

Personal Finance Documents

When you're budgeting (planning your earning and spending) it is usual to have records of your income and expenditure so that the amounts on your budget are accurate. Here are some common forms of financial record:

ATM receipts – an Automated Teller Machine (ATM) gives you a receipt showing the money you have taken out, and the balance left in your account. You can also get a 'mini-statement' with basic details of recent transactions.

Bills – for the phone, gas, electricity, digital television, etc, show the amount you owe over a specific time period. They are usually sent by post or email.

Budget sheets – records of all the money you earn, save and spend, so you can keep a check on the balance of your money. Prepare these in a form that you feel comfortable with. As a rule, check everything!

Building society or bank statements – usually sent out by post monthly (or viewed online) showing you all the transactions that have taken place over the past month and how much you have left in your account or are overdrawn. Make sure you check your statements carefully.

Cheques – documents from a bank or building society that you fill in instructing them to pay money to someone on your behalf. You write the name of the person, the date and the amount, and then sign the cheque. Cheques are usually torn out from cheque books - always fill in the stub every time you write a cheque, so you can keep an accurate record of how much and to whom you have paid money.

Credit card statements – sent every month listing all the purchases you have made using the card and the total you owe and when it is due. They also show a minimum amount that you have to pay by a certain date in order to avoid being charged extra.

Insurance policies – show what is and what is not covered by your insurance. These are important so keep them safe in case you need to claim for something lost, stolen or damaged.

Licences – show you have permission to do something (e.g. drive a car, watch TV). Keep them safe in case you need to show them.

Online banking – if you bank via the Internet, you can log in to your account at any time and see records of your transactions. You can print these out to keep as records.

Payslips – show what you have earned for the past week or month, and what has been taken out (e.g. Income Tax and National Insurance Contributions). 'Gross' pay is the total you have earned and 'Net' pay is the total you actually get, after the deductions have been taken off. Payslips can be sent by post or given to you by your employer.

Shopping receipts – records of what you have spent and on which date. These amounts can be added to your budget sheet. It's a good idea to keep these, to check against your statements. You usually need to show your receipt if you want to return an item.



Mr Greg Norman Jones
 37 High Street
 Wallyville
 WL9 7YP

Employee No.	Employee Name	Process Date	National Insurance Number
25	Mr G N Jones	31/03/2011	PA12345C

Payments	Units	Rate	Amount
Salary	1.00	815.4200	815.42

Deductions	Amount
PAYE Tax 1DLRQ,0XEH	62.40

This Period	
Total Gross Pay	815.42
Gross for Tax (DQV)RU1,	815.42
Payment Period	Monthly

Year to Date	
7RWDURVV3D	
URVVWR7D	
7SDG7'	
(DQV)RU1,7'	
1DLRQ,0XEH7'	

Wallyville Bikes LTD
 7DBGH EW67\$ 7DBHLRG 3DPW0WRG%

Net Pay



March 2011 statement

Cardholder: Mr G N Jones
Pisa card number 1234 1234 1234 1234

Summary of account

on 31 March 2011

Previous balance:	£290.87
Payments received	£265.24
New transactions	£143.09
Your new balance	£168.72
Annual interest rate	
Purchases	11.9%
Cash	13.7%

Detailed information

Date	Description	£
26 Feb	Wally Fashions Ltd	23.99
28 Feb	The Grove Hotel	35.00
9 Mar	Meteor Electronics Online	47.65
12 Mar	Bab's Bistro	21.18
20 Mar	Late payment charge	12.00
27 Mar	Interest on balance owed	3.27

Your payment

Minimum payment £5.00
Payment due date 8 April

The amount will be collected by Direct Debit on 8 April.

Credit limit

Your current limit: £800.00
Your available credit: £627.05