### **Budget Form for Single Ordinands in Full-Time Training**

|  |  |
| --- | --- |
| Academic year |   |
| Name |   |
| Address at College |   |
|   |   |
|   |   |
| Telephone no. |   |
| E-mail address |   |
| Theological College |   |
| Director of Ordinands |   |
| Home address and tel. no. (if you have not yet moved to College): |   |
|   |
|   |   |
| Ordinand’s signature |   |

(*After completion sign this as your declaration of income and expenditure* - ***please ensure all sections of the form are completed****, putting ‘nil’ where applicable, and send it to your DDO)*

**Please let the diocese know if there are any changes in income during the period to 31st August (up or down) to the income details given in the form.**

**Expenditure for academic year 2018/19**

(excluding placements, and travel to/from TEI)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **ACCOMMODATION COSTS (NON-RESIDENTIAL ONLY)** |   |   |   |   |
|  |   |   |   |   |
| **2. VACATION ACCOMMODATION** | **Christmas****Vacation**(weeks) | **Easter****Vacation**(weeks) | **Long****Vacation**(weeks) | **TOTALS** |
| RENT of College accommodation (1) | £ | £ | £ | £ |
| RENT of other accommodation | £ | £ | £ | £ |
| or CONTRIBUTION to parents (if living at home) | £ | £ | £ | £ |
| FUEL, LIGHT & POWER (if not included in rent) | £ | £ | £ | £ |
| OWN PROPERTY (net expenditure) |   |   |   | £ |
|   |   |   |   |   |
| **3. PERSONAL EXPENDITURE** |   |   |   |   |
| FOOD (2) | £ | £ | £ | £ |
| CLOTHING & FOOTWEAR £636 (£530 if in final year) |   |   |   | £ |
| PERSONAL COSTS £3,757 (£3,130 if in final year) (3) |   |   |   | £ |
|   |   |   |   |   |
| **TOTAL EXPENDITURE** |   |   |   | £ |

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**NOTES**

(1) For College accommodation charges for single students during vacations please contact your college.

(2) A student will typically require approximately £41.80 per week with respect to food expenses. For residential ordinands this is only valid for vacations. For non-residential ordinands it is applicable the whole year. Where living with parents, it will need to be established whether any contribution towards food and other expenses will be expected by parents.

(3) National Insurance Contributions are no longer included as a separate budget item as following the Pensions Act 2008 most students will choose not to pay NICs during training. The sum included under *Other Expenditure* has been increased accordingly.

**Income for academic year 2018/19**

(excluding placement allowances, and travel allowance )

|  |  |
| --- | --- |
| RME Block Grant |   |
| Personal Allowance | £  |   |
| Short Vacation Allowance | £  |   |
| Long Vacation Allowance (1) | £  |   |
|   |  TOTAL | £ |
|   |   |   |
| Context based support for continuing students | £ |   |
| EMPLOYMENT (less disregard) | £ |   |
| INTEREST from Savings and Investments (less any contribution to Ministry Division grants) | £ |   |
| PENSION | £ |   |
| OTHER GRANTS from Charities/donations from parish, family & friends (disregard first £535) | £ |   |
| PROPERTY INCOME (2) | £ |   |
| VACATION INCOME (disregard first £1,240) | £ |  |
|  Any other income (3) (Please Specify) ..................................................................................... |  £ |   |
|   |  TOTAL | £ |
|   |   |   |
| **TOTAL INCOME** |   | £ |
|  **TOTAL EXPENDITURE LESS TOTAL INCOME** |   |   |
| (this is the balance payable to the ordinand)Of which:TAP Grant (4)Leaving:Diocesan Grant |  | £££ |

**AUTHORISATION BY DDO/DIOCESAN OFFICER** .................................................................................................................................

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**NOTES**

 (1) The long vacation allowance should be included here only when students will enter a subsequent academic year of training.

(2) Please leave this blank but if you or your spouse own property complete the attached form giving full details of income and expenditure

(3) Allowances made by Colleges with respect to placement periods and the Ministry Division travel allowance, covering journeys to and from College, should not be included as income in the form.

(4) For ordinands who started training prior to September 2018 only. A TAP grant will only be given where budget expenditure is expected to exceed budget income before taking any TAP grant into consideration.

**Property income and expenditure declaration 1**

|  |  |
| --- | --- |
| Name of ordinand: |   |
| Address of property: |   |
|   |   |
|   |   |

Is the property let? YES/NO

What is the anticipated date of letting? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Income (estimated)**

|  |  |  |
| --- | --- | --- |
|   | **£** | **£** |
| Rent for 10/12 months (at ……………….. per month) |   |   |
| Less depreciation at 10% |   |   |
| **Total Income** |   |   |

Expenditure (estimated)

|  |  |  |
| --- | --- | --- |
| Anticipated tax 2 for the 10/12 month period if applicable |   |   |
| Ground rent for the year if applicable |   |   |
| Water rates (if payable by owner) (at .............. per month) if applicable |   |   |
| Service charge (at ............. per month) if applicable |   |   |
| Agents fees for 10/12 months (at .............. per month) if applicable |   |   |
| Mortgage payment for 10/12 months (at ............. per month) if applicable |   |   |
| Mortgage Protection (not Endowment Policy) if applicable |   |   |
| Building insurance for 10/12 months (at ............ per month) |   |   |
| Contents insurance - **only if letting a furnished property** (at .......…… per month) |   |   |
| Gas check certificate/boiler maintenance for the year |   |   |
| Any other items (please specify) |   |   |
|   |   |   |   |
|   |   |   |   |
| **Total Expenditure** |   |   |
| **NET INCOME:** *Income (as above), less Expenditure (as above)* |   |   |
| *For information -* Capital repayments (at ....... per month) if applicable |   |   |
| *For information -* Endowment Policy cost (at ....... per month) if applicable |   |   |

1 This form is also for use by ordinands who are **living** in their own property.

2 You may not yet know the anticipated tax on the income from your property. If it is not known, please notify the diocese as soon as you have a figure.

**Notes**

* If these figures change (up or down) please let the diocese know.
* If you have repairs to carry out on your property at some time during the year please let the diocese have details of the repairs and their costs as they **may** be deductable against the income on your property or, where ordinands are living in their own property, **may** be regarded as an additional budget item
* 10 month figures apply to those in their final year of training