Task Title: Paying Household Bills

Learner Name:	
Date Started: **Date Completed:**	

Successful Completion: Yes___   No___

Goal Path: Employment ___   Apprenticeship___   Secondary School___   Post Secondary___   Independence √

Task Description:

The learner needs to write cheques for household bills and track monthly expenses.

Competency:	**Task Group(s):**
A: Find and Use Information	A1: Read continuous text
	A2: Interpret documents
B: Communicate Ideas and Information	B2: Write continuous text
C: Understand and Use Numbers	C1 : Manage Money

Level Indicators:

A1.1:   Read brief texts to locate specific details

A2.1:   Interpret very simple documents to locate specific details

A2.2:   Interpret simple documents to locate and connect information

B3.1a: Make straightforward entries to complete very simple documents

C1.1:   Compare costs and make simple calculations

C1.2:   Make low-level inferences to calculate costs and expense that may include rates such as taxes and discounts

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:

- Paper and Pen
- Electricity, Phone, Water, and Cable Bills (attached)
- Cheques and Transaction record (attached)
- Question Sheet

1

Task Title: Paying Household Bills

Task Description: Learners on the Independence Path will need to read household bills and write cheques for each amount. To keep track of their funds they should also record each transaction onto monthly registers and calculate balances.

Learner Instructions:

Task 1: On the following pages are Veena's monthly bills for:
1. Phone
2. Water
3. Electricity
4. Cable

In addition to the above bills, Veena pays monthly rent of $578 to **Reynolds Corporation.** She pays her bills by cheque. Write cheques for the bills and rent. When signing the cheques, use the name Veena Hamilton and today's date.

Task 2:

Record the amount of each cheque you wrote in Task 1 in the Record of Cheques and Monthly Budget. The beginning balance is **$3,465.00.** For each entry remember to calculate the new balance.

Global Phone
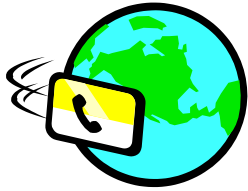
Veena Hamilton

Account Number 416-225-8448

Bill date: May 4, 2005

―――――― Account Summary ――――――

Previous charges		
	Amount of last bill	64.34
	Payments	63.34cr
	Adjustments	.00
	Balance forward	.00

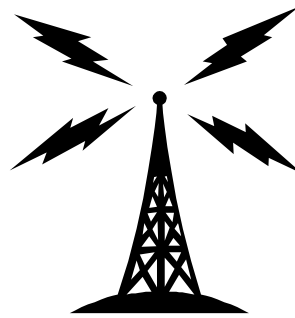| Current charges		
	Monthly services (Mar 22 to Apr 21)	49.64
	Changes	.00
	Chargeable messages	5.10
	GST 100458652	3.84
	PST	4.08
	Total current charges	**62.66**

Total amount due   62.66

Please pay upon receipt. To avoid a Late Payment Charge, please ensure we receive your payment on or before Apr 21, 2002.

To reach
toll free

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3
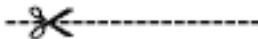
ELECTRICITY BILL

CUSTOMER: VEENA HAMILTON

Meter Number	Bill for:	Days	Current meter reading	Previous meter reading	Kilowatt Hours Used
0126923	Oct 2/03 – Nov 2/03	31	88472	87691	781

Customer Charge 14.97
*Delivery charge @ $.03 /KWH 23.43
Debt retirement charge @$.007/KWH 5.47
Electricity Charge @ $.043/KWH 33.58

Water Heater Rental 7.00
Total 84.45
GST...5.91

Total $90.36

Due Date: Dec 4/03

includes distribution, transmission and wholesale operations charges

4

WATER Bill

Account #	**Meter #**
000037788 8988	12577008
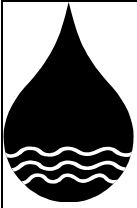
Make cheque payable to:
Treasurer, City of Tonto
Mail to: Treasurer,
        Box 600
        Tonto, Ontario
        M5L 5L6

For enquiries pertaining to your
account call 444-2323

Client

Veena Hamilton

Amount Paid

Payable Before

$43.76

Due Date

27/Sep/2004

Payable after

$46.06

Please return this portion with your payment

WATER Bill

	Account #	**Meter #**
	000037788 8988	12577008

Current Reading Date	Reading		
02/Aug/2004	868890.00		

Client

Veena Hamilton

Previous Reading Date	Reading	Payable Before
29/Mar/2004	861056.00	$43.76

Total Consumption	Due Date
7834 gallons	27/Sep/2004

Description

Last billing $37.78
Payment (thank you) **-**$37.78
Previous Balance $0.00

Payable after

$46.06

Current Billing
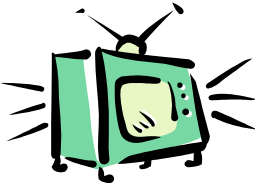Total 7834 gallons @ .00588 $46.06

Total Current Billing (*incl. previous balance*)   **$46.06**

Keep this portion for your records

5

Your Paul's Bill

Veena Hamilton

Invoice date
January 7, 2005

Your account number
239-088485404

Any payments we received and
processed after January 7, 2005 will
show on your next bill.

Total amount due

Due date   January 31, 2005

Summary of your charges (taxes included)   Details on page

⑤ Balance from your last bill	$0.00	3
▣ Cable television services	59.77	4
Total	**$59.77**	

You saved **$8.95** on your Rogers services.

ces.

Questions?
Visit **www.rogers.com** or see
Contact us on page 3.

Other services

○ Magazines
○ Cable Internet services
○ Paul's Bundled services
○ Messaging services
○ Wireless services

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Cheques

VEENA HAMILTON   598
777 ANY STREET
TORONTO, ONTARIO

DATE _____

PAY TO   _____ $
THE
ORDER
OF

_____ / 100 DOLLARS

Memo   _____   _____

VEENA HAMILTON   599
777 ANY STREET
TORONTO, ONTARIO

DATE _____

PAY TO   _____ $
THE
ORDER
OF

_____ / 100 DOLLARS

Memo   _____   _____

VEENA HAMILTON   600
777 ANY STREET
TORONTO, ONTARIO

                                              DATE _____

PAY TO   _____ $ [   ]
THE
ORDER
OF

_____ / 100 DOLLARS

Memo   _____   _____

VEENA HAMILTON   601
777 ANY STREET
TORONTO, ONTARIO

                                              DATE _____

PAY TO   _____ $ [   ]
THE
ORDER
OF

_____ / 100 DOLLARS

Memo   _____   _____
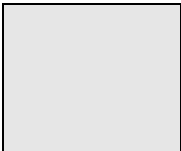
VEENA HAMILTON   602
777 ANY STREET
TORONTO, ONTARIO

                                                    DATE _____

PAY TO $ [   ]
THE
ORDER
OF

_____ / 100 DOLLARS

Memo   _____   _____

VEENA HAMILTON   603
777 ANY STREET
TORONTO, ONTARIO

                                                    DATE _____

PAY TO $ [   ]
THE
ORDER
OF

_____ / 100 DOLLARS

Memo   _____   _____

Record of Cheques and Monthly Budget record

Check No.	Date	Payment/Deposit	Check amount -		Amount of deposit +		Balance	
							$3,465	00

Record of Cheques and Monthly Budget record

Check No.	Date	Payment/Deposit	Check amount -		Amount of deposit +		Balance	
							$3,465	00
1	Jan 15	Phone	62	66			$3,402	44
2	Jan 15	Electricity	90	36			$3,311	98
3	Jan 15	water	43	76			$3,268	22
4	Jan 15	cable	59	77			$3,208	45
5	Feb 1	rent	578	00			$2,630	45

Task Title: **Paying Household Bills**

	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			
A2.1:	• Scans to locate specific details			
	• Interprets brief text and common symbols			
A2.2:	• Makes low-level inferences			
B3.1a:	• Makes a direct match between what is requested and what is entered			
C1.1:	• Interprets and represents costs using monetary symbols and decimals			
C1.2:	• Represents costs and rates using monetary symbols, decimals and percentages			
	• Uses strategies to check accuracy (e.g. estimating, using a calculator, repeating a calculation, using the reverse operation)			
C1.3:	• Finds, integrates, and analyses numerical information (e.g. tables, graphs)			
	• Uses strategies to check accuracy (e.g. estimating, using a calculator, repeating a calculation, using the reverse operation)			

This task: was successfully completed___   needs to be tried again___

Learner Comments

_____   _____

Instructor (print)   Learner Signature