

Money Manager



Money going out:

Regular everyday spending	Weekly/Monthly
Your home	£
Mortgage or rent	£
Council Tax	£
Water rates	£
Electricity	£
Gas	£
Other	£
Food and essential drinks (eg. Coffee, tea, milk, and fruit juice)	£
Cleaning products and personal care (washing up liquid, washing powder, shampoo, soap)	£
TV Licence, internet, phones	£
Travel costs (bus fares, car, tax, insurance and petrol)	£
Childcare costs	£
Card and loan repayments	£
Clothes (including school uniform)	£
Occasional costs	
Cinema and take aways	£
Education and course costs	£
One off payments (such as broken washing machine, days out, holidays, birthday and Christmas presents)	£
Drinking and smoking	£
Savings	£
Other	£
Total	£

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Money coming in:	Weekly	Monthly
Salary/wages (after tax)		
Benefits		
Child Benefit		
Tax Credits		
Help towards childcare costs		
Student Grants and Loans		
Money from family or carers		
Other		
Total		

What comes in:

What goes out:

Total:

Total:



What are we going to eat this week?



Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Notes

What do I need to buy?

Example Shopping aisle plan						
Bread, cakes and biscuits	Drinks	Meat	Tins and packets	Dairy - butter/ milk	Fruit	Vegetables
Frozen food	Crisps/snacks	Cereal	Cleaning products	Toiletries	Other	Notes



Top tips for making your money stretch

1. Heating - Don't dry clothes on your radiator. It makes your boiler work harder than it needs to. Set your heating to come on before you get up or return home to avoid heating an empty house. 
2. Fridges - You will save electricity if you regularly defrost your fridge. Don't leave the door open any longer than necessary and avoid putting hot food into a fridge/freezer.
3. Washing machine - Wash clothes on an economy setting with a low heat, Most washing powders work at 30°C or 40°C. Dry outside if the weather is fine.

4. Saving energy - Use energy saving light bulbs and unplug electrical items when they are not in use. 
5. Only fill kettles and saucepans to the level that you need and use saucepan lids to save energy.
6. Plan early for Christmas. Learn from last year and look at how you can improve. Manage expectations as to what you or Santa can afford. Shop around for the best price. Only buy safe, tested products. Remember to keep up with your everyday bills. 

7. Don't rely on an overdraft, talk to your bank first. (There may be accounts available with small interest free overdrafts along with interest free credit cards.)
8. **However tempting, avoid popular loans as advertised on TV.** Also look out for door to door loans (people who are not licenced and work outside of the law). Read the small print however attractive an advert might be. Make sure that you pay bills on time, even if it is only the minimum or else you will be faced with additional charges.



Top Shopping Tips



Avoid shopping as and when, you may end up buying more.

Consider leaving children with someone to avoid buying extras.

Every day items may be placed at opposite ends of store to encourage you to purchase other articles along the way.

Eat before you go!

Make a meal plan for the week to create a shopping list.



Do most of your decision making at home to avoid impulse purchases.

Try a supermarket's value range and watch out for the well known, brands; they are often placed at eye level.



Stock up on sale items, but don't purchase food you may end up throwing away.

Central heating controls

Making the most of the system

Decent central heating controls will help you heat your home more efficiently and lead to lower fuel bills. And you don't need to wait until you replace your boiler to get started.

Timer or programmer

The timer or programmer allows you to control when your heating and hot water comes on and when it goes off.

This is handy because it means you can programme your **central heating** to fit around the way your home is used. If you're not at home or are in bed asleep, then the heating doesn't need to be on. The trick is to set your heating to come on half an hour before you get home or get up, and set it to switch off half an hour before you no longer need it. This is because an average home takes around 30mins to heat up when the heating comes on and 30mins to cool down when it goes off.

So, say you get up at 7.30am, leave for work at 8.30am and get home at 6.00pm. It would make sense to set the heating to turn on at 7:00am, off at 8.00am and on again at 5.30pm. In the evenings you should set the heating to turn off half an hour before you go to bed.

Your programmer may also have the option of setting different on/off times at the weekend, or even more than two cycles during the day.

What do the different settings on my central heating controls mean?

'Auto' means the heating will go on and off during the day at the times it has been programmed to do so.

'24hrs' or **'On'** means the heating stays on all the time.

'Off' means the heating will remain off all the time.

'All day', means the heating will switch on at the first 'on' setting you have programmed and then remain on until the last 'off' setting of the day.

'Boost' or **'+1hr'** switches the heating on for a one hour 'boost' of heat.

'Advance' moves the programmer to the next 'on' or 'off' setting in the daily cycle.



Radiator valves put you in control and save money

Setting the **hot water** timing depends on the type of boiler you have. If you have a hot-water tank the water in the tank will need to be heated up periodically during the course of the day. The amount of times the water needs to be heated up depends on how big and how well insulated the hot-water tank is, and how much water your household uses. If you have a hot water tank, the thermostat on it should be set to 60-65°C: hot enough to kill bacteria. If you find this too hot, mixer taps can help.

Room thermostat

A room thermostat is usually found in a hallway or sitting room. Its job is to monitor the temperature in the house and send a signal to the boiler telling it to switch off when the house is warm enough. Thermostats are normally set between 18 and 21°C. This is a comfortable temperature for most people, and warm enough to minimise the risk of 'flu and other 'winter' illness. Some people need to keep their home warmer due to their age or health problems.



Thermostatic radiator valves

Thermostatic Radiator Valves or TRVs (see photo above) allow you to control the temperature of a room by regulating the flow of water through the radiator. If, for example, during the day you spend most of the time downstairs you could set the TRVs on the downstairs radiators to medium or high, whilst leaving the upstairs radiators low, or even turning them off altogether.



Turn your room thermostat down by 1°C. You'll barely notice the difference in temperature, but you could cut your heating bills by around £55 a year.



Tips for lower energy bills

Happy paying your gas and electricity supplier more money than you need to?

Thought not. Here are 15 ways to cut your bills ...

1) **Keep the oven door shut as much as possible;** every time you open it, nearly a quarter of the heat escapes.



2) **Give your clothes a day in the sun;** and give your tumble drier a break. Clothes dried in the fresh air feel great, and there are drying days in winter, too.

3) **Food in the oven cooks faster when the air inside flows freely,** so don't put foil on the racks.

4) **Don't leave your phone on charge all night.** It only needs three hours – and try not to leave the TV and other kit on stand-by.

5) **Be a friend to your freezer.** Defrost it regularly to help it run more efficiently.

6) **Catch 'em young.** Encourage your children to switch off electric toys and lights that they're not using. They'll soon get the hang of saving energy.



7) **Dodge the draught!**

Fit draught-excluders to your front door, letter box and key hole, and draw your curtains at dusk to keep the heat in.

8) **When boiling water, only fill the kettle with as much as you'll actually use** (but make sure you cover the metal element at the base).

9) **Buying a new TV, washing machine or dishwasher? Look out for the Energy Saving Trust 'recommended' logo,** and remember: the bigger the TV, the more energy it'll use.



10) **Dimmer is smarter.** Use your dimmer switches to reduce the amount of energy used to light your room.

11) **Wait until you have a full load before putting on a wash.** Two half-loads use more energy (and water) than one full load.



12) **Sleep tight.** Make sure all the lights are turned off when you go to bed, or use a low-wattage night light if you do need to leave one on.

13) **Turn your heating down by 1 degree.** You'll hardly notice the change in temperature, but it'll make a big difference to your heating bill.

14) **Put your fridge in a good spot.** Somewhere the air can circulate behind it, but not next to a cooker or radiator.

15) **New computer? Remember a laptop typically uses around 85% less energy than a new desktop PC.**



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The **Centre for Sustainable Energy** is a national charity (no 298740) that helps people change the way they think and act on energy.

Our Home Energy Team offers free advice on domestic energy use to householders in Bristol, Somerset and South Gloucestershire.

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Priority and Non-Priority Debts

Priority debts

These are debts such as rent or mortgage arrears. They are considered priority; failure to pay means that your landlord/lender may take possession action in the court (which means you risk losing your home). Other priorities are those debts where failure to pay could lead to imprisonment (such as council tax or TV licence), or disconnection (gas, electricity, telephone).

- Mortgage arrears
- Secure loan
- Rent arrears
- Council Tax
- Council Tax bailiff
- Gas/Electricity
- Magistrates Fine
- Benefit Overpayment
- Social Fund Loan
- TV Licence
- Hire Purchase (such as furniture, cars, electrical items etc)
- Child Maintenance
- Parking Fine
- Statutory Demand (the payment of a debt)
- Income Tax

Where you are in receipt of benefits or on a very low income, the minimum amount that priority creditors will normally accept is £3.55 per week towards the debt.

Non priority debts

These include:

- Personal loans
- Credit cards
- Store cards
- Catalogues
- Bank overdrafts
- Water rates

Non-priority debts may result in the creditor eventually taking court action. However this will not usually result in you losing your home, or being imprisoned, or losing vital services. It will however have an adverse effect on your credit rating for 6 years and this makes it difficult for you to borrow in the future.

It is important to understand the difference between priority and non priority debts. It is not the amount of money you owe but the type of debt you have that is important.