



Task Title: Monthly Budget for Training

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started (m/d/yyyy): _____

Date Completed (m/d/yyyy): _____

Successful Completion: Yes No

Goal Path:

Employment	<input checked="" type="checkbox"/>	Apprenticeship	<input checked="" type="checkbox"/>
Secondary School	<input type="checkbox"/>	Post Secondary	<input checked="" type="checkbox"/>
		Independence	<input type="checkbox"/>

Task Description: Learners will calculate a budget and use a spreadsheet program.

Main Competency / Task Group / Level Indicator:

- Find and Use Information/Read continuous text/A1.2
- Communicate Ideas and Information/Complete and create documents/B3.2
- Understand and Use Numbers/Manage money/C1.3
- Use Digital Technology/D.2

Performance Descriptors: See chart on last page

Materials Required:

- Computer with spreadsheet program
- pen and paper
- calculator - optional

Learner Information

You have decided to get training and will have a limited budget to attend and cover your expenses. Your classes are for 4 days per week. There are 4.33 weeks within a month.

Scan the "Income and Expenses" information.

Income and Expenses

Income

- \$1733.33 per month

Expenses

- Daycare - \$30/day for 3 days per week at daycare and 1 day a week at your mothers (no cost)
- Bus fare - \$60 pass per calendar month or \$2.50 per ride.
- School Supplies - \$100 per month
- Groceries - \$75 per week
- Miscellaneous expenses \$100 per month
- Rent \$300 per calendar month

Work Sheet

Task 1: Which is cheaper – buying a bus pass each month, or paying per ride?

Answer:

Task 2: Create a spreadsheet and enter, then total the expenses for one week.

Answer:

Task 3: Add a column, then total the expenses for one month. Save your spreadsheet and show it to your practitioner.

Answer:

Task 4: How much money will you have left over at the end of one month?

Answer:

Task 5: If you are in training for 9 months in total but only collect an income for 7 months, how much money will you have left at the end of the 9 months?

Answer:

Answers

Task 1: Which is cheaper – buying a bus pass each month, or paying per ride?

Answer: 2 rides per day (there & back) = \$5
 4 days per week = \$20 per week
 4.33 weeks per month = \$86.60 per month
 The Bus pass is cheaper by \$26.60.

Task 2: Create a spreadsheet and enter, then total the expenses for one week.

Answer: Spreadsheet should include headings. Learner will probably only have 2 columns, like columns 1 and 3 here. Column 2 is being used to show how the costs were calculated.

Expense		Cost for 1 week
Daycare	\$30/day x 3 days	90.00
Bus Fare	\$60/calendar month ÷ 4.33 (# of weeks in month)	13.86
School Supplies	\$100/month ÷ 4.33	23.09
Groceries	\$75/week	75.00
Miscellaneous	\$100/month ÷ 4.33	23.09
Rent	\$300/month ÷ 4.33	69.28
		\$ 294.32

Task 3: Add a column, then total the expenses for one month. Show your completed spreadsheet to your instructor.

Answer: Spreadsheet should contain column headings. Learner only needs 3 columns. Columns 2 and 4 here are used to show how costs were calculated. Learner should save their spreadsheet, then show it to their practitioner.

Expense		Cost for 1 week		Cost for 1 month
Daycare	\$30/day x 3 days	\$90.00	\$90 x 4.33	389.70
Bus Fare	\$60/calendar month ÷ 4.33 (# of weeks in month)	\$13.86		60.00

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School Supplies	\$100/month ÷ 4.33	\$23.09		100.00
Groceries	\$75/week	\$75.00	\$75 x 4.33	324.75
Miscellaneous	\$100/month ÷ 4.33	\$23.09		100.00
Rent	\$300/month ÷ 4.33	\$69.28		300.00
		\$ 294.32		\$ 1274.45

Task 4: How much money will you have left over at the end of one month?

(If the learner has an incorrect answer for Task 3, use that answer to calculate the answer for this task.)

Answer: \$1733.33 (income) – \$1274.45 (expenses) = \$458.88 left over

Task 5: If you are in training for 9 months in total but only collect an income for 7 months, how much money will you have left at the end of the 9 months?

Answer: \$1,733.33 income x 7 months = \$12,133.31 in income
 \$1,274.45 (expenses) x 9 months = \$11,470.05 in expenses

\$12,133.31 - \$11,470.05 = \$663.26 money left over

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.2	scans text to locate information			
	locates multiple pieces of information in simple texts			
	makes low level inferences			
B3.2	Follows conventions to display information in simple documents			
	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			
	Uses layout to determine where to make entries			
C1.3	calculates using numbers expressed as whole numbers, fractions, decimals, percentages and integers			
	chooses and performs required operations; makes inferences to identify operations			

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Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
	finds, integrates and analyzes numerical information			
	organizes and displays numerical information (e.g. tables, graphs)			
	uses strategies to check accuracy			
D.2	Selects and follows appropriate steps to complete tasks			
	Locates and recognizes functions and commands			

This task:

Was successfully completed Needs to be tried again

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Learner Comments:

Instructor (print):

Learner (print):
