

Income and Expenditure form



If you pay for anything in **weekly amounts** you'll need to use the calculation below to convert it to a **monthly amount**.

$$\text{Weekly amount} \times 52 = \text{Yearly amount}$$

$$\text{Yearly amount} \div 12 = \text{Monthly amount}$$

For Example:

$$£10 \times 52 = £520$$

$$£520 \div 12 = \underline{£43.33}$$

your monthly amount

be as honest and accurate as possible

1

Your Income

This includes your salary or pension, maintenance received and any benefits claimed.

	monthly amount
Basic salary (take-home pay after all deductions)	<input type="text"/>
Overtime (guaranteed overtime only)	<input type="text"/>
Partner's basic salary	<input type="text"/>
Partner's overtime	<input type="text"/>
Pension	<input type="text"/>
Child maintenance received	<input type="text"/>
Child Benefit	<input type="text"/>
Child/Working Tax Credit	<input type="text"/>
Other benefits (please state)	<input type="text"/>
(please state)	<input type="text"/>
(please state)	<input type="text"/>
Other income (e.g. rent from lodger)	<input type="text"/>
Total Income	<input type="text"/>

2

Your Essential Expenditure

This includes your mortgage/rent, household bills, food, clothing and transport.

	monthly amount
Mortgage/rent	<input type="text"/>
Household insurance e.g. gas fire	<input type="text"/>
Life insurance	<input type="text"/>
Electricity/gas/oil/solid fuel	<input type="text"/>
Council Tax 10 months	<input type="text"/>
Water rates 10 months	<input type="text"/>
HP/rental (e.g. car, washing machine)	<input type="text"/>
TV licence	<input type="text"/>
Medical/dental/glasses/lenses	<input type="text"/>
Vehicle insurance	<input type="text"/>
Vehicle tax/MOT	<input type="text"/>
Total Essential Expenditure	<input type="text"/>

3

Your Reducible Expenditure

This includes your monthly living costs which you may be able to make savings on.

this is where cut backs can be made! think carefully...do you really need it, could you spend less, is it cheaper elsewhere?

	monthly amount
Housekeeping (inc. food, toiletries, pet food, nappies)	<input type="text"/>
Clothes/shoes	<input type="text"/>
Telephone (including mobile)	<input type="text"/>
Laundry expenses	<input type="text"/>
Hairdressing	<input type="text"/>
Meals at work/school	<input type="text"/>
Child care/babysitting	<input type="text"/>
School/College/University fees	<input type="text"/>
Pocket money and school trips	<input type="text"/>
Hobbies, leisure and sport	<input type="text"/>
Newspapers and magazines	<input type="text"/>
Public transport (e.g. trains, school bus)	<input type="text"/>
Petrol	<input type="text"/>
Vehicle maintenance	<input type="text"/>
Vehicle breakdown cover (e.g. AA)	<input type="text"/>
Internet/satellite	<input type="text"/>
Regular subs (e.g. union fees)	<input type="text"/>
Other expenditure (please state)	<input type="text"/>
(please state)	<input type="text"/>
Total Reducible Expenditure	<input type="text"/>

Your Surplus Payment

Total Essential Expenditure	<input type="text"/>
Total Reducible Expenditure	<input type="text"/>
Total Expenditure	<input type="text"/>
Total Income	<input type="text"/>
Total Expenditure	<input type="text"/>
Surplus Payment	<input type="text"/>
from page 7	<input type="text"/>
Priority Debt and Arrears Monthly Total	<input type="text"/>

If your **Surplus Payment** is **equal-to or more-than** your **Priority Debt and Arrears Monthly Total** then you can make your monthly minimum payments to your creditors.

If it's not, don't worry. **Step 3** will help you out!

Once you've completed Step 2, you will have...

- Reviewed priority and non-priority debts
- Completed a list of creditors
- Filled in your Income & Expenditure form

you can use this space for any calculations

