

## HOUSEHOLD INCOME & EXPENDITURE FORM

Keeping a budget or regularly reviewing your household income and spending can take some time, but it is the best way to get an accurate view of the money you have coming in and going out.

Make sure you have all the information you need before you start, bank statements, bills, receipts, anything that will help you get a clear picture of the household finances.

Then work through the four sections, entering the combined monthly income and spending for the household. Be as accurate as possible.

You can save your form at any stage and come back to it at any time. So as your circumstances change you can update the relevant sections of your Income & Expenditure form and recalculate your disposable income.

Once you've completed all four sections you can see how much money you have left at the end of each month: your household disposable income.

**If you are worried about making your monthly mortgage payments**, call us on **0333 300 0468** to find out what support is available to you. During the conversation we will:

- ask you some questions about your current circumstances, so we can understand if you are experiencing short or long-term challenges
- go through your Income and Expenditure, so we know what is affordable to you; and
- talk to you about the different types of support we could offer based on your current and future affordability.

**The sooner you get in touch, the quicker we can help you.** Call us on **0333 300 0468**

We can't offer advice or help with any credit commitments or outstanding debts you may have with other organisations, so we may talk to you about the option of getting free independent advice. An independent organisation like PayPlan can help you review your finances, look at which debts you should prioritise, and put a repayment plan in place with your creditors.

Before you get started, you'll need to convert anything you pay for daily or weekly into a monthly amount. Use the calculation below.

### CALCULATING MONTHLY AMOUNTS

Use these examples to help you calculate monthly amounts:

**If anything is paid for daily:**

Daily Amount x 7 = Weekly Amount

Then follow the instructions below

**If anything is paid for weekly:**

Weekly Amount x 52 = Yearly Amount, Yearly Amount ÷ 12 = Monthly Amount

# HOUSEHOLD INCOME

This section is for you to record any income received by the household. Where more than one person brings in a type of income, enter the combined amount.

**Other benefits you may be receiving:**

- DWP Payments / Support For Mortgage Interest (SMI)
- Attendance Allowance
- Disability Living Allowance
- Pension Credit
- Carer's Allowance
- Jobseeker's Allowance (Contribution-based)
- Statutory Sick Pay
- Council Tax Benefit
- Lifetime Invalidation Benefit
- Invalidity Benefit (Not state benefit)

**Other sources of income you may be receiving:**

- Dividends / Investments
- Boarders / Lodgers
- Non-Dependant Contributions
- Student Loans / Grants / Bursaries
- Armed Forces Independence Payment
- Mortgage Subsidy
- Secondary Employed or Self-Employed Income
- Taxable Rental Income

|                                      | Monthly Amount |
|--------------------------------------|----------------|
| Monthly Household Salary (after tax) |                |
| Pension                              |                |
| Child Maintenance                    |                |
| Child Benefit                        |                |
| Child / Working Tax Credit           |                |
| Universal Credit                     |                |
| Other Benefits                       |                |
|                                      |                |
|                                      |                |
|                                      |                |
| Other Income                         |                |
|                                      |                |
|                                      |                |
|                                      |                |

|   |                        |  |
|---|------------------------|--|
| 1 | Total Household Income |  |
|---|------------------------|--|

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## HOUSEHOLD EXPENDITURE

This section is for you to record what the household spends on essential items such as mortgage / rent, utilities and transportation.

### Mortgage / Rent

Enter all mortgage or rental payments, including shared ownership rental, your monthly mortgage payment to us and any other monthly payments for loans secured against your property, for example a further advance or second charge loan.

|  | Monthly Amount |
|--|----------------|
| Mortgage / Rent                                    |                |
| Council Tax / Rates                                |                |
| Electricity / Gas / Oil / Solid Fuel               |                |
| Water  |                |
| TV Licence   |                |
| Buildings / Contents Insurance                     |                |
| Vehicle Tax / MOT / Insurance                      |                |
| Child Maintenance / Alimony or Spousal Maintenance |                |
| Ground Rent / Service Charges                      |                |

2 Total Household Expenditure

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## HOUSEHOLD CREDIT EXPENDITURE

This section is for you to record what the household spends on credit card, loan or other debt repayments.

### Loans

Unsecured loans (not secured against your property) you are making monthly repayments to.

### Credit Cards

Any credit cards that you are making monthly repayments to.

### Other Credit / Debt Repayments

Any other credit you may have, such as Council Tax or Utilities arrears you are making monthly repayments to.

|                                | Monthly Amount |
|--------------------------------|----------------|
| Loans                          |                |
| Car Finance                    |                |
| Credit Cards                   |                |
| Other Credit / Debt Repayments |                |

3 Total Household Credit Expenditure

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# HOUSEHOLD OTHER EXPENDITURE

This section is for you to record the remainder of what the household spends.

**Food, Alcohol & Other Household Shopping** All supermarket shopping including, food and drink, alcohol and other housekeeping items such as cleaning products, laundry detergent, household toiletries and bathroom products.

**Recreation** Include health and wellbeing costs, such as gym memberships, beauty treatments, haircuts and any costs associated with sports and hobbies. Think about family days out, nights out and eating out, include coffees, sandwiches and snacks.

**Household Maintenance** Include costs associated with the general maintenance, repair and furnishing of your property.

**Other Insurances** Any other insurance policies not already covered, such as boiler and central heating insurance, or pet insurance.

**Other Expenditure** Any other costs not already covered, such as pet expenses, recreational shopping, birthday & Christmas gifts.

|   | Monthly Amount |
|---|----------------|
| Food, Alcohol & Other Household Shopping            |                |
| Tobacco & E-Cigarettes                              |                |
| Clothing & Footwear                                 |                |
| Medical / Dental / Glasses / Lenses                 |                |
| Streaming & TV Subscriptions / Landline / Broadband |                |
| Mobile Phone  |                |
| Household Maintenance                               |                |
| Recreation  |                |
| Public Transport                                    |                |
| Petrol / Diesel                                     |                |
| Vehicle Maintenance / Breakdown Cover               |                |
| Child Care / Babysitting                            |                |
| School / College / University Fees                  |                |
| Other Insurances                                    |                |
|   |                |
|   |                |
|   |                |
| Other Expenditure                                   |                |
|   |                |
|   |                |
|   |                |

# YOUR DISPOSABLE INCOME

|                                      |                                    |                      |   |
|--------------------------------------|------------------------------------|----------------------|---|
| 2                                    | Total Household Expenditure        | <input type="text"/> | + |
| 3                                    | Total Household Credit Expenditure | <input type="text"/> | + |
| 4                                    | Total Household Other Expenditure  | <input type="text"/> | = |
| Total Combined Household Expenditure |                                    | <input type="text"/> |   |
| 1                                    | Total Household Income             | <input type="text"/> | - |
| Total Combined Household Expenditure |                                    | <input type="text"/> | = |
| Your Household Disposable Income     |                                    | <input type="text"/> |   |

**ACT AS SOON AS POSSIBLE:**  
Speak to our team on 0333 300 0468

Now that you've completed the Income and Expenditure form, take some time to look through the detail.

**Look at your spending**, can you make any quick changes that could save you money? Even small changes can add up each week.

**Are there any opportunities to increase your income**, have you checked if you're entitled to any government help? There are organisations that can help like [entitledto.co.uk](http://entitledto.co.uk) or [turn2us.org.uk](http://turn2us.org.uk).

**Think about your debts**, are you trying to manage several; does it feel unmanageable? It's important to prioritise your debts in order of the consequences of continuous non-payment. For example:

**Priority debts** aren't always the largest debts or those with the highest interest rate, but could lead to imprisonment, the loss of essential services for living, or your home. These could include, mortgage payments and any loans secured against your home, rent and council tax, child support and maintenance payments, gas and electricity bills and TV licence payments.

**Non-priority debts** are those where the outcome of failing to pay is often less serious. For example, you cannot be imprisoned, and you won't lose your home, but your creditor may eventually take you to court. These could include, personal loans, car finance, overdrafts, credit cards, store cards or payday loans, any unsecured loans and money borrowed from family or friends.

If you need help or support with other debts, **a debt adviser at an organisation like PayPlan**, can offer free independent money advice and talk to your creditors on your behalf.

**Speak to us.** If you're worried about making your monthly mortgage payments, now or in the future, **call us on 0333 300 0468**. The sooner you get it touch, the quicker we will be able to help you. If we can understand your current financial situation, we can make sure you get the right support.

# INDEPENDENT HELP & ADVICE

Sometimes it can help to talk to someone impartial. There are a range of organisations that provide free support and advice on matters such as; money management, mortgages, social welfare and general consumer affairs. Don't struggle alone when you can get help and support.

## Debt And Other Financial Concerns

### PayPlan

We have partnered with PayPlan one of the UK's largest providers of free debt advice and free debt management plans. They offer comprehensive telephone advice, support and guidance for anyone struggling with debt. And you are under no obligation to arrange a solution, if you just want to have a conversation with a knowledgeable, impartial debt expert, PayPlan can help.

**0800 280 2816 [www.payplan.com](http://www.payplan.com)**

### StepChange Debt Charity

Free comprehensive debt advice service, assisting 625,000 people a year to overcome their debt problems, by providing practical solutions to help them regain control of their finances. Tailored advice is available both online and over the phone.

**0800 138 1111 [www.stepchange.org](http://www.stepchange.org)**

### MoneyHelper

MoneyHelper combines the help and support of three government-backed financial guidance providers; Money Advice Service, The Pensions Advisory Service and Pension Wise. They provide free and impartial advice both online and over the phone.

**0800 138 7777 [www.moneyhelper.org.uk](http://www.moneyhelper.org.uk)**

### Money Advice Scotland

Charity providing details of advice agencies throughout Scotland that offer free, independent, impartial and confidential advice services.

**0141 572 0237 [www.moneyadvicescotland.org.uk](http://www.moneyadvicescotland.org.uk)**

### National Debtline

Run by the national charity the Money Advice Trust, National Debtline is a free telephone debt advice charity that has been providing free impartial debt advice for over 25 years. Its website also offers information on debt solutions, debt management plans and has a webchat service.

**0808 808 4000 [www.nationaldebtline.org](http://www.nationaldebtline.org)**

### Business Debtline

Run by the national charity the Money Advice Trust, Business Debtline offers impartial and confidential free debt advice for small businesses and the self-employed.

**0800 197 6026 [www.businessdebtline.org](http://www.businessdebtline.org)**

## Benefits and Welfare

### entitledto

Independent organisation that provides a range of benefit calculators that help to check the level of existing benefits or eligibility for others.

**[www.entitledto.co.uk](http://www.entitledto.co.uk)**

### Turn2Us

National charity that aims to provide practical help to people who are struggling financially. Their benefits calculator takes less than 10 minutes to complete and will show which means-tested benefits you may be entitled to, including tax credits.

**[www.turn2us.org.uk](http://www.turn2us.org.uk)**

## Consumer Advice Organisations

### Citizens Advice

Free, independent, confidential and impartial advice on topics ranging from legal and consumer advice to financial affairs. Advice is available face to face, over the phone or via webchat

**[www.citizensadvice.org.uk](http://www.citizensadvice.org.uk)**

### AdviceUK

The UK's largest support network for Independent Advice Services. Their members centres offer debt advice including specialist advice for minority communities and people with disabilities.

**[www.adviceuk.org.uk](http://www.adviceuk.org.uk)**

### Advice NI

An independent advice network, offering free, independent advice on debt and other issues in Northern Ireland.

**0800 028 1881 [www.adviceni.net](http://www.adviceni.net) [debt@adviceni.net](mailto:debt@adviceni.net)**

### DIAL UK

The Disability Information and Advice Line is supported by a national network of local advice centres. Their aim is to provide information on consumer rights, welfare issues and independent living to people living with disability throughout the UK.

**[www.dialuk.info](http://www.dialuk.info)**

### SCOPE

Disability equality charity, which campaigns for equal rights for disabled people and their families.

**0808 800 3333 [www.scope.org.uk](http://www.scope.org.uk)**

### Shelter

Are a housing and homelessness charity, which provides support to millions of people each year through advice and legal services. Help is available face-to-face, online and via their national helpline. The charity also actively campaigns on issues related to poor housing and homelessness.

**0808 800 4444 [www.shelter.org.uk](http://www.shelter.org.uk)**

## Financial Services Professionals

### Unbiased.co.uk

UK database connecting consumers with financial services professionals, such as financial advisers, mortgage brokers, solicitors and accountants.

**[www.unbiased.co.uk](http://www.unbiased.co.uk)**

Acenden, PO Box 831, Redhill, RH1 9NJ Tel: 0333 300 0468

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