Task Title: Managing Payments

OALCF Cover Sheet – Practitioner Copy

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 learner will complete a monthly bill payment schedule form ensuring bills are paid on time and that approximately the same total amount of bills iare 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

Performance Descriptors: See chart on the last page

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 paydays 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:

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			
Due Date	**Pay Date**	**Paid To**	**Amount**
		Total for 1st cheque	
		Total from 2nd cheque	
		Monthly Total	

Answer Sheet

Task 1: Below is one way the learner may have filled in the Monthly Bill Payment Schedule. Ensure that all bills have been included, that each bill is paid at least one week before its due date, and that the total amounts paid from each pay cheque are close to equal.

Monthly Bill Payment Schedule			
Due Date	**Pay Date**	**Paid To**	**Amount**
9th	1st	Insurance	$59.35
15th	1st	Visa	$200.00
17th	1st	President's Choice	$400.00
21st	1st	Hydro	$200.00
14th	1st	Car payment	$235.35
		Total for 1st cheque	**$1,094.70**
End of month	15th	Rent	$905.00
6th	15th	Cable	$95.68
25th	15th	Petro Can account	$150.00
1st	15th	Cell phone	$32.68
		Total from 2nd cheque	**$1,183.36**
		Monthly Total	***$2,278.06***

Task 2   Totals are listed in the chart

Task 3   The Holiday Fund should be added to the pay on the 1st, because that pay has lower payments. That will bring that total to $1,194.70.

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.1	Decodes words and makes meaning of sentences in a single text			
	Follows simple, straightforward instructional texts			
	Identifies the main idea in brief texts			
A2.2	Extracts information from tables and forms			
	Uses layout to locate information			
	Makes low-level inferences			
	Makes connections between parts of documents			
B3.2a	Uses layout to determine where to make entries			
	Begins to make some inferences to decide what information is needed, where and how to enter the information			
C1.1	Adds, subtracts, multiplies, and divides whole numbers and decimals			
	Recognizes values in number and word format			
	Understands numerical order			
	Identifies and performs required operation			
	Interprets and represents costs using monetary symbols and decimals			

Task Title: ManagingPayments_I_A1.1_A2.2_B3.2a_C1.1_C2.2

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
	Selects appropriate steps to reach solutions			
	Uses strategies to check accuracy (e.g., estimating, using a calculator, repeating a calculation, using the reverse operation)			
C2.2	Calculates using numbers expressed as whole numbers, fractions, decimals, and percentages			
	Converts between units of time (e.g. millennia, centuries, decades, years, months, weeks, days, hours, minutes, seconds)			

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This task:

Was successfully completed ☐   Needs to be tried again ☐

Learner Comments:

Instructor (print):   Learner Signature:

_____   _____

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