



Task Title: Calculate a Monthly Budget

**OALCF Cover Sheet – Practitioner Copy**

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

**Date Started (m/d/yyyy):** \_\_\_\_\_

**Date Completed (m/d/yyyy):** \_\_\_\_\_

**Successful Completion:** Yes  No

**Goal Path:** Employment  Apprenticeship

Secondary School  Post Secondary  Independence

**Task Description:** The task involves the learner understanding a budget.

**Competency:** A: Find and Use Information  
C: Understand and Use Numbers

**Task Groups:** A1. Read continuous text  
A2. Interpret documents  
C1: Manage money  
C2: Manage time

**Level Indicators:**

- A1.1: Read brief texts to locate specific details
- A2.1: Interpret very simple documents to locate specific details
- C1.1: Compare costs and make simple calculations
- C2.1: Measure time and make simple comparisons and calculations

**Performance Descriptors:** See chart on last page

**Materials Required:**

- Calculator
- Pen

**Instructor preparation:**

- Review the student’s instructions with the student to check for understanding.
- Instruct adding monetary values with decimals.
- Instruct cardinal numbers in reference to the weeks in a month.
- Ensure learner understands the months of the year.

**Learner Information**

Many people create a budget each month so they can plan paying for bills and other expenses.

Your income is \$ 1200.00 each month. You have to pay all of your bills and buy groceries and clothes from this amount.

Your rent is \$695.00 and is due on February 1.

Your telephone bill is \$45.65 and is due on February 21.

Your hydro bill is \$86.35 and is due on February 27.

Your water bill is \$25.00 and is due on February 15.

**Work Sheet**

**Task 1: Calculate the total for your rent and your hydro bill.**

Answer:

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**Task 2: Calculate the total you spend on your telephone bill and your water bill.**

Answer:

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**Task 3: Calculate the total you spend on all your bills (rent, telephone, hydro, and water) listed above.**

Answer:

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**Task 4:** Calculate how much money you have left to spend on groceries, clothes and other items after you pay all your bills.

Answer:

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**Task 5:** Look at a February calendar and select one from the following to indicate the week in February that the rent is due:

Answer:

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**Task 6:** Look at a February calendar and select one week in February that the telephone bill is due:

Answer:

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**Task 7:** Look at a February calendar and select one week in February that the hydro bill is due:

Answer:

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**Task 8:** Look at a February calendar and select one week in February that the water bill is due:

Answer:

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## Answers

**Task 1:** Calculate the total for your rent and your hydro bill.

Answer: **\$781.35**

**Task 2:** Calculate the total you spend on your telephone bill and your water bill.

Answer: **\$70.65**

**Task 3:** Calculate the total you spend on all your bills (rent, telephone, hydro, and water) listed above.

Answer: **\$852.00**

**Task 4:** Calculate how much money you have left to spend on groceries, clothes and other items after you pay all your bills.

Answer:  $\$1200 - 852 = \$ 348.00$

**Task 5:** Look at a February calendar and select one from the following to indicate the week in February that the rent is due:

Answer: **1<sup>st</sup> Week**

**Task 6:** Look at a February calendar and select one week in February that the telephone bill is due:

Answer: **3<sup>rd</sup> Week or 4<sup>th</sup> Week (depending on the calendar)**

**Task 7:** Look at a February calendar and select one week in February that the hydro bill is due:

Answer: **4<sup>th</sup> Week**

**Task 8:** Look at a February calendar and select one week in February that the water bill is due:

Answer: **2<sup>nd</sup> Week or 3<sup>rd</sup> Week (depending on the calendar)**

### Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.1	Reads short texts to locate a single piece of information			
A1.1	Decodes words and makes meaning of sentences in a single text			
A1.1	Follow simple, straightforward instructional texts			
A2.1	scans to locate specific details			
A2.1	identifies how lists are organized (e.g. sequential, chronological, alphabetical)			
C1.1	Adds, subtracts, multiplies and divides whole numbers and decimals			
C1.1	Recognizes values in number and word format			
C1.1	Identifies and performs required operation			
C1.1	Follows apparent steps to reach solutions			
C1.1	Interprets and represents costs using monetary symbols and decimals			
C2.1	Understands chronological order			
C2.1	Understands and uses common date format			
C2.1	Identifies and performs required operation			

Task Title: CalculateaMonthlyBudget\_I\_A1.1\_A2.1\_C1.1\_C2.1

This task:

Was successfully completed  Needs to be tried again

Learner Comments:

Instructor (print):

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Learner Signature:

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