

stewardship[®]

Preparing a Weekly or Monthly Budget

These blank Budget forms are for your own personal use. They are designed to help you calculate the monthly expenditure costs of most items in your budget. You will not have an entry in every line. You may need to add new items to suit your own circumstances.

There is also a section that will enable you to calculate Income.

The totals from each section of Income and Expenditure should be transferred to the Summary Income/Expenditure section on page 6, which will show if you're working with a monthly surplus (income greater than expenditure) or deficit (expenditure greater than income).

If you have a partner or children it is sensible to do a family budget and include them in the discussion as you draw up your budget.

Remember that the Summary doesn't include payments to creditors (those you owe money to) so you may like to continue the process and review your financial situation completely. This is done by completing the sheets on pages 7 – 8 detailing your assets / investments, how much money you owe to your creditors and the normal monthly repayments to them.

Completing the Personal Budget: Guidelines & Explanation

Step One: Income

First work out how much money you have coming in to your household each week or month using the table on page 3. You will need to decide whether weekly or monthly suits you best and stick to it throughout.

When you are confident that you have worked out your Income, transfer the total onto the Summary Income/Expenditure Sheet on page 6.

Step Two: Outgoings / Expenditure

Now, work out how much money you have going out each week or month on household bills and for your basic living costs. The Expenditure forms on pages 4 - 6 will help you to do this. Use pencil, it is easier to correct mistakes and photocopy.

Plan to make your **priority payments** first (e.g. mortgage & other secured loans, rent, council tax, child support, Court fines, maintenance orders, County Court judgements, gas and electricity, Hire Purchase, TV Licence, Tax / National Insurance - if these are not collected by your employer and deducted from your pay). These can all be found in expenditure sections 1 & 2 on page 4.

When converting a weekly income or expenditure figure into a monthly figure, multiply it by 52 and then divide by 12; When converting a quarterly expenditure figure into a monthly figure, divide it by 3; When converting an annual expenditure figure into a monthly figure, divide it by 12

If you are behind with any of these payments then contact the organisation concerned and arrange to pay them before you do anything else. Put the amount of payments arranged on to your budget (use a spare line on page 4 to put in the agreed arrears repayments). Next look at your living costs and work out how much you need a week or month to live on.

Complete expenditure sections 3 & 4 on pages 5 - 6. Your budget must meet your needs but show to the people you owe money to that you are not spending money on unnecessary things. Do not try to economise too much on food, as this will be difficult to manage over a long time.

Do not put anything in your budget for debt payments such as catalogues, store cards, credit cards and unsecured loans as they should be put in the Creditor Information on Page 8.

We have separated what you spend into four sections. This should help you to budget on an ongoing basis as you monitor what you spend money on.

When you are confident that you have worked out a Household Budget you can live on, transfer the totals onto the Summary Income/Expenditure Sheet on page 6.

Step Three: Comparison of Income against Expenditure

On the Summary of Income/Expenditure section on page 6 subtract the "Total Expenditure" from "Total Income" to get "Total Income – Expenditure".

If the "Total Income – Expenditure" figure is positive you have a surplus. This will show how much money you have left over each week or month which is available to save or share between those who you owe money to (your creditors).

If the "Total Income – Expenditure" is negative you have a deficit (i.e. you do not have any money left after bills and living costs have been met). You will need to look at the budget again, to see if any realistic reductions can be made in expenditure. These can be added to the "revised" column.

Step Four: Capital, Investments, Savings, Shares, Insurance Policies, etc.

Complete the Assets/Investments section on page 7.

Step Five: Creditor Information

This information is to help you to know more about how much money you owe to Creditors. We need to consider **priority debts** (see priority payments on page 1) and **other debts** separately. Complete both sections on page 8.

Step Six: Sit down and look at the situation

This exercise of completing the Personal Budget may be the first time you have looked at all aspects of your personal finances at one time. You may be shocked or worried about the information you have written down. It is important to try and stay calm and talk to your family or a counsellor/advisor, as there may be several options open to you.

Step Seven: If it all seems too much to cope with alone, contact a counsellor/adviser

Take or send a copy of the forms you have completed to your counsellor/advisor and discuss with them the options open to you, or ring the Consumer Credit Counselling Service free on **0800 027 4995**

Budget - Income

Income

	<u>£ per week</u>	<u>£ per month</u>	<u>Revised</u>
Wages/ Salary (net after deductions)			
Wages/ Salary net (spouse/partner)			
Other Wages and Salaries (net)			
Child Benefit			
Income Support			
Jobseekers Allowance			
Child Tax Credit / Working Tax Credit			
Attendance Allowance			
Disability Living Allowance			
Careers Allowance			
Maternity Allowance			
Statutory Maternity Pay			
Pension			
Pension (spouse/partner)			
Pension Credit			
Maintenance / Child Support			
Statutory Sick Pay			
Incapacity Benefit			
Bereavement Benefit			
Housing Benefit			
Council Tax Benefit			
Contributions (non-dependants)			
Contributions (lodger)			
Student Loan / Student grant			
Interest Income (Bank)			
Interest Income (Building Society)			
Other Income (Specify)			
Other Income (Specify)			
Total Income			

Budget - Expenditure

Expenditure

1. Housing Costs / Utilities

	<u>£ per week</u>	<u>£ per month</u>	<u>Revised</u>
Rent			
Mortgage			
Other Secured Loans / 2 nd mortgage			
Council Tax			
Mortgage Protection Premium			
Ground Rent, Service Charges, etc.			
Contents Insurance			
Buildings Insurance			
Mortgage Endowment Premium			
Other Life Assurance			
Water Charges			
Electricity			
Gas			
Oil / Paraffin			
Coal			
Calor Gas			
Total Housing Costs (1)			

2. Other Important Items

	<u>£ per week</u>	<u>£ per month</u>	<u>Revised</u>
Telephone			
Mobile Phone			
Court Fines / Orders			
Maintenance / Child Support			
Pension / AVC payments			
Other Life Assurance			
HP / Conditional Sale			
TV Licence			
County Court Judgements (CCJ)			
Tax / National Insurance (if not collected by your employer through PAYE)			
Total Important Items (2)			

3. Everyday Expenditure

	<u>£ per week</u>	<u>£ per month</u>	<u>Revised</u>
Travel – Work			
Travel - School			
Travel - Shopping			
Car Road Tax			
Car Insurance			
Car Fuel / Oil			
Car MOT / Maintenance			
Car Breakdown Cover			
Car Parking Charges			
Food / Milk			
Cleaning / Toiletries			
Newspapers / Magazines			
Cigarettes / Tobacco / Sweets			
Alcohol			
Laundry / Dry Cleaning			
Clothing / Footwear			
Childcare			
Nappies / Baby Items			
School Fees			
School Meals			
School Trips			
Pocket Money			
Dentist / Prescriptions / Glasses			
Care costs other than Childcare			
Health Insurance			
Pet Food			
Vet's bills / Pet Insurance			
Household Repairs			
Household maintenance / Redecoration			
Window cleaning			
Maintenance contracts			
Other			
Total Everyday Spending (3)			

4. Other Expenditure

	<u>£ per week</u>	<u>£ per month</u>	<u>Revised</u>
Membership / Professional Subs			
Postage			
Hairdressing / Haircuts			
TV / Video / Satellite / Cable rental			
Other appliance rentals			
Pubs / Eating Out			
Lottery			
Hobbies (e.g. gardening etc)			
Religious & Charitable giving			
Gifts - Birthdays			
Gifts - Christmas			
Holidays			
CDs / Books			
Course costs / Fees			
Tuition Fees			
Entertainment / Outings			
Savings			
Other:			
Total Other Expenditure (4)			

Summary of Income/Expenditure

	<u>£ per week</u>	<u>£ per month</u>	<u>Revised</u>
<u>Total Income</u>			
<u>Total Expenditure</u>			
<i>Total Housing Costs / Utilities (1)</i>			
<i>Total Other Important Items (2)</i>			
<i>Total Everyday Spending (3)</i>			
<i>Total Other Expenditure (4)</i>			
<u>Total Expenditure</u>			
<u>Total Income – Total Expenditure</u>			

Assets/ Investments

House / Flat (Value of property minus mortgages outstanding)	
Car / Motorbike (Current value minus Hire Purchase or Conditional sales outstanding)	
Savings:	
Tessa	
ISA	
Higher Rate Deposit	
Building Societies / Bank Savings	
Other Savings	
Endowment Policies	
Stocks & Shares (current value)	
Other:	

Creditor Information (1)

Priority Debts: Mortgages, Other Secured Loans, Rent, Fines, Utilities Hire Purchase, etc (for full list see priority payments on page 1).

	<u>Outstanding Balance</u>	<u>Monthly Repayment</u>	<u>Arrears</u>
Creditor 1			
Creditor 2			
Creditor 3			
Creditor 4			
Creditor 5			
Creditor 6			
Creditor 7			
Creditor 8			
Creditor 9			
Total Secured Debts			

Creditor Information (2)

Other Debts: Unsecured Loans, Credit Cards, Store Cards, Overdraft, Family loans, etc.)

	<u>Outstanding Balance</u>	<u>Monthly Repayment</u>	<u>Arrears</u>
Creditor 1			
Creditor 2			
Creditor 3			
Creditor 4			
Creditor 5			
Creditor 6			
Creditor 7			
Creditor 8			
Creditor 9			
Creditor 10			
Total Unsecured Debts			

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