

BUDGET SHEET

It is important to monitor your spending patterns in order to spread your income over the period to which it relates and to ensure that you have enough money for essentials like rent and fuel bills. Using a budget sheet like this one will help you to see where you need to cut your spending on non-essential items and whether you need to increase your income. It is a good idea to divide income and expenditure into monthly amounts for easy comparison.



If, when you have completed your budget sheet, you find that you have a surplus of money then you could save some for unexpected expenses.

If the calculation shows that you have a shortfall then you will need to examine your budgeting and see whether you can reduce some of your spending. You may also be able to increase your income by taking a part-time job.

USEFUL BUDGETING TIPS

- £ Spend time planning expenses
- £ Prepare a budget sheet & list essential expenditure
- £ Keep a record of expenditure – to be aware of spending patterns
- £ Avoid credit cards and store cards, interest soon adds up and can be very expensive
- £ Consider standing orders or direct debits for priority bills.
- £ Read the small print in mobile phone contracts. They can be expensive when free offers end.
- £ Plan for extra expenses at the start of the year e.g. birthdays
- £ If you need to borrow, use only interest free overdraft facilities
- £ Use a student bank account
- £ Avoid using cash-point machines that charge for use

Don't ignore money problems.

The welfare and financial advisers can help you review your financial situation & offer advice on student loans and grants, bursaries, trust funds and charities, welfare benefits, debt management, Tax Credits and general financial queries

Contact:

Welfare and Financial Advisers
Susan Richardson and Jackie Bryant
Room 74 Room 78
Woodbury Building
University of Worcester, Henwick Grove,
Worcester, WR2 6AJ
Telephone: 01905 855501 and 542091
E-mail moneyadvice@worc.ac.uk



Susan and Jackie have an 'open door' policy for students to drop in between the hours of 10.00 am and 4.00 pm, although an appointment can be made if preferred.

PROJECTED INCOME FOR ACADEMIC YEAR

Loan/grant/ bursary	£
Help from family	£
Part-time job	£
Other	£

Total Annual Income £

Total Monthly Income £

EXPENDITURE FOR ACADEMIC YEAR

Rent or mortgage	£
Water	£
Insurance	£
Council Tax	£
Electricity	£
Gas	£
Phone/mobile/internet	£
TV licence	£
Car tax	£
Petrol	£
Car insurance	£
MOT certificate	£
Car maintenance and Servicing	£
Parking fees	£
Food	£

Toiletries	£
Newspapers/magazines/Coffees	£
Books/stationery	£
Photocopying/printing/Ink/toner	£
Course costs	£
Laundry	£
Public transport	£
Clothing	£
Sports/hobbies	£
DVDs/ CDs	£
Alcohol/drinks/Cigarettes	£
Christmas and Birthdays	£
Holidays/trips out	£
Balls/meals out	£
Other	£

Total annual Expenditure £.....

Total Monthly Expenditure £

Deduct Expenditure
from Income to find
surplus or shortfall.
