**Income and spending template**

Use our template to list your monthly income, spending and debt repayments.

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| **How to change amounts to monthly figures**  To change a weekly amount to a monthly figure:   1. Multiply the weekly amount by 52 2. Divide the result by 12   To change a 4-weekly amount to a monthly figure   1. Divide the 4-weekly amount by 4 2. Multiply the result by 52 3. Divide the result by 12   Divide a yearly amount by 12 to get a monthly figure. |

**YOUR MONTHLY INCOME**

List your monthly income. Add up the total on a calculator.

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| **Your income** | **How much you get each month** |
| Your wages |  |
| Your partner’s wages |  |
| Universal credit |  |
| Working tax credit |  |
| Child tax credit |  |
| Child benefit |  |
| ESA |  |
| PIP or DLA |  |
| Pension credit |  |
| State pension |  |
| Private pension |  |
| Other benefits |  |
| SMI payments |  |
| Student loans |  |
| Child maintenance |  |
| Money from lodgers or people living with you |  |
| Any other regular income |  |
| **TOTAL** |  |

**YOUR MONTHLY SPENDING**

List what your normal monthly spending should be. Add up the total on a calculator.

Do not include payments towards arrears. These are covered in your debts.

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| **Your spending** | **How much you spend each month** |
| Mortgage payments |  |
| Council tax |  |
| Ground rent and service charges |  |
| Home insurance |  |
| Life insurance or critical illness cover |  |
| Mortgage protection insurance |  |
| Water |  |
| Gas |  |
| Electricity |  |
| TV licence |  |
| Landline, broadband and TV subscriptions |  |
| Mobile phones |  |
| Food shop, cleaning products and toiletries |  |
| Childcare costs |  |
| Child maintenance payments |  |
| School meals |  |
| School trips, clubs and pocket money |  |
| Clothes including uniforms |  |
| Birthdays, Christmas, Eid and other festivals |  |
| Petrol and parking |  |
| MOT, road tax and car maintenance |  |
| Public transport |  |
| Taxis |  |
| Furniture rental or hire purchase |  |
| Prescriptions and dental costs |  |
| Glasses and contact lenses |  |
| Vet bills and pet insurance |  |
| Haircuts |  |
| Leisure including holidays |  |
| Alcohol, tobacco or vaping products |  |
| Court fines |  |
| Any other regular spending |  |
| **TOTAL** |  |

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| **Check your total income and spending**  If your income is more than your spending, you can move on to your debts.  If your spending is more than your income, ask a debt adviser for help.  Speak to a court duty adviser if you have a repossession hearing in court. |

**Your debts**

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| Priority debts have the most serious consequences if you do not pay them.  Your mortgage is your most important priority debt.  You only need to list arrears on your debt repayments, not the total amount you owe. |

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| **Your priority debts** | **Total amount of arrears** | **Agreed monthly repayment** |
| Mortgage arrears |  |  |
| Service charge or ground rent arrears |  |  |
| Secured loan arrears |  |  |
| Council tax arrears |  |  |
| Gas arrears |  |  |
| Electricity arrears |  |  |
| Income tax arrears |  |  |
| Court fines |  |  |
| Child maintenance arrears |  |  |
| Furniture rental or hire purchase |  |  |
| Car finance |  |  |
| Other priority debts |  |  |
| **TOTAL** |  |  |

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| **Your non-priority debts** | **Total amount of arrears** | **Agreed monthly repayment** |
| Water arrears |  |  |
| Fuel debts to a previous supplier |  |  |
| Credit or store card arrears |  |  |
| Unsecured loan arrears |  |  |
| Payday loan arrears |  |  |
| Doorstep loan arrears |  |  |
| Student loan arrears |  |  |
| Money owed to friends or family |  |  |
| **TOTAL** |  |  |

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| You could offer token payments of £1 a month for non-priority debts while you sort out mortgage arrears and other priority debts.  Non-priority debts can become a priority if the company you owe money to gets a court judgment (CCJ) against you and you do not pay.  Speak to a debt adviser or court duty adviser about breathing space if you’re struggling to prioritise your debts. |