

P2W Skills for Success

Activity Set 18: Expenses



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Funded by the Government of Canada's Adult Learning, Literacy and Essential Skills Program.

Canada

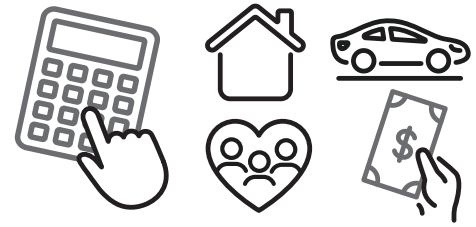
p2w
pathway
to work

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Adult Learning and
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18.1: Getting Started

What?

Managing expenses helps organizations and individuals know how much money they can spend.



Why?

To monitor or change spending patterns

Who?

- ✓ Community members keep track of expenses to figure out how they spend their money.
- ✓ Supervisors and managers summarize their departments' expenses to monitor their budgets.
- ✓ Employees summarize health expenses when submitting claim forms.

What's involved?

- Categorizing expenses
- Completing forms
- Subtotaling and totaling expenses
- Examining patterns and trends

How about you?



List the ways you have managed expenses at home or at work.

1. _____

2. _____

3. _____

4. _____

5. _____

How comfortable are you using these skills?

I need a lot of practice

I'm very comfortable

1

2

3

4

5

6

7

8

9

10

18.2: Household Expenses

Review the information in the table, then answer the questions below.

	2017	2019
Total expenditures	\$84,489	\$93,724
Selected categories:		
Food purchased from stores	6,364	7,536
Food purchased from restaurants	2,604	2,775
Shelter	18,640	20,200
Household operations	4,709	5,448
Clothing and accessories	3,453	3,344
Transportation	12,721	12,737
Health care	2,564	2,780
Recreation	3,979	4,624
Tobacco and alcohol	1,463	1,785
Games of chance	183	186

Let's Talk!

- Did Canadian household expenses increase, decrease or stay the same between 2017 and 2019?
- How much did the average Canadian household spend on transportation in 2017? In 2019?
- What do Canadian households spend the most on?
- How are your household expenses similar to or different from those of the average Canadian?

18.3: Expense Summary

Refer to the invoices on 17.4: Invoices to answer the questions below.

1. Add up the amounts spent in December on the items below. Enter the total amounts in the table.


Health Supplies Expense Summary		
Month: December	Lakeview 011-3	
Expense Categories	Total cost	Budgeted cost
antiseptic spray	\$188.00	\$200
disinfecting hand wash		\$350
large bandages		\$250
medium bandages	\$195.03	\$200
skin care lotion		\$200
small bandages		\$250
TOTAL		


2. List the categories where more was spent than budgeted.

3. Overall, did the department spend more on supplies than they budgeted?

18.4: Benefits Claim Form

 Exeter Pharmacy 3472 South Road Vancouver	
02-07-12	
Prescription	\$ 29.05
Subtotal	29.05
TOTAL	\$ 29.05


 Exeter Pharmacy 3472 South Road Vancouver	
19-08-12	
Prescription	\$18.70
Prescription	29.05
Subtotal	47.75
TOTAL	\$47.75

 Fashion Frames	
Prescription eyeglasses	
Frames	\$129.00
Lenses	93.00
Total	\$222.00

18.4: Benefits Claim Form

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Fill in the “Details of Claim” section of the form using the receipts on the previous page.

		Extended Health Benefits Claim Form	
Important <ul style="list-style-type: none"> • All sections to be completed unless otherwise noted. • Original receipts must be attached for all expenses. • Please retain copies for your files as original receipts will not be returned. • Refer to LiveWell’s benefit information package for details about your coverage. 			
Member Information	Contract Number 12311	Member Number	Date of Birth Day / Month / Year / /
	Last Name	First Name	Sex Male <input type="checkbox"/> Female <input type="checkbox"/>
	Street Address		Daytime Telephone Number
	City	Province	Postal Code
Family	Spouse: Last Name	First Name	Date of Birth Day / Month / Year / /
	Child: Last Name	First Name	Relationship to You Son <input type="checkbox"/> Daughter <input type="checkbox"/>
	Child: Last Name	First Name	Relationship to You Son <input type="checkbox"/> Daughter <input type="checkbox"/>
	Child: Last Name	First Name	Relationship to You Son <input type="checkbox"/> Daughter <input type="checkbox"/>
Details of Claim	Prescription Drug Expenses		\$
	Practitioner / Paramedical Expenses		\$
	Vision Expenses		\$
	Other		\$
	TOTAL CLAIM		\$
Member Signature		Date:	Day / Month / Year / /
FOR ADMINISTRATIVE USE ONLY			

18.5: Expense Forms

Review and compare the similarities and differences between the two expense forms.

Expense Form			
Name:			
Travel dates:			
Destination:			
Date	Description	Category*	Amount
			Total
*Categories • Transportation • Accommodation • Meals • Other			
Employee signature: _____		Date: _____	

18.5: Expense Forms

Trip Expense Form

Employee: _____

Travel dates: _____

Date	Description	Expenses			
		Transportation	Accommodation	Meals	Other
Category totals:					

Signature: _____

TOTAL: \$ _____

18.6: MS Excel

Read the notes Brandon made when learning about Microsoft (MS) Excel, then answer the questions below.

MS Excel

What's Excel?

Excel is a spreadsheet software

An Excel document is called a workbook

Workbooks are made up of one or more spreadsheets

A spreadsheet is a grid of cells arranged in numbered rows and letter-named columns

You can store information, including text, numbers and dates in workbooks

What can I do with Excel?

Excel is useful for making calculations and seeing patterns in data

Excel can be used to produce documents like:

- Budgets
- Graphs
- Expense claims

Formatting

Excel uses a ribbon at the top of the spreadsheet for formatting and functions (like Word)

Formulas

You can create simple and complex formulas in Excel to calculate almost anything

There is a formula library for common mathematical formulas

Let's Talk!

- What is Excel used for?
- What are some examples of documents you have seen recently that you think might have been created in Excel?

18.6: MS Excel

1. Check the box that describes what you can do using Excel.

Tasks	Yes	A bit	No
a) Open and close Excel application			
b) Create and save a workbook using a template			
c) Enter data into cells			

2. Need to learn more?



Yes, please!

Ask your instructor to help you learn or review these skills.



No, I'm good.

Use an Excel template to create a budget.

1. Create a new workbook using a budget template.
2. Make changes to the income and expenses listed in the template.
3. Notice how totals and graphs change automatically.
4. Save the workbook in a folder on the computer.

18.7: Tracking Expenses in Excel

1. Check the box that describes what you can do using Excel.

Tasks	Yes	A bit	No
a) Create and save a workbook			
b) Use the Home menu for basic formatting			
c) Use formulas to subtotal and total			

2. Need to learn more?



Yes, please!

Ask your instructor to help you learn or review these skills.



No, I'm good.

Use Excel to enter and total expenses.

1. Create a workbook.
2. Enter the information below into a spreadsheet.
3. Use the Home ribbon to add shading to the column headings.
4. Enter a formula to total the costs.
5. Save the workbook in a folder.

Expenses week of June 12

Date	Description	Cost
June 12	Gas	\$58.00
June 13	Hotel	\$129.78
June 13	Dinner	\$34.80
June 14	Breakfast	\$9.49