

# **Task Title: Calculate a Monthly Budget**

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 reads and does calculations to understand a monthly budget.

**Main Competency / Task Group / Level Indicator:**

* Find and Use Information/Read continuous text/A1.1
* Find and Use Information/Interpret documents/A2.1
* Understand and Use Numbers/Manage money/C1.1
* Understand and Use Numbers/Manage time/C2.1

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

**Materials Required:**

* Calculator
* Pen and paper

# Learner Information

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

Scan the “Scenario for February”.

**Scenario for February**

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 amount you will pay for rent and hydro   
in February.**

Answer:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Task 2: Calculate the total cost of your telephone bill and   
 water bill in February.**

Answer:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Answer:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Task 4: How much money will you have left to spend on   
 groceries, clothes and other items after you pay all your   
 bills?**

Answer:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Task 5: Look at a February calendar. There are four weeks in February. Which week is the rent due?**

Answer:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Task 6: Look at a February calendar. Which week is the telephone  
bill due?**

Answer:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Task 7: Look at a February calendar. Which week is the hydro bill  
due?**

Answer:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Task 8: Look at a February calendar. Which week is the water bill   
due?**

Answer:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Answers

**Task 1:**  **Calculate the total amount you will pay for rent and hydro   
in February.**

Answer: $781.35

**Task 2: Calculate the total cost of your telephone bill and   
 water bill in February.**

Answer: $70.65

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

Answer: $852.00

**Task 4: How much money will 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. Which week is the rent due?**

Answer: 1st Week

**Task 6: Look at a February calendar. Which week is the telephone  
bill due?**

Answer: 3rd Week or 4th Week (depending on the calendar)

**Task 7: Look at a February calendar. Which week is the hydro bill  
due?**

Answer: 4th Week

**Task 8: Look at a February calendar. Which week is the water bill   
due?**

Answer: 2nd Week or 3rd 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 |  |  |  |
|  | Decodes words and makes meaning of sentences in a single text |  |  |  |
|  | Follow simple, straightforward instructional texts |  |  |  |
| A2.1 | scans to locate specific details |  |  |  |
|  | identifies how lists are organized (e.g. sequential, chronological, alphabetical) |  |  |  |
| C1.1 | Adds, subtracts, multiplies and divides whole numbers and decimals |  |  |  |
|  | Recognizes values in number and word format |  |  |  |
|  | Identifies and performs required operation |  |  |  |
|  | Follows apparent steps to reach solutions |  |  |  |
|  | Interprets and represents costs using monetary symbols and decimals |  |  |  |
| C2.1 | Understands chronological order |  |  |  |
|  | Understands and uses common date format |  |  |  |
|  | Identifies and performs required operation |  |  |  |

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print): Learner Signature:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_