.

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

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:

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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:

Geneva’s Bill Payment Schedule Form

Monthly Bill Payment Schedule			
<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	