



Task Title: Budgeting

OALCF Cover Sheet – Learner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes No

Goal Path: Employment Apprenticeship

Secondary School Post Secondary Independence

Task Description: Learner will complete a budget for an individual on Ontario Works.

Main Competency/Task Group/Level Indicator:

- Communicate Ideas and Information/Complete and create documents/B3.2a
- Understand and Use Numbers/Manage money/C1.1

Materials Required:

- Pen/pencil and paper and/or digital device
- Calculator or digital device with calculator function

Learner Information

Budgeting each month is important so you know how much you are spending and where you might be able to save money.

Scan the Budget Template.

Budget Template

Monthly Expenses	Monthly Total	
Housing: Home (rent) Insurance		
Transportation: Bus pass or car expenses (gas/repairs/insurance)		
Utilities: <ul style="list-style-type: none">• electric bill• water bill• gas bill• cell phone• cable/internet		
Food: <ul style="list-style-type: none">• groceries• restaurants• other household expenses		
Personal expenses: <ul style="list-style-type: none">• clothing• haircuts• laundry• medical costs		
Other: <ul style="list-style-type: none">• gifts• entertainment• pets		
Total		

Work Sheet

Task 1: Fill in the monthly budget template using the following expenses. Total the monthly expenses at the bottom of the table.

- Rent \$550
- Travel/Bus pass \$69
- Electric bill \$40
- Gas bill \$45
- Cell Phone \$20
- Cable \$42
- Internet \$38
- Groceries \$350
- Restaurants/Tim's \$40
- Clothes \$40
- Hair \$20
- Laundry \$5
- Entertainment \$40
- Pets \$70

Answer: No written response required here.

Task completed: Yes:

Task 2: Assume a monthly income of \$733 (monthly income for a single person receiving Ontario Works in 2024). Will this person be underspent or overspent at the end of the month? By how much?

Answer:

Task 3: List three suggestions about where this individual could reduce their spending. Consider the difference between "needs" and "wants".

Answer:

Task Title: Budgeting_I_B3.2a_C1.1

Task 4: Using the blank column in the budget template, write the new expenses based on your suggestions for reducing expenses. Calculate a new total.

Answer: No written response required here.

Task completed: Yes:
