

# 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 task involves the learner understanding a budget.

**Competency:** A: Find and Use Information

C: Understand and Use Numbers

**Task Groups:** A1. Read continuous text

A2. Interpret documents

C1: Manage money

C2: Manage time

**Level Indicators:**

* A1.1: Read brief texts to locate specific details
* A2.1: Interpret very simple documents to locate specific details
* C1.1: Compare costs and make simple calculations
* C2.1: Measure time and make simple comparisons and calculations

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

**Materials Required:**

* Calculator
* Pen

**Instructor preparation:**

* Review the student’s instructions with the student to check for understanding.
* Instruct adding monetary values with decimals.
* Instruct cardinal numbers in reference to the weeks in a month.
* Ensure learner understands the months of the year.

# Learner Information

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

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 for your rent and your hydro bill.**

Answer:

**Task 2: Calculate the total you spend on your telephone bill and   
 your water bill.**

Answer:

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

Answer:

**Task 4: Calculate how much money 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 and select one from the   
 following to indicate the week in February that the rent is   
 due:**

Answer: Select One

**Task 6: Look at a February calendar and select one week in   
 February that the telephone bill is due:**

Answer: Select one

**Task 7: Look at a February calendar and select one week in   
 February that the hydro bill is due:**

Answer: Select one

**Task 8: Look at a February calendar and select one week in   
 February that the water bill is due:**

Answer: Select one

# Answers

**Task 1:** Calculate the total for your rent and your hydro bill.

Answer: **$781.35**

**Task 2:** Calculate the total you spend on your telephone bill and your   
 water bill.

Answer: **$70.65**

**Task 3:** Calculate the total you spend on all your bills (rent, telephone,

hydro, and water) listed above.

Answer: **$852.00**

**Task 4:** Calculate how much money 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 and select one from the following   
 to indicate the week in February that the rent is due:

Answer: **1st Week**

**Task 6:** Look at a February calendar and select one week in February   
 that the telephone bill is due:

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

**Task 7:** Look at a February calendar and select one week in February   
 that the hydro bill is due:

Answer: **4th Week**

**Task 8:** Look at a February calendar and select one week in February   
 that the water bill is 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 |  |  |  |
| A1.1 | Decodes words and makes meaning of sentences in a single text |  |  |  |
| A1.1 | Follow simple, straightforward instructional texts |  |  |  |
| A2.1 | scans to locate specific details |  |  |  |
| A2.1 | identifies how lists are organized (e.g. sequential, chronological, alphabetical) |  |  |  |
| C1.1 | Adds, subtracts, multiplies and divides whole numbers and decimals |  |  |  |
| C1.1 | Recognizes values in number and word format |  |  |  |
| C1.1 | Identifies and performs required operation |  |  |  |
| C1.1 | Follows apparent steps to reach solutions |  |  |  |
| C1.1 | Interprets and represents costs using monetary symbols and decimals |  |  |  |
| C2.1 | Understands chronological order |  |  |  |
| C2.1 | Understands and uses common date format |  |  |  |
| C2.1 | Identifies and performs required operation |  |  |  |

This task:

Was successfully completed  Needs to be tried again

Learner Comments:

Instructor (print): Learner Signature: