



Training module

Budgeting

In this module you will:

- Understand what income you receive
 - Estimate what you need to spend
 - Monitor what you actually spend
 - Create a budget plan you can stick to
 - Learn some handy budgeting tips
-

Contents

Section	Description	Page
Part A: Description of module	Explains the aims of the module and how it is structured	1
Part B: Income	<ul style="list-style-type: none">What income source(s) do you have?Decide what your budget plan period isCalculate what income you have in your budget plan period	2-4
Part C: Estimated expenditure	<ul style="list-style-type: none">What are wants and needs?List everything you spend money onEstimate how much you spend on each item	5-11
Part D: Actual expenditure	<ul style="list-style-type: none">What do you actually spend?Expenditure monitoring sheetCompare your estimated with your actual expenditureAnalysis of expenditure	12-21
Part E: Useful Organisations	<p>Top tips on:</p> <ul style="list-style-type: none">Household Bills - tipsLiving costs - tipsDebts - tipsTravel - tipsLeisure - tips <p>Your top tips</p>	22-28
Part F: Forming your budget plan	Transfer all your budget plan onto a prepared computer template	29
Part G: Review	Reviewing your budget plan	30
Appendix 1: Example of budget plan	Example of a completed budget plan	31-32

Part A: Description of module

The purpose of this training module is to help you to develop an accurate and thorough budget plan. By the end of this module you should have a clear idea as to where your money goes, what your spending priorities are and what your budget plan is for the future.

The module is split into six main parts:

1. Calculate your income
2. Estimate what you think you spend your money on
3. Monitor your actual spending
4. Review how you choose to spend your money by comparing your estimated and actual expenditure
5. Money saving tips
6. Form your new budget plan

Throughout the module you will find colour coded boxes:

Top tips



The 'top tips' boxes give you useful advice and money saving tips.

Action boxes



The blue action boxes tell you when you need to complete a budgeting exercise.

Example



The orange boxes provide examples to help you complete exercises.

Although this training module has been designed to take you through a series of budgeting steps, you don't have to complete the whole module if there are parts you don't find helpful. Just identify the parts that are helpful and go through them and miss out the rest. Also there is no rush – take your time and complete the module in stages.

Part B: Income

The first step in any budget plan is to work out what money you have coming in. You might have a salary from work, or you might receive benefits, or you may have some other form of income. Whatever the source, there are three important pieces of information to record:

- What is the source of income
- How much you receive
- How often you receive it

If you have only one source of income:

Generally speaking, if you just have one source of income, then it is easiest to have a budget plan which covers the same period as your income. So, for example, if you receive your income every two weeks, then it is best to develop a budget plan which covers two weeks. If this is the case then your task is simple and you can skip the rest of this page and turn to the Income Sheet. If you would like your budget plan to cover a different period to your income, however, then please follow the instructions below.

If you have several sources of income with differing frequencies or if you would like your budget plan to cover a different period to your income, please follow the two steps below:

Step 1 – Calculate your annual income:

To calculate annual income from weekly	Multiply by 52
To calculate annual income from fortnightly	Multiply by 26
To calculate annual income from every four weeks	Multiply by 13
To calculate annual income from monthly	Multiply by 12

Step 2 – Calculate your total income for the period of your budget plan:

You can have a weekly, fortnightly or monthly budget plan depending on what suits you best. Decide what period of budget plan you want and then use the chart below to calculate your total income for the period of your budget plan:

For a weekly budget plan	Divide annual income by 52
For a fortnightly budget plan	Divide annual income by 26
For a monthly budget plan	Divide annual income by 12

Example



I receive DLA of £200 every four weeks and a salary of £600 every month:

Annual income from DLA:	£200 x 13	= £2,600
Annual income from salary:	£600 x 12	= £7,200
Total annual income:		= £9,800
I would like a fortnightly budget plan:	£9,800 x 26	= £377
My income is £377 every two weeks		

Action boxes



Please now complete the 'Income summary sheet' on the following page.

Income summary sheet

If you have just one form of income, or several forms of income of the same frequency:

You do not need to calculate your annual income – just indicate your source(s) of income, amount received and frequency and then fill in the ‘budget period’ and ‘income for budget period’ boxes on the bottom of this page.

If you have several sources of income with different frequencies, or if you would like a budget plan which is a different frequency from your income:

Please complete the full form referring to the instructions on [page 3](#).

	Tick if you receive	Amount received	Frequency				Annual Income (see step 1 on page 2)
			Weekly	Fortnightly	4 weekly	Monthly	
Job Seekers Allowance	<input type="checkbox"/>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£
Income Support	<input type="checkbox"/>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£
Employment and Support Allowance/Incapacity Benefit	<input type="checkbox"/>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£
Disability Living Allowance/ Personal Independence Payment	<input type="checkbox"/>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£
Salary (after tax) (a tax calculator is provided at: www.i-resign.com)	<input type="checkbox"/>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£
Pension	<input type="checkbox"/>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£
Other (please state)	<input type="checkbox"/>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£
Other (please state)	<input type="checkbox"/>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£
My total annual income is:		£					
My budget period is:		Weekly	<input type="checkbox"/>	Fortnightly	<input type="checkbox"/>	Monthly	<input type="checkbox"/>
My income for the budget period is:		£ <small>(see step 2 on page 2)</small>					

Part C: Estimated expenditure

It is time now to look at what you spend your money on. You can divide what you spend your money on into two groups:

- **Needs** – these are items which you simply can't do without such as a roof over your head, food, warmth and so on.
- **Wants** – these items are not essential, but they make life easier or more pleasant, such as music and games.

Being able to distinguish between what we **need** and what we **want** is vital when budgeting as we must prioritise spending on our needs before we move on to our wants. Below is a list of general items which someone might spend their money on. Go through the list and tick the box to indicate if you think the item is a 'want' or a 'need':

Item	Want	Need	Item	Want	Need
Cigarettes	<input type="checkbox"/>	<input type="checkbox"/>	Friday night pub visit	<input type="checkbox"/>	<input type="checkbox"/>
Mobile phone	<input type="checkbox"/>	<input type="checkbox"/>	Electricity bill	<input type="checkbox"/>	<input type="checkbox"/>
Headache tablets	<input type="checkbox"/>	<input type="checkbox"/>	New shoes	<input type="checkbox"/>	<input type="checkbox"/>
Lunch at a restaurant	<input type="checkbox"/>	<input type="checkbox"/>	Hair cut	<input type="checkbox"/>	<input type="checkbox"/>
Paying rent	<input type="checkbox"/>	<input type="checkbox"/>	Books for college course	<input type="checkbox"/>	<input type="checkbox"/>
Broadband	<input type="checkbox"/>	<input type="checkbox"/>	Gym membership	<input type="checkbox"/>	<input type="checkbox"/>
Chocolate	<input type="checkbox"/>	<input type="checkbox"/>	Lottery ticket	<input type="checkbox"/>	<input type="checkbox"/>
Bus fare to work	<input type="checkbox"/>	<input type="checkbox"/>	Bread	<input type="checkbox"/>	<input type="checkbox"/>

Top tips



Keep an open mind! It is argued that you only need four things to live:

- A roof over your head.
- Enough food and water to maintain your health.
- Basic health care and hygiene products.
- Clothing (just what you need to remain comfortable and decent!).

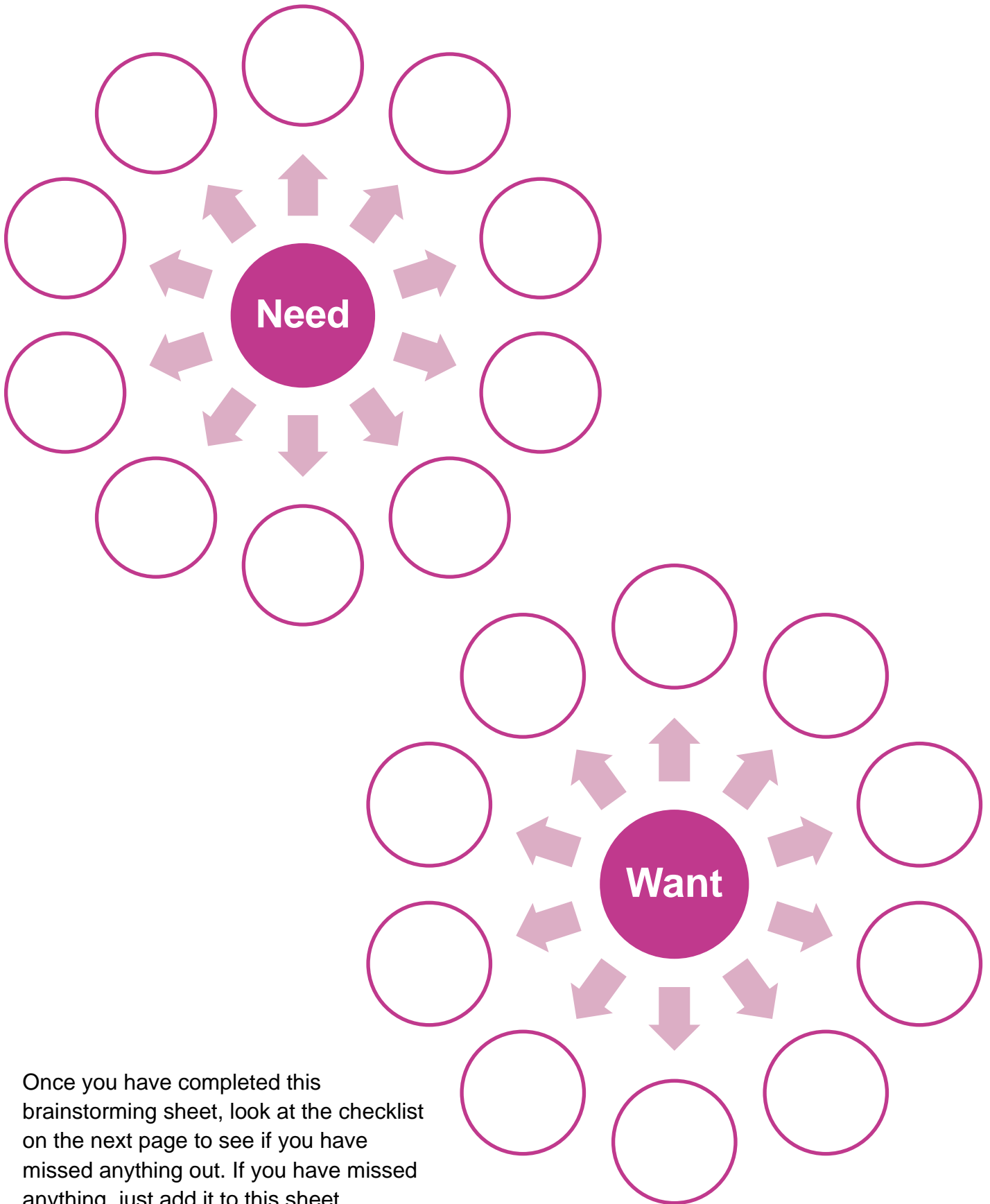
Have you ticked anything other than these items as a need?

Action boxes



Please now complete the Expenditure Brainstorming Sheet below to list all of the items you spend your money on.

Expenditure brainstorming sheet: Spending



Once you have completed this brainstorming sheet, look at the checklist on the next page to see if you have missed anything out. If you have missed anything, just add it to this sheet.

Expenditure checklist

Household bills

Rent/personal contribution	Water	TV licence
Council Tax	Home phone	Satellite/digital TV
Gas	Mobile phone	Contents insurance
Electric	Internet/broadband	

Living costs

Food	Cigarettes/tobacco	Prescriptions
Drink (including alcohol)	Clothes	Hairdressing/beauty
Toiletries/cleaning	Dental care	Health/non-prescribed medication

Debts, savings and other

Debt repayment	Loan repayment	Regular saving
Tuition fees and costs		

Travel

Car insurance	MOT	Bus fares
Car tax	Car servicing and repairs	Train fares
Petrol	Breakdown cover	

Leisure

Cinema	Going out for drinks	Christmas gifts
Books, music, games	Drugs	Holiday
Hobbies	Sports & gym	Lottery and gambling
Eating out	Birthday gifts	

Part C: Estimated expenditure (continued)

By now you should have a clear idea of what you spend your money on. The next task is to try and estimate how **much** money you think you spend on each of the items you have identified.

On the next two pages is a list of all the items you might spend your money on. Please go through the list and tick to indicate those items which you have written on your brainstorming sheet. Against each expenditure item, give an estimate of the amount of money you think you spend on it.

Please make sure you give an amount which covers your budget period, whether it is weekly, fortnightly or monthly.

Top tips



It is difficult to know the exact amount of money we spend on different things. Just try and give your best guess – it's just a guide.

Try and be as accurate as possible and be honest! It may be very tempting to underestimate your expenditure on (for example) alcohol or meals out, but if you don't use an honest figure here, your budget plan won't be realistic.

Action boxes



Please now complete the 'Estimated expenditure sheet' on the following page.

Estimated expenditure sheet

Please tick below to indicate if the expenditure on this sheet is:

Weekly <input type="checkbox"/>	Fortnightly <input type="checkbox"/>	Monthly <input type="checkbox"/>
---------------------------------	--------------------------------------	----------------------------------

Please ensure that the amounts written in the 'Estimated spend' column cover the period you have ticked above.

	Item	Tick 'yes' if applicable		Estimated spend
		Yes	No	
Household bills	Rent/personal contribution	<input type="checkbox"/>	<input type="checkbox"/>	£
	Council Tax	<input type="checkbox"/>	<input type="checkbox"/>	£
	Gas	<input type="checkbox"/>	<input type="checkbox"/>	£
	Electric	<input type="checkbox"/>	<input type="checkbox"/>	£
	Water	<input type="checkbox"/>	<input type="checkbox"/>	£
	Home phone	<input type="checkbox"/>	<input type="checkbox"/>	£
	Mobile phone	<input type="checkbox"/>	<input type="checkbox"/>	£
	Internet/broadband	<input type="checkbox"/>	<input type="checkbox"/>	£
	TV licence	<input type="checkbox"/>	<input type="checkbox"/>	£
	Satellite/digital TV	<input type="checkbox"/>	<input type="checkbox"/>	£
	Contents insurance	<input type="checkbox"/>	<input type="checkbox"/>	£
	Other (specify)			£
Sub-total for household bills:				£

	Item	Tick 'yes' if applicable		Estimated spend
		Yes	No	
Living costs	Food	<input type="checkbox"/>	<input type="checkbox"/>	£
	Drink (including alcohol)	<input type="checkbox"/>	<input type="checkbox"/>	£
	Toiletries / cleaning	<input type="checkbox"/>	<input type="checkbox"/>	£
	Cigarettes / tobacco	<input type="checkbox"/>	<input type="checkbox"/>	£
	Clothes	<input type="checkbox"/>	<input type="checkbox"/>	£
	Dental care	<input type="checkbox"/>	<input type="checkbox"/>	£
	Prescriptions	<input type="checkbox"/>	<input type="checkbox"/>	£
	Hairdressing	<input type="checkbox"/>	<input type="checkbox"/>	£
	Other (specify)			£
Sub-total for living costs:				£

	Item	Tick 'yes' if applicable		Estimated spend
		Yes	No	
Debts, savings and other	Debt repayment	<input type="checkbox"/>	<input type="checkbox"/>	£
	Loan repayment	<input type="checkbox"/>	<input type="checkbox"/>	£
	Regular saving	<input type="checkbox"/>	<input type="checkbox"/>	£
	Tuition fees and costs	<input type="checkbox"/>	<input type="checkbox"/>	£
	Other (specify)			£
Sub-total for debts, savings and other:				£

	Item	Tick 'yes' if applicable		Estimated spend
		Yes	No	
Travel costs	Car insurance	<input type="checkbox"/>	<input type="checkbox"/>	£
	Car tax	<input type="checkbox"/>	<input type="checkbox"/>	£
	Petrol	<input type="checkbox"/>	<input type="checkbox"/>	£
	MOT	<input type="checkbox"/>	<input type="checkbox"/>	£
	Car servicing & repairs	<input type="checkbox"/>	<input type="checkbox"/>	£
	Breakdown cover	<input type="checkbox"/>	<input type="checkbox"/>	£
	Bus fares	<input type="checkbox"/>	<input type="checkbox"/>	£
	Train fares	<input type="checkbox"/>	<input type="checkbox"/>	£
Other (specify)			£	
Sub-total for travel costs:				£

	Item	Tick 'yes' if applicable		Estimated spend
		Yes	No	
Leisure costs	Cinema	<input type="checkbox"/>	<input type="checkbox"/>	£
	Books, music, games	<input type="checkbox"/>	<input type="checkbox"/>	£
	Hobbies	<input type="checkbox"/>	<input type="checkbox"/>	£
	Eating out	<input type="checkbox"/>	<input type="checkbox"/>	£
	Going out for drinks	<input type="checkbox"/>	<input type="checkbox"/>	£
	Sports & gym	<input type="checkbox"/>	<input type="checkbox"/>	£
	Birthday gifts	<input type="checkbox"/>	<input type="checkbox"/>	£
	Christmas gifts	<input type="checkbox"/>	<input type="checkbox"/>	£
	Holiday	<input type="checkbox"/>	<input type="checkbox"/>	£
	Lottery and gambling	<input type="checkbox"/>	<input type="checkbox"/>	£
Other (specify)			£	
Sub-total for leisure costs:				£
Grand total estimated spend:		£	every (state frequency):	

Part D: Actual expenditure

Having completed the previous section on estimated expenditure, you now have a pretty good idea of what you spend your money on and how much you spend on each item. In reality, though, it is very difficult to know for sure what we **actually** spend our money on. It is easy to lose track of how much is spent on coffees out or on petrol. We might forget the odd sandwich we buy from the supermarket, or lose track of what we spend on clothes. If you want to know *for certain* what you spend your money on, then you will need to go one step further; you will need to keep a record of expenditure for a few weeks.

There is no set limit on how long to track your spending for, but it would be ideal to track your spending for at least the period of your budget plan (be that weekly, fortnightly or monthly).

This process is not easy. You will need to be both organised and motivated to keep track of your income. But if you do this, you will be empowering yourself. You will know once and for all what you really do spend your money on. Only then will you be able to truly take control of your spending.

Top tips



Consider carrying a piece of paper and pen around with you to note down each time you spend some money – maybe keep it in your wallet or purse.

If you can, keep hold of all your receipts – this is a great way to monitor how much money you spend.

If you have a smartphone you may find there is a free app where you can keep track of your expenditure.

Consider pinning the expenditure sheet on your bedroom door to remind you to complete it each day.

Don't forget to include any 'invisible' expenditure like any direct debits you may have for bills or mobile phone contracts.

Action boxes



On the next page is an example of an expenditure monitoring sheet. The sheet covers one week, but you can complete as many as you like. As you monitor your expenditure each day, fill in the sheet so that, by the end of the week, you have a list of everything you have spent money on.

Expenditure monitoring sheet

Expenditure monitor – Week number:

		Item description	Amount spent
Day 1	1		£
	2		£
	3		£
	4		£
	5		£
		Item description	Amount spent
Day 2	1		£
	2		£
	3		£
	4		£
	5		£
		Item description	Amount spent
Day 3	1		£
	2		£
	3		£
	4		£
	5		£
		Item description	Amount spent
Day 4	1		£
	2		£
	3		£
	4		£
	5		£
		Item description	Amount spent
Day 5	1		£
	2		£
	3		£
	4		£
	5		£
		Item description	Amount spent
Day 6	1		£
	2		£
	3		£
	4		£
	5		£
		Item description	Amount spent
Day 7	1		£
	2		£
	3		£
	4		£
	5		£

Part D: Actual expenditure (continued)

By now you should have two vital pieces of information. You should know your estimated expenditure and your actual expenditure. The next step is to compare the two to see if there are any differences between what you thought you spend and what you actually spend.

To help you do this there are five forms on the next pages. Each form covers one of the five main spending categories used previously in this module (household bills, travel, living costs, debts/savings/other and leisure). Take your completed expenditure monitoring sheets and transfer the amounts onto the forms overleaf. Place each amount spent into one of the five categories listed above. For each amount spent, tick the box to indicate if the spend was a 'want' or a 'need'.

Example



There will probably be some expenditure which is not included in your 'Expenditure monitoring sheets' simply because it did not occur during the monitoring period. An example of this might be a monthly phone bill. If this is the case, just include an estimate of the cost of the phone bill for the budget period.

I monitor my spending for two weeks and I spend a total of £120. This does not include my monthly phone bill of £20, however, as this fell outside of the two week monitoring period. I should therefore include approximately £10 per fortnight to allow for my phone bill and include this on the form under 'Household bills'.

Example



There might also be some expenditures which you have included which cover a period greater than your budget period. If this is the case, just reduce the amount you spent so that it is a proportion of the total cost.

I monitor my spending for two weeks and I spend a total of £150. This includes my monthly gas bill of £50. I don't want to include the total monthly gas bill cost in my two week budget plan, so I should therefore reduce the amount by half (two weeks is about half a month) to approximately £25 per fortnight.

Once you have transferred the amounts from your expenditure monitoring sheet on to the form you can then complete the 'Analysis of expenditure' section to see if there are any areas where you can make savings.

Actual expenditure sheet: Household bills

Please tick below to indicate if the expenditure on this sheet is:

Weekly

Fortnightly

Monthly

Please ensure that the amounts written in the 'Amount spent' column cover the period you have ticked above.

Household bills

Item description	Need	Want	Amount spent
1	<input type="checkbox"/>	<input type="checkbox"/>	£
2	<input type="checkbox"/>	<input type="checkbox"/>	£
3	<input type="checkbox"/>	<input type="checkbox"/>	£
4	<input type="checkbox"/>	<input type="checkbox"/>	£
5	<input type="checkbox"/>	<input type="checkbox"/>	£
6	<input type="checkbox"/>	<input type="checkbox"/>	£
7	<input type="checkbox"/>	<input type="checkbox"/>	£
8	<input type="checkbox"/>	<input type="checkbox"/>	£
9	<input type="checkbox"/>	<input type="checkbox"/>	£
10	<input type="checkbox"/>	<input type="checkbox"/>	£
11	<input type="checkbox"/>	<input type="checkbox"/>	£
12	<input type="checkbox"/>	<input type="checkbox"/>	£
13	<input type="checkbox"/>	<input type="checkbox"/>	£
14	<input type="checkbox"/>	<input type="checkbox"/>	£
15	<input type="checkbox"/>	<input type="checkbox"/>	£

Analysis of expenditure:

Amount spent on 'needs':

Amount spent on 'wants':

Total amount spent:

Amount budgeted (from **Estimated expenditure sheet**):

Has more been spent than was budgeted?

Yes No

If 'Yes' where did the overspend occur?

Was there any spending on 'wants' where you think you could reduce the cost?

Yes No

If 'Yes' where do you think you could reduce costs?

Actual expenditure sheet: Living costs

Please tick below to indicate if the expenditure on this sheet is:

Weekly

Fortnightly

Monthly

Please ensure that the amounts written in the 'Amount spent' column cover the period you have ticked above.

Living costs

Item description	Need	Want	Amount spent
1	<input type="checkbox"/>	<input type="checkbox"/>	£
2	<input type="checkbox"/>	<input type="checkbox"/>	£
3	<input type="checkbox"/>	<input type="checkbox"/>	£
4	<input type="checkbox"/>	<input type="checkbox"/>	£
5	<input type="checkbox"/>	<input type="checkbox"/>	£
6	<input type="checkbox"/>	<input type="checkbox"/>	£
7	<input type="checkbox"/>	<input type="checkbox"/>	£
8	<input type="checkbox"/>	<input type="checkbox"/>	£
9	<input type="checkbox"/>	<input type="checkbox"/>	£
10	<input type="checkbox"/>	<input type="checkbox"/>	£
11	<input type="checkbox"/>	<input type="checkbox"/>	£
12	<input type="checkbox"/>	<input type="checkbox"/>	£
13	<input type="checkbox"/>	<input type="checkbox"/>	£
14	<input type="checkbox"/>	<input type="checkbox"/>	£
15	<input type="checkbox"/>	<input type="checkbox"/>	£

Analysis of expenditure:

Amount spent on 'needs':

Amount spent on 'wants':

Total amount spent:

Amount budgeted (from **Estimated expenditure sheet**):

Has more been spent than was budgeted?

Yes No

If 'Yes' where did the overspend occur?

Was there any spending on 'wants' where you think you could reduce the cost?

Yes No

If 'Yes' where do you think you could reduce costs?

Actual expenditure sheet: Debts, savings and other

Please tick below to indicate if the expenditure on this sheet is:

Weekly

Fortnightly

Monthly

Please ensure that the amounts written in the 'Amount spent' column cover the period you have ticked above.

Debts, savings and other

Item description	Need	Want	Amount spent
1	<input type="checkbox"/>	<input type="checkbox"/>	£
2	<input type="checkbox"/>	<input type="checkbox"/>	£
3	<input type="checkbox"/>	<input type="checkbox"/>	£
4	<input type="checkbox"/>	<input type="checkbox"/>	£
5	<input type="checkbox"/>	<input type="checkbox"/>	£
6	<input type="checkbox"/>	<input type="checkbox"/>	£
7	<input type="checkbox"/>	<input type="checkbox"/>	£
8	<input type="checkbox"/>	<input type="checkbox"/>	£
9	<input type="checkbox"/>	<input type="checkbox"/>	£
10	<input type="checkbox"/>	<input type="checkbox"/>	£
11	<input type="checkbox"/>	<input type="checkbox"/>	£
12	<input type="checkbox"/>	<input type="checkbox"/>	£
13	<input type="checkbox"/>	<input type="checkbox"/>	£
14	<input type="checkbox"/>	<input type="checkbox"/>	£
15	<input type="checkbox"/>	<input type="checkbox"/>	£

Analysis of expenditure:

Amount spent on 'needs':

Amount spent on 'wants':

Total amount spent:

Amount budgeted (from **Estimated expenditure sheet**):

Has more been spent than was budgeted?

Yes No

If 'Yes' where did the overspend occur?

Was there any spending on 'wants' where you think you could reduce the cost?

Yes No

If 'Yes' where do you think you could reduce costs?

Actual expenditure sheet: Travel

Please tick below to indicate if the expenditure on this sheet is:

Weekly

Fortnightly

Monthly

Please ensure that the amounts written in the 'Amount spent' column cover the period you have ticked above.

Travel

Item description	Need	Want	Amount spent
1	<input type="checkbox"/>	<input type="checkbox"/>	£
2	<input type="checkbox"/>	<input type="checkbox"/>	£
3	<input type="checkbox"/>	<input type="checkbox"/>	£
4	<input type="checkbox"/>	<input type="checkbox"/>	£
5	<input type="checkbox"/>	<input type="checkbox"/>	£
6	<input type="checkbox"/>	<input type="checkbox"/>	£
7	<input type="checkbox"/>	<input type="checkbox"/>	£
8	<input type="checkbox"/>	<input type="checkbox"/>	£
9	<input type="checkbox"/>	<input type="checkbox"/>	£
10	<input type="checkbox"/>	<input type="checkbox"/>	£
11	<input type="checkbox"/>	<input type="checkbox"/>	£
12	<input type="checkbox"/>	<input type="checkbox"/>	£
13	<input type="checkbox"/>	<input type="checkbox"/>	£
14	<input type="checkbox"/>	<input type="checkbox"/>	£
15	<input type="checkbox"/>	<input type="checkbox"/>	£

Analysis of expenditure:

Amount spent on 'needs':

Amount spent on 'wants':

Total amount spent:

Amount budgeted (from **Estimated expenditure sheet**):

Has more been spent than was budgeted?

Yes No

If 'Yes' where did the overspend occur?

Was there any spending on 'wants' where you think you could reduce the cost?

Yes No

If 'Yes' where do you think you could reduce costs?

Actual expenditure sheet: Leisure

Please tick below to indicate if the expenditure on this sheet is:

Weekly

Fortnightly

Monthly

Please ensure that the amounts written in the 'Amount spent' column cover the period you have ticked above.

Leisure

Item description	Need	Want	Amount spent
1	<input type="checkbox"/>	<input type="checkbox"/>	£
2	<input type="checkbox"/>	<input type="checkbox"/>	£
3	<input type="checkbox"/>	<input type="checkbox"/>	£
4	<input type="checkbox"/>	<input type="checkbox"/>	£
5	<input type="checkbox"/>	<input type="checkbox"/>	£
6	<input type="checkbox"/>	<input type="checkbox"/>	£
7	<input type="checkbox"/>	<input type="checkbox"/>	£
8	<input type="checkbox"/>	<input type="checkbox"/>	£
9	<input type="checkbox"/>	<input type="checkbox"/>	£
10	<input type="checkbox"/>	<input type="checkbox"/>	£
11	<input type="checkbox"/>	<input type="checkbox"/>	£
12	<input type="checkbox"/>	<input type="checkbox"/>	£
13	<input type="checkbox"/>	<input type="checkbox"/>	£
14	<input type="checkbox"/>	<input type="checkbox"/>	£
15	<input type="checkbox"/>	<input type="checkbox"/>	£

Analysis of expenditure:

Amount spent on 'needs':

Amount spent on 'wants':

Total amount spent:

Amount budgeted (from **Estimated expenditure sheet**):

Has more been spent than was budgeted?

Yes No

If 'Yes' where did the overspend occur?

Was there any spending on 'wants' where you think you could reduce the cost?

Yes No

If 'Yes' where do you think you could reduce costs?

Part D: Actual expenditure – analysis

Sometimes we just don't realise quite how much money we are spending in certain areas. When you shop for food once a week it is fairly straightforward to know how much you are spending. But if you tend to shop for food each day, then the total cost can be difficult to gauge.

There is a quick and straightforward exercise you can carry out to work out what percentage of your income you spend on key areas. To do this, the calculation is as follows:

$$\frac{\text{Actual amount spent (in budget period)}}{\text{Total income (in budget period)}} \times 100$$

Example



If I have a weekly income of £50 and I spend £15 each week on food, then the percentage of my income I spend on food is:

- £15 divided by £50 = 0.3
- 0.3 multiplied by 100 = **30%**

Action boxes



Go through the table below and work out what percentage of your income you spend in each area. There are two boxes left blank so you can calculate your percentage spend in other areas not listed:

Item	Actual cost in budget period	As percentage of your income			
Food	£				
Drink (including alcohol)	£				
Cigarettes	£				
Mobile phone	£				
Debt repayment	£				
Eating out	£				
Other (please state)	£				
Other (please state)	£				
Do any of the percentages above seem quite high to you?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you think there are any areas where you might be able to make savings?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Part E: Money saving tips and suggestions

Top tips: Household bills



Prioritise

Ensuring you pay your bills, particularly utility bills, rent and council tax, is extremely important. For this reason, it is best to prioritise paying for these before you spend any other money. One of the simplest ways to do this is to put aside the money to pay for these as soon as you receive your income.

Are you getting the best deal from your electricity or gas supplier?

It might be worth checking different deals on price comparison websites. Below are some websites you might want to check, but there are plenty more – make sure you shop around:

www.which.co.uk/switch

www.energyhelpline.com

www.moneysupermarket.com

Consider if it's worth fixing your energy tariff

If you arrange a fixed tariff then the price you pay for your gas or electricity won't change during the period of your contract. This will mean you will know in advance what you will be paying, making it easier to budget. The downside is that, should energy prices fall during your contract, you will still have to pay the fixed price you have agreed, so it is best only to arrange a fixed energy tariff if you expect prices to increase.

Consider paying your bills by direct debit

This tends to be cheaper and can also help to ensure that bills are paid on time. You need to be aware that there are sufficient funds in your account to cover your direct debits to avoid getting overdrawn. One good way to do this is to arrange for all your direct debits to be taken from your account just after your income is paid in.

Is your mobile phone contract due for renewal?

If you have a mobile phone contract due for renewal, take the opportunity to see if you can get a better deal. Usually, your provider will want to keep you as a customer and may well offer you a better deal to avoid losing you. The website below offers some advice:

www.moneysavingexpert.com/phones/cut-mobile-tariff

Be energy efficient!

The best way to save money on energy bills is to use less energy. This has the added benefit that it's also good for the environment. There are many ways to cut back on your energy use, and we've included a few suggestions below:

- Use low energy light bulbs and switch lights off when not needed.
- Avoid leaving appliances such as TV's on standby as this still uses electricity. Turn the appliance off when not in use.
- Unplug appliances such as laptops and mobile phones once they are fully charged.
- Wash lightly soiled clothes in your washing machine at 30°C and try and wash full loads for extra efficiency.
- Draw your curtains at dusk to prevent heat escaping.
- When boiling water, only boil as much water as you need.

Top tips: Living costs



Try and do the bulk of your food shopping in one go (once a week or once a fortnight) and avoid shopping 'willy-nilly'.

Always prepare a shopping list beforehand which is based on your budget and try and stick to it!

Try and plan your meals in advance and then base your shopping list on the things you need.

If you find a good item on special offer and you have some spare money, consider buying several and store / freeze the extra until you need them.

When faced with several similar items of different weights, find the best value by comparing the price per unit (this is usually on the bottom of the supermarket label).

Ready meals, even budget ones, are an expensive way to eat. Even if you don't regard yourself as much of a chef, consider preparing simple meals such as baked potatoes, spaghetti Bolognese, pasta and sauce etc.

Consider buying items from the supermarket budget range rather than branded products.

If you are going to prepare a meal for yourself, rather than buying just enough ingredients for one meal, consider buying enough for three or four meals. You can freeze the excess for convenient ready-meals and buying in larger quantities will save you money. Try the following web site for recipes and tips: <http://england.lovefoodhatewaste.com/>

Keep an eye out for 'money off' vouchers.

If you tend to use the same supermarket, then make use of any loyalty scheme they may offer.

It's a bit of a generalisation, but some supermarkets tend to be cheaper than others. If you have a Lidl or Aldi near you, they might give better value than your local Sainsbury's or Tesco.

Yellow sticker discounts on items approaching their sell-by date are a good way to save money. The best discounts tend to be available close to when the store is due to shut, so consider shopping in the evening to bag a bargain.

As well as buying own-brand supermarket food, you can also make savings by buying own-brand toiletries and cleaning products.

If you aren't confident with cooking, perhaps there is a local Adult Education cookery class you could join to help you develop your skills and confidence.

If you are really struggling for food, consider making use of a local food bank:

www.trusselltrust.org/map

And remember, Transform has access to some grants to help out those most in need – just speak to your keyworker.

Top tips: Living costs



If you have any debts it's important not to ignore them. Speak to your keyworker who will be able to give you help and guidance.

The Citizen's Advice Bureau offer support with debt repayment. Details are available from their website: www.adviceguide.org.uk/england/debt_e.htm

The CAB suggest seven steps to sorting out your debts:

- 1. Sort out how much money you owe:** Make a list of all the people / companies you owe money to, their contact details and how much you owe.
- 2. Work out which are the priority debts for you to pay off:**
After listing your debts, put them in priority order. The best way to prioritise your debts is to focus first on those debts where the consequences of not paying them are most severe. Key priorities might include:
 - Rent
 - Fines
 - Council tax
 - Gas and electric
- 3. Work out if you've got any money to pay your debts off and, if so, how much:**
When you have completed this budget plan, you should have a good idea of what money, if any, you have to repay your debts. You might not have a lot, but even if you are able to offer a few pounds each week, this will be a step in the right direction.
- 4. Deal with the high priority debts first.**
- 5. Look at your options for dealing with the lower priority debts and work out how to pay them off.**
- 6. Contact your creditors and make arrangements to pay back what you owe:**
Once you have decided how much money you have to deal with your debts, you can approach the companies concerned to reach an agreement on repayment. It is best to get help with this stage of the process. The CAB is able to offer help. To find out your nearest CAB use this link: www.citizensadvice.org.uk/index/getadvice
- 7. Work out your options if you don't have enough money to pay off all your debts:**
Even if you cannot afford to repay your less urgent debts at this time, it is worth contacting your creditors to inform them of this. You could provide them with evidence of your income and outgoings (this budget plan) to demonstrate that you have no funds to pay for the time being.

If you drive a car:

- Shop around for cheaper car insurance. Use price comparison sites to get the best deal.
- Find the cheapest petrol local to you: www.petrolprices.com
- If you pay for breakdown cover, make sure you negotiate the best deal each year. Sometimes the breakdown company automatically increases prices so be sure to haggle!

If you use the train:

- Buy tickets in advance to make significant savings.
- Get a railcard – these are available to anybody at a cost of £30 a year and will give you a third off most journeys. There are also even better deals on railcards if you are:
 - Aged 16-25
 - Aged 60 or over
 - Disabled

Just visit: www.railcard.co.uk

Cycle!

Travelling by bike costs nothing, is good for the environment and helps you get fit. There are a number of schemes to provide cheap second-hand bicycles – speak to your keyworker to see if there are any such schemes near you.

Travel by bus or coach:

- Often travelling by bus can be the cheapest option, particularly if you travel using one of the budget companies. For information on cheap bus travel, try the link below: www.attitudetravel.com/uk/lowcostbuses
- One of the cheaper coach companies is Megabus: uk.megabus.com
- Often coach companies will offer discounts if you are:
 - Disabled
 - Receiving DWP benefits
 - A young person or student
 - Aged 60 or overMake sure you check before booking to see if you are entitled to a discount.
- It may be worth checking your Council web site to see if they offer any support – they can sometimes provide free bus passes to people who are disabled or aged 60 years or over.

Top tips: Leisure



If you tend to buy sandwiches and a drink when you go to work or are out for the day, consider bringing a packed lunch instead.

If you would like to join a gym you may find that you could get some help from your GP. Sometimes GP's will 'prescribe' gym membership which will help pay for the cost of going to the gym. This tends to only be the case if gym membership is likely to help you with a physical or mental health problem.

If you are going out for the evening, consider setting a budget for how much you can spend. It might help you to stick to the budget if you just bring out the amount of money you have allowed yourself and no more.

If you are going to the cinema, the cheapest times to go tend to be Monday to Thursday before 5.00pm or early Saturday morning. To avoid being tempted by the expensive cinema food, eat before you go out! Some cinemas will also give you a 2-for-1 discount if you hold a disabled bus pass – just ask at the cinema and make sure you have your bus pass to hand.

Charity shops are a cheap source of books, CD's and games with the added benefit that your money will go to a worthy cause.

Before using your local leisure centre it might be worth first checking if you are entitled to a discount. Discounts tend to be offered to; young people; students; people over 60; those in receipt of DWP benefits or people with disabilities.

Adult education classes on all sorts of topics are available in many areas. They tend to be quite cheap and can be a good way to develop new skills and confidence. If you are interested in an Adult Education class but can't afford the cost, Transform has access to some grant money and may be able to help. Speak to your keyworker for more information.

If you are planning on going out for a meal, you might want to consider the following ideas:

- Before going, check to see if there are any special offers. There are a number of voucher websites, and one such is:
www.myvouchercode.co.uk/restaurant-vouchers
- Avoid ordering drinks – these can increase the price of a meal significantly. Ask instead for a glass of tap water.
- Of course, the easiest way to save money on eating out is to eat in!

Action boxes



You have seen some examples of money saving tips. Now it's your chance. Write your personal money saving tips in the boxes below. You can use any of the examples given as a basis, or you can come up with your own tips.

Top tips: Leisure



Part F: Actual expenditure – analysis

Just to recap, so far this module you have done the following:

- Calculated your income
- Estimated what you spend your income on
- Tracked your spending
- Compared your actual spending with your estimated spending
- Analysed the results to see if there are any areas where you might make savings
- Considered money saving tips

The next stage is, quite simply, to draw up your final budget plan. Your budget plan should list all of the key areas of your regular expenditure stating what you spend your money on. The goal of your final budget plan is that it is:

1. **Realistic** – avoid underestimating any costs
2. **Thorough** – don't miss anything out
3. **Clear** – easy to read

The budget plan should be based on all the information you have gathered throughout the course of completing this module. If there are areas where you will be reducing your expenditure because you have found ways to cut back, then this should be reflected in your final budget plan. Alternatively, if you identified additional expenditure which you had not originally included, then please make sure you do include this on your budget plan.

Transfer all the information from this budget plan onto the pre-prepared spreadsheet called 'Budget plan form'. It shouldn't take very long to do as there are drop down lists which mean you shouldn't have to do much typing. If you aren't confident with computers and spreadsheets just speak to your keyworker who will help you to complete the form.

Once prepared please print out several copies of your budget plan form.

Top tips



Pin a copy of your budget plan on your bedroom door or on a noticeboard so that you can refer to it quickly.

Action boxes



Please now complete the budget plan form on computer.

Part G: Reviewing your budget plan

Once you have finalised your budget plan you can use it to plan your expenditure each time you receive your income. There are many ways you can do this, but some ideas are:

- Pay out money for the most important expenditures, such as household bills, first.
- Put your money in clearly marked envelopes, such as 'food' and 'cigarettes' so you know how much you have to spend on each.
- If you are saving money to pay for a one-off purchase, then put this aside in a separate envelope so it doesn't get spent accidentally.

It is important that you keep a close eye on your budget plan and your actual expenditure. You might well find over time that your income or expenditure changes. If so you may decide to review your budget plan. You can do this at any time simply by repeating any or all of the stages in the module. Do remember, you don't have to re-do the entire module – you can just pick and choose the parts that you think will be useful for you.

Top tips



If you have access to the internet then consider making use of internet banking. This will help you to quickly and easily check on your bank balance and see how much money you have available.

Top tips



It might be worth considering agreeing an overdraft limit with your bank. Basically, you agree a sum of money (for example £150) which the bank will permit you to go overdrawn without charging you an overdraft fee. You will still, however, be liable for the interest on any sum you are overdrawn.

Top tips



Some banks provide a facility where they will send you a text when your bank balance starts to get low. If this would help you, then it might be worth finding out if your bank does this.

Appendix 1: Example of budget plan

Name:	Donald Duck			Date:	19 February
Period of budget plan:	Weekly <input type="checkbox"/>	Fortnightly <input type="checkbox"/>	Monthly <input checked="" type="checkbox"/>		
Income for budget period:	£130.00				
This form allows for 10 expenditure items under each of the five key headings. If you do not need to use all 10 entries, then:					
1. Highlight the rows that you do not need.		2. Right click on the mouse.		3. Choose the option 'Hide' from the drop down menu.	
Household bills					
Expenditure (please choose from drop down list)	Description (please enter if required)	Cost (for budget period)			
Rent/personal contribution		£22.00			
Mobile phone		£8.00			
Other (please state)	Magazine subscription	£2.00			
Total cost:					£32.00
Living costs					
Expenditure (please choose from drop down list)	Description (please enter if required)	Cost (for budget period)			
Food		£40.00			
Cigarettes/tobacco		£12.00			
Toiletries/cleaning		£5.00			
Clothes		£4.00			
Total cost:					£61.00

Debts, savings and other

Expenditure (please choose from drop down list)	Description (please enter if required)	Cost (for budget period)
Debt repayment	Repayment of credit card debt (£250)	£10.00
Tuition fees and costs	Books for college course	£2.00
Total cost:		£12.00

Travel

Expenditure (please choose from drop down list)	Description (please enter if required)	Cost (for budget period)
Bus fares		£7.50
Total cost:		£7.50

Leisure

Expenditure (please choose from drop down list)	Description (please enter if required)	Cost (for budget period)
Sports and gym	Attend gym class once a week	£8.00
Books, music & games		£3.00
Total cost:		£11.00

Expenditure total

Household bills	£32.00
Living costs	£61.00
Debts, savings and other	£12.00
Travel	£7.50
Leisure	£11.00
Expenditure grand total:	£123.50
Income:	£130.00
Difference:	£6.50

Registered office: Bradmere House, Brook Way, Leatherhead, Surrey KT22 7NA
www.transformhousing.org.uk ■ info@transformhousing.org.uk

Registered charity: 264133 ■ **Company limited by guarantee registered in England and Wales:** 01057984
Registered with the Regulator of Social Housing: H2452

Budget plan form

Name: _____

Date: _____

Period of budget plan:
(please choose from drop down list) _____

Income for budget period: _____

This form allows for 10 expenditure items under each of the five key headings. If you do not need to use all 10 entries, then:

1. Highlight the rows that you do not need
2. Right click on the mouse
3. Choose the option 'Hide' from the drop down menu

Household bills			
	Expenditure (please choose from drop down list)	Description (please enter if required)	Cost (for budget period)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
Total cost:			£0.00

Living costs

	Expenditure (please choose from drop down list)	Description (please enter if required)	Cost (for budget period)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Total cost:

£0.00

Debts, savings and other

	Expenditure (please choose from drop down list)	Description (please enter if required)	Cost (for budget period)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Total cost:

£0.00

Travel

	Expenditure (please choose from drop down list)	Description (please enter if required)	Cost (for budget period)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Total cost:

£0.00

Leisure

	Expenditure (please choose from drop down list)	Description (please enter if required)	Cost (for budget period)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Total cost: £0.00

Expenditure total

		Cost (for budget period)
1	Household bills	£0.00
2	Living costs	£0.00
3	Debts, savings and other	£0.00
4	Travel	£0.00
5	Leisure	£0.00

Expenditure grand total: £0.00

Income: £0.00

Difference: £0.00