

Full budget - review

Account details

Mortgage account number:

Case owner:

Introduction

It is important to complete the full budget as accurately as possible because it will help you see:

- what money you have coming in;
- what money you need to pay your essential bills; and
- what money you have left over to pay your debts.

Monthly budget

The budget asks for monthly figures. If any of your income or outgoings are paid weekly, fortnightly or four-weekly, you will need to change them to monthly figures. Making sure that all your figures are monthly will help you to create an accurate budget.

Use these instructions to change your figures to monthly.

You may find it helpful to do your calculations on a separate sheet of paper, or photocopy the budget so you can complete a first draft. This will give you the opportunity to look over your figures and check that you have covered all of your income and outgoings.

Instructions

To change weekly to monthly figures

Weekly figure multiplied by 52 (weeks) divided by 12 (months)

To change fortnightly to monthly figures

Fortnightly figure multiplied by 26 (payments) divided by 12 (months)

To change four-weekly to monthly figures

Four-weekly multiplied by 13 (payments) divided by 12 (months)

Get advice

Useful tips are included in some sections of the budget to help you complete it. If you need extra help or want to discuss your situation, please contact your Case Owner on **0800 083 8031** or **0345 241 0593**.

Notes

A Notes section is included at the end of each section of the budget. Use this to explain spending or circumstances that are not covered by the budget.

Declaration - I declare the following information to be an accurate record of my financial situation.

First Signature:

Date:

Second Signature:

Date:

Your personal and household details

Type of budget You will need to decide who you are going to include in your budget. If you live with a partner and are dealing with your debts together, you would usually complete a joint budget. If you are unsure whether to do a sole or joint budget, get further advice.	Sole budget ☐ Joint budget ☐
Your name:	
Your date of birth:	/ /
Partner's name: Fill in this section if you are doing a joint budget.	
Partner's date of birth: Fill in this section if you are doing a joint budget.	/ /
Your address:	Postcode:
Email address:	
Your employment Tick all boxes that apply to you.	Full-time ☐ Part-time ☐ Unemployed ☐ Not working due to illness/disability ☐ Self-employed ☐ Retired ☐ Carer ☐ Student ☐ Other ☐
Your job description	
Partner's employment If you are completing a joint budget, tick all boxes that apply to your partner.	Full-time ☐ Part-time ☐ Unemployed ☐ Not working due to illness/disability ☐ Self-employed ☐ Retired ☐ Carer ☐ Student ☐ Other ☐
Partner's job description	
Number of dependent children A dependent child lives with you and is either pre-school or in full-time education. If any children live with you for part of the week, explain this in the Notes section and say whether you have included them in the total number of dependent children.	Under 16: Aged 16-18:
Number of other dependants This is someone who is not a child but who is financially dependent on you. For example, an adult who is out of work and is not entitled to claim any benefits.	
Number of non-dependants Non-dependants are adults who live with you but who can support themselves financially. For example, a grown-up child who is working or a lodger who pays to rent a room.	
Total number in household This includes everyone in the household: you, your partner, any dependent children, other dependants and non-dependants.	
Number of vehicles in the household Include the total number of vehicles you and members of your household use. Don't forget to include vehicles that you pay for through a hire or hire-purchase agreement. If you need more than one vehicle, explain why in the Notes section.	
Assets Assets are things like savings or the value of property, such as your home or car. Creditors will not usually expect you to sell these to pay off your debts, but it is a good idea to show that you have at least considered whether this is an option. Tick the box to show creditors that you have considered this.	Confirm that you have considered the use of any assets to make lump-sum payments to your debts ☐

Notes - Add any information that you want us to be aware of about **Your personal and household details.**

[illegible]

Your monthly income

Include all types of income coming into your household. If you live with your partner and you are not dealing with your debts together, get advice about completing this section. If any of your income is paid weekly, fortnightly or four-weekly, you will need to change the figures to monthly. The instructions on page 1 show you how to do this.

Earnings

Include normal take-home pay. This means your wages and salary **after deductions for tax, National Insurance, pension contributions and anything else taken from your wages**. Only include overtime payments if you receive these on a regular basis. If you (or your partner if you are doing a **joint** budget) are having money deducted from your wages to pay a debt, **get advice** about completing this section.

	Monthly amount
Your salary or wages (take-home pay)	£
Your partner's salary or wages (take-home pay)	£
Other earnings (including self-employment) If you are self-employed, include the income that you take from your business. This should be based on what the business can afford to pay you after you have put aside your ongoing tax and National Insurance contributions. Business Debtline has a business budget tool that can help you calculate this. Go to www.businessdebtline.org or call 0800 197 6026 for advice.	£
Total monthly salary and wages: £ (Box 1)	

Benefits and tax credits

If you (or your partner if you are doing a **joint** budget) are having money deducted from your benefits to pay a debt, such as rent or council tax arrears, **get advice** about completing this section.

	Monthly amount
Universal Credit	£
Jobseeker's Allowance (income-based)	£
Jobseeker's Allowance (contribution-based)	£
Income Support	£
Working Tax Credit	£
Child Tax Credit	£
Child Benefit	£
Employment and Support Allowance or Statutory Sick Pay If you get Incapacity Benefit include it here.	£
Disability benefits Include Disability Living Allowance (DLA), Attendance Allowance (AA) and Personal Independence Payment (PIP) here. Make sure you include any related costs under the Adult care costs and Transport and travel sections later on.	£
Carer's Allowance	£
Housing Benefit/Local Housing Allowance Include your Housing Benefit/Local Housing Allowance as income here. Put your full rent amount in the Your monthly outgoings - fixed costs later on.	£
Council Tax Support or help with your rates in Northern Ireland	£
Other benefits and tax credits (such as maternity benefits and DWP Support for Mortgage Interest) Add any other benefits that you get here and include details in the Notes section.	£
Total monthly benefits and tax credits: £ (Box 2)	

Pensions

	Monthly amount
State Pension	£
Private or work pensions	£
Pension Credit There are two parts to Pension Credit: Guaranteed Credit and Savings Credit. You may get one or both of these credits.	£
Other pension income Add any other pensions that you get here and include details in the Notes section.	£
Total monthly pensions: £ (Box 3)	

Your monthly income (continued)

Other types of income

	Monthly amount	
Maintenance or child support	£	
Borders or lodgers	£	
Non-dependants' contributions Include contributions from other adults who live with you and can support themselves financially, such as grown-up children and elderly relatives. Check that they are paying enough towards the household expenses and remember to include any extra housekeeping costs for them later on.	£	
Student loans and grants	£	
Other income Add any other income that you get here, such as regular payments from an insurance policy because of illness or disability, and include details in the Notes section.	£	
Total monthly other types of income:	£	(Box 4)
Total of ALL monthly income = Boxes 1 + 2 + 3 + 4:	£	(Box 5)

Notes - Add any information that you want us to be aware of about **Your monthly income.**

[illegible]

Your monthly outgoings - fixed costs

Include all your outgoings. If you live with a partner and you are not dealing with your debts together, get advice before completing this section. Do NOT include any arrears or missed payments in this section. You will be asked to include them in later sections.

	Monthly amount
Rent Show your full rent payment here. Include any Housing Benefit or Local Housing Allowance you receive in the earlier Your monthly income section.	£ (Box 6)
Mortgage Include your full mortgage payment here.	£ (Box 7)
Other secured loans Check all your loan agreements to see if they are 'unsecured' or 'secured' on your home. If they are secured loans, treat them as fixed outgoings because lenders can ask the court for possession of your home if you do not pay your monthly instalments.	£ (Box 8)
Council tax/rates in Northern Ireland If you live in Scotland, unless you have a water meter, your council tax will also include your water charges.	£ (Box 9)

[Other home and contents](#)

	Monthly amount
Ground rent and service charges (factor fees if you live in Scotland)	£
Mortgage endowment If you have an interest-only mortgage, you may also pay towards a mortgage endowment policy. The policy pays off some, or all, of the money that would still be owed when your mortgage ends.	£
Appliance and furniture rental Include payments for any goods that you rent, or have bought on hire purchase or conditional sale. This may be for domestic appliances or furniture. Do not include payments for a vehicle as they are included in the Transport and travel section later on.	£
TV licence	£
Total monthly other home and contents costs: £ (Box 10)	

Your monthly outgoings - fixed costs (continued)

Utility Costs

	Monthly amount
Gas If you are on a regular payment plan for your gas, include the usual amount you are paying. If not, work out an average of your monthly costs.	£
Electricity If you are on a regular payment plan for your electricity, include the usual amount you are paying. If not, work out an average of your monthly costs.	£
Other utility costs (such as coal, oil, calor gas) Do not include costs for phones, internet or TV packages in this section. These are included in Communications and leisure later on.	£
Total monthly utility costs:	£ (Box 11)

Water

Depending on where you live, you may receive separate bills for your water supply and water waste. If you live in Scotland, unless you have a water meter, your water bill will be included in your council tax.

	Monthly amount
Water supply	£
Water waste (sewerage)	£
Other water costs	£
Total monthly water costs:	£ (Box 12)

Care and health costs

	Monthly amount
Childcare costs This might include fees for a childminder or nursery. Do not add the cost of after-school clubs here as they are listed under the School costs section later on. If you have extra costs because your child is ill or disabled, put them here.	£
Adult care costs Include any extra costs you have if you, or your partner, are ill or disabled.	£
Child maintenance or child support This is maintenance that you, or your partner, pay to someone else. Include voluntary payments, any payments ordered by the court, the Child Support Agency (CSA) or the Child Maintenance Service (CMS).	£
Prescriptions and medicine	£
Dentistry and opticians Don't forget the cost of dental treatment, glasses and sight tests for the whole household.	£
Other care and health costs	£
Total monthly care and health costs:	£ (Box 13)

Transport and travel

	Monthly amount
Public transport (for work, school and shopping)	£
Hire-purchase or conditional-sale vehicle Include payments for any vehicle you are buying on hire purchase, personal contract purchase or conditional sale, as well as any vehicles that you hire on a regular basis.	£
Car insurance	£
Road tax	£
MOT and ongoing maintenance	£
Breakdown cover	£
Fuel, parking and toll road charges	£
Other transport and travel costs (including taxis) You may have other vehicle costs that you have not listed, such as for taxis, lifts from friends and family, bicycles or motorcycles. You could have extra costs because of a disability or living in a rural area. Explain this in the Notes section.	£
Total monthly transport and travel costs:	£ (Box 14)

Your monthly outgoings - fixed costs (continued)

School costs

	Monthly amount
School uniform	£
After-school clubs and school trips	£
Other school costs If you have other school costs not already listed, include them here. Do not add the cost of school meals as these are listed under the Food and housekeeping section later on.	£
Total monthly school costs:	£

(Box 15)

Pensions and insurances

	Monthly amount
Pension payments Only include what you actually pay into your pension yourself. Do not include any payments that have already been taken out of your wages by your employer.	£
Life insurance	£
Mortgage payment protection insurance This covers your mortgage repayments for a fixed time if you are sick, had an accident or have been made redundant.	£
Buildings and contents insurance	£
Health insurance (medical, accident or dental)	£
Other pension and insurance costs	£
Total monthly pensions and insurance costs:	£ (Box 16)

Professional costs

	Monthly amount
Professional courses These are payments for courses that you must attend to keep your job or profession.	£
Union fees	£
Professional fees	£
Other professional costs Include any other compulsory payments you have to make in your job or profession.	£
Total monthly professional costs:	£ (Box 17)

Other essential costs

		Monthly amount
Magistrates' court or sheriff court fines		
Add details here, if you, or your partner, have been ordered to pay a magistrates' court or sheriff court fine by instalments and have not missed a payment. If payments are being taken from a salary or benefits, get advice.		£
Other essential costs		£
Total monthly other essential costs:		£ (Box 18)
Total monthly outgoings - fixed costs = Boxes 6 + 7 + 8 + 9 + 10 + 11 + 12 + 13 + 14 + 15 + 16 + 17 + 18:		£ (Box 19)

Notes - Add any information that you want us to be aware of about **Your monthly outgoings - fixed costs**.

[illegible]

Your monthly outgoings - flexible costs

Include all your outgoings. If you live with a partner and you are not dealing with your debts together, get advice before completing this section. Do NOT include any arrears or missed payments in this section. You will be asked to include them in later sections.

Communications and leisure

	Monthly amount
Home phone, internet, TV package (including film subscriptions)	£
Mobile phone Include all the mobile phone costs you have to pay for in the household.	£
Hobbies, leisure or sport (such as socialising, eating out, outings, clubs and leisure courses)	£
Gifts (such as birthdays, festivals, charity donations)	£
Pocket money	£
Newspapers, magazines, stationery and postage	£
Other communication and leisure costs Add details of any other costs in the Notes section.	£
Total monthly communication and leisure costs:	£

(Box 20)

Food and housekeeping

	Monthly amount
Groceries (including food, pet food, non-alcoholic drinks and cleaning products)	£
Nappies and baby items	£
School meals and meals at work	£
Laundry and dry cleaning	£
Alcohol If you need to cut back on your spending, this is an area that you might look at.	£
Smoking products If you need to cut back on your spending, this is an area that you might look at.	£
Vet bills and pet insurance	£
House repairs and maintenance Include routine house repairs, repairs to washing machines, maintenance contracts and so on.	£
Other food and housekeeping costs Add details of any other costs in the Notes section.	£
Total monthly food and housekeeping costs: £ (Box 21)	

Personal costs

	Monthly amount
Clothing and footwear The amount you spend will depend on your circumstances. Include any costs for school uniforms in the earlier School costs section.	£
Hairdressing	£
Toiletries	£
Other personal costs Add details of any other costs in the Notes section.	£
Total of monthly personal costs:	£ (Box 22)
Total monthly outgoings - flexible costs = Boxes 20 + 21 + 22:	£ (Box 23)

Notes - Add any information that you want us to be aware of about **Your monthly outgoings - flexible costs.**

[illegible]

Your savings

You can include an amount towards savings in your budget. It is important to consider doing this as it could help you to deal with unexpected expenses, or save for larger value items.

Tick to confirm that you have considered saving an amount each month. ☐

Monthly amount	
Savings amount You can include an amount towards savings in your budget. This can be 10% or less of the money you have left over after paying your essential monthly outgoings (see Box 28) up to a maximum of £20 a month. For example, if you have £100 a month available you can save £10 a month. If you have £250 a month available you can save £20 a month. Use the Your overview section below to see what money you have left over after paying your essential monthly outgoings. You need to know this before you can decide how much to save.	
Total monthly savings:	£ (Box 24)

Your overview

		Monthly amount
Total of ALL monthly income = Box 5		£ (Box 25)
Total of ALL monthly outgoings = Boxes 19 + 23		£ (Box 26)
Amount left over after essential monthly outgoings have been paid = Box 25 - 26		£ (Box 27)
Savings amount = Box 24		£ (Box 28)
Debt admin fee (if applicable)		
Only include an amount if you are using an agency and they have included a debt admin fee in the Agency information section at the start of the budget. If you are paying a debt admin fee, get advice as you may be able to get a similar service for free.		£ (Box 29)
Amount left over for your creditors = Box 27 - 28 - 29		
If you have nothing left over to pay us, or your outgoings are more than your income, get advice . You will still have options.		£ (Box 30)

Notes - Add any information that you want us to be aware of about **Your overview**.

[illegible]

Your debts

Priority debts

It is important to deal with your priority debts first because these creditors have more power to get their money back. This means that you may risk losing a

		£ Agreed monthly payment
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[illegible]

Your debts (continued)

Non-priority debts

Non-priority debts are dealt with last because these creditors have less power to make you pay. Your possessions and essential services are not directly at risk. Examples of non-priority debts include: unsecured loans, credit cards and overdrafts, catalogues and doorstep loans. Water is also a non-priority debt, unless you live in Scotland and it is being collected with your council tax. **If you are unsure whether a debt is a non-priority, get advice.**

If you have a county court judgment or decree and are behind with payments, **get advice**. In Northern Ireland county court judgments are collected by the Enforcement of Judgments Office.

If you have already agreed a repayment amount with your non-priority creditor, enter this in the **Agreed monthly payment (if applicable)** box.

[illegible]

If you need more space to add debts, you can do this on a separate sheet of paper.

Notes - Add any information that you want us to be aware of about **Your debts**.

[illegible]

Priority debts table

Type of debt	Some of the possible actions that creditors could take if you are behind with payments
Mortgage arrears	Repossess your home.
Secured loan and secured overdraft arrears	Repossess your home.
Rent arrears	Evict you from your home.
Council tax arrears (in Scotland this includes any water charges collected with the council tax bill)	Use bailiffs (also known as enforcement agents) or a sheriff officer, or make deductions from your wages or benefits. In England and Wales, imprisonment is sometimes also possible.
Rates arrears (Northern Ireland only)	Petition for your bankruptcy.
Gas or electricity arrears	Cut off your supply.
Magistrates' court fine arrears	Use of bailiffs (also known as enforcement agents), a deduction from your wages or benefits, clamping your vehicle or imprisonment.
Sheriff court fine arrears (Scotland only)	Deductions from some benefits or wages, freezing your bank account, a supervised attendance order, taking your vehicle or imprisonment.
Child maintenance arrears (this will depend on how and by whom your child maintenance was arranged)	Possible action could include the use of bailiffs (also known as enforcement agents), a deduction from your wages or benefits, a deduction from your bank account or court action. In some cases, your driving licence could be taken away or you could be sent to prison.
Benefit overpayments	Deductions from most types of benefits or from your wages and court action.
Tax credit overpayments	Deductions from your wages, ongoing tax credit or Universal Credit awards, through your tax payments or court action. In England and Wales, deductions can also be made directly from your bank account in some cases.
Income tax, National Insurance and VAT arrears	Use of bailiffs (also known as enforcement agents) or bankruptcy. In England and Wales, deductions can also be made directly from your bank account in some cases.
Hire-purchase or conditional-sale arrears	Repossess the goods or get a court order to make you hand them back.
TV licence arrears	Magistrates' court fine or sheriff court fine (see above sections for information about what this can mean).

Please note that bailiffs (also known as enforcement agents) cannot collect debts in Northern Ireland.

Tel: 0800 083 8031 or 0345 241 0593

YOUR HOME MAY BE REPOSSESSED IF YOU DO NOT KEEP UP REPAYMENTS ON YOUR MORTGAGE

Head Office: 2 Providence Place, West Bromwich, B70 8AF

www.westbrom.co.uk

Calls and electronic communications may be monitored and/or recorded for your security and may be used for training purposes. Your confidentiality will be maintained.

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