

## How to complete a Budget Sheet form

When completing the Income and Expenditure forms it is important to remember to show whether the amounts stated occur weekly / monthly / annually / other

### Step 1 – Working out your Income

Add up the income for you and your household. Include the following.

1. **Wages and salary** after deductions (normal take-home pay). Only include overtime if it's regular. Check with your local tax office that you have the right tax code.
2. **Benefits and tax credits** including Child Benefit.
3. **Contributions** from other people who live in your home such as grown-up children and elderly relatives (known as non-dependants). Try to make sure that any non-dependant is paying enough towards the household expenses.
4. **Maintenance or child support**
5. **Pensions**

If you are on a low income, you may be entitled to money which you are not claiming, such as Income Support, Pension Credit, Jobseeker's Allowance, Employment and Support Allowance, Working Tax Credit, Child Tax Credit, Housing Benefit or Council Tax Rebate.

If you are sick or disabled, you may be able to claim a range of disability benefits. You can contact the **Jobcentre** (0800 055 6688) for more information or the website **Adviceguide** ([www.Adviceguide.org.uk](http://www.Adviceguide.org.uk))

### Step 2 – Working out your Spending (Expenditure)

Work out with your family how much money you have to spend each week or each month on basic living expenses. At this stage don't include any debts or arrears or any credit payments.

1. **Mortgage**. You will usually pay it monthly. To get a weekly figure, multiply the amount by 12, and then divide it by 52.
2. **Rent**. Check whether you are entitled to any Housing Benefit (rent rebate).
3. **Council Tax**. Check whether you are entitled to Council Tax Rebate. You normally pay Council Tax in 10 monthly instalments, but some councils will accept payments every week, or two weeks. If you live alone, you will be entitled to 25% off your instalments.
4. **Gas and electricity**. Work out the cost of your last four bills. Divide this by 52 if you are preparing a weekly budget, or 12 if monthly. Gas and electricity cost less if you pay by monthly direct debit from a bank account
5. **Water rates**. Most water companies will accept payments every month, every week or every two weeks. It is important to keep up with your ongoing water rates bills.
6. **Other fuels** – coal; wood; oil;
7. **TV licence**
8. **Magistrates court fines**
9. **Phone costs**
  - Landline
  - Mobile
10. **Travel costs**
  - Public transport
  - Car insurance
  - Car Road Tax
  - Fuel
  - MOT & car maintenance
  - Number of cars in household

11. **Housekeeping.** This should include food, toiletries, cleaning materials, newspapers and so on.
12. **Other expenditure.** This could include prescriptions; hairdressing; Cable/satellite; Lottery; Hobbies; Gifts (Christmas/birthdays/charity); school meals; dental costs; clothing and a small amount for entertainment.

## Remember

It is your personal budget, so the figures should be your own.

You may have extra expenses because of your circumstances, such as a special diet, extra transport costs due to a disability or you live in a rural community, the cost of a uniform for work, or regular payments you have to make because of your religion. You will need to give an explanation for any extra expenses.

Be careful! If you don't take account of extra expenses, you may find it more difficult to stick to any long-term repayment plan. This could lead you into greater difficulties.

## Step 3 – Working out your Total Debts

Some debts are more important than others. The law gives different creditors different ways of getting their money back. If you don't act quickly, some creditors could:

- take away your home (called 'repossession' or 'eviction');
- cut off your gas or electricity (disconnection) - the law has changed and your water company cannot disconnect your water supply
- send the bailiffs to take furniture from your home (called 'distrain'); or
- ask the magistrates' court to send you to prison.

In the **Debt** section of the form

1. List the total amount you owe and details of any repayment offers that have already been agreed for each type of **Priority Debt** eg
  - Rent arrears
  - Mortgage arrears
  - Secured Loans
  - Magistrates court fines
  - County court Judgements (CCJ)
  - Council Tax arrears
  - Income tax
  - Fuel bill arrears
  - Hire purchase arrears
  - Child support or Maintenance arrears
2. For all **Other Debts** list the total amount you owe and details of any repayment offers that have already been agreed for each different creditor eg
  - Credit card debt
  - Catalogue/mail order
  - Bank overdraft
  - Store card
3. **Time Limits** – Remember that for many events in law, for example a creditor who is trying to collect money from you for a debt that occurred some time ago, there are time limits on the length of time within which a claim can be pursued.
  - If you believe that this may apply to you **DO NOT ACKNOWLEDGE** the debt but contact your local CAB for more information
  - If you believe you are close to the time limit **DO NOT SEND** a **Holding Letter** to the creditors but contact your local CAB for advice.

## CLIENT BUDGET SHEET

Name.....Date.....  
 .....

CAB client ref .....

<b>Income</b>	<b>£</b>	<b>Payment period Weekly/ monthly/ other</b>	<b>Notes</b>
Client's salary or wages (take home)			
Partner's salary or wages (take home)			
Other earnings			
Other earnings			
Maintenance or child support			
Boarders or lodgers			
Non-dependant contributions			
Student loans and grants			
Other			
<b>Benefits</b>			
Job Seeker's allowance (income based)			
Job Seeker's allowance (contrib based)			
Income Support			
Working Tax Credit			
Child Tax Credit			
Child benefit			
Incapacity benefit/Statutory Sick Pay/ESA			
Disability Living Allowance/ Attendance Allowance			
Carer's Allowance			
Housing benefit			
Council tax benefit			
Other			
<b>Pensions</b>			
State pension			
Private or work pension(s)			
Pension Credit			

**CLIENT BUDGET SHEET**

Name.....Date.....  
.....

**Assets**

	Total value of property	Mortgage outstanding	Notes
House or flat			
Vehicle (s) (less HP outstanding)			
Savings			
Other assets			

## CLIENT BUDGET SHEET

Name.....Date.....  
 .....

### Expenditure

Please provide proof of amounts where possible

	£	Payment period Weekly/ monthly/ other	Notes
<b>Essential expenditure</b>			
Rent			
Ground rent and service charges			
Mortgage			
Other secured loans			
Mortgage Endowment and Mortgage Protection Insurance			
Buildings and contents insurance			
Pension and life insurance			
Council tax			
Gas			
Electricity			
Water			
Other utilities (coal, oil, calor gas)			
TV licence			
Magistrates' court fines			
Maintenance or child support			
Hire purchase/conditional sale			
Childcare costs			
Adult care costs			
Other			
<b>Phone</b>			
Home phone			
Mobile phone			
Other			
<b>Travel</b>			
Public transport (work, school, shopping etc)			
Other travel (eg taxis)			

continued

## Caterham &amp; Warlingham Citizens Advice Bureau

	£	Payment period Weekly/ monthly/ other	Notes
Car insurance			
Road tax			
Fuel (petrol, diesel etc)			
MOT and car maintenance			
Breakdown or recovery			
Parking charges or tolls			
Number of cars in household			
<b>Housekeeping</b>			
Food and milk			
Cleaning and toiletries			
Newspapers and magazines			
Cigarettes and tobacco			
Alcohol			
Laundry and dry cleaning			
Clothing and footwear			
Nappies and baby items			
Pet food			
Other			
<b>Other expenditure</b>			
Health (dentist, glasses, prescriptions etc)			
Repairs/maintenance, window cleaning etc			
Hairdressing and haircuts			
Cable, satellite, internet			
TV, video, etc rental			
School meals/meals at work			
Pocket money/school trips			
Lottery/pools etc			
Hobbies/sport/leisure etc			
Gifts (Christmas/birthdays/charity)			
Vet bills and pet insurance			
Other eg postage			
Other			

**DEBTS**

Name.....Date.....

CAB client ref .....

Please provide copy of latest statement from creditor

<b>Priority debts</b>	<b>Amount owed</b>	<b>Repayment</b>	<b>Payment frequency</b>
Rent arrears			
Mortgage arrears			
Other secured loans arrears			
Magistrates court fines			
County Court Judgement			
Council tax arrears			
Maintenance or child support arrears			
Gas arrears			
Electricity arrears			
Hire purchase arrears			
Benefits overpayments			
Income tax owed			
VAT owed			
Other			

**Other debts**

<b>Creditor</b>	<b>Type of debt (credit card/ loan etc)</b>	<b>Total amount owed</b>

Continue on another sheet if necessary

## **Documents to bring to your Appointment with a Debt Adviser**

1. A completed Budget Sheet form
2. Proof of Income
  - Payslips
  - Maintenance agreements
  - Benefit letters – JSA or ESA or Income support
  - Tax credit statements
  - Child benefit letters
  - Pension statements/payslips
  - Pension credit letters
  - Housing Benefit letters
  - Council Tax letters
3. Proof of expenses listed
  - Mortgage statements or rent payments/book
  - Service charges / ground rent charges
  - Council Tax bill
  - Gas bill
  - Electric bill
  - Other fuel bills
  - Water rate bill
  - TV licence
  - Magistrate court fines
  - Maintenance payments (CSA)
  - Child minding costs
  - Phone costs – landline and mobile
  - Cable/satellite payments
  - Car insurance premiums
  - House Insurance premiums
  - Hire purchase agreements

OR

- bank statement showing the above payments
4. Proof of debts
    - Loan agreements
    - A Statement for each Credit card debt
    - A Statement for each store card
    - Overdraft agreements
    - Personal debts to friends and family
    - Catalogue statements



Caterham & Warlingham Citizens Advice Bureau

**Before** sending a letter to your creditor check the age of the debt as there are time limits on the length of time within which a claim can be pursued.

## EXAMPLE OF A CLIENT HOLDING LETTER

[YOUR ADDRESS)

[CREDITOR'S CONTACT]  
[CREDITOR'S AGENCY  
[CREDITOR'S ADDRESS]

[TODAY'S DATE]

[YOUR REFERENCE (IF APPLICABLE)]  
[THEIR REFERENCE (IF APPLICABLE)]

Dear [ ]

[TITLE, FORENAME, SURNAME]

I am experiencing financial difficulties and have contacted my local Citizens Advice Bureau for advice in managing my situation.

Before I can produce a Financial Statement, please would you supply me with the current outstanding balance. I would be grateful if you could let me have this information as soon as possible.

I will be in touch again as soon as I have heard from all my creditors. Meanwhile I would ask that no further action be taken in this matter and for any additional interest or other charges to be suspended.

Yours faithfully,

[Your Name}

## DEBT ADVICE

You can consult the CAB website

[www.adviceguide.org.uk](http://www.adviceguide.org.uk)

OR

You may wish to seek further assistance or advice regarding your debts from the following free advice services

- National Debtline: Tel: 0808 808 4000  
[www.nationaldebtline.co.uk](http://www.nationaldebtline.co.uk)
- StepChange: Tel: 0800 138 1111  
<http://www.stepchange.org/>
- Advice UK: Tel: 020 7407 4070  
[www.fiac.org.uk](http://www.fiac.org.uk)
- Payplan: Tel: 0800 085 4298  
[www.payplan.com](http://www.payplan.com)
- Business Debt line: Tel: 0800 197 6026  
<http://www.bdl.org.uk/englandandwales.asp>
- Debt Advice Foundation: Tel: 0800 043 4050  
[www.debtadvicefoundation.org](http://www.debtadvicefoundation.org)

### **WARNING**

Think carefully before becoming involved with Debt Management Companies who charge for their services.