



SELF HELP BOOKLET

# I NEED HELP TO ORGANISE MY MONEY



*Eildon Housing Association*

*October 2008*

Eildon Housing Association  
Contact Details

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## **FURTHER HELP WITH MULTIPLE DEBT PROBLEMS**

### **Independent Advice**

You could also try to get free help and advice from a professional specialist agency who can:

- Talk to the people you owe money to
- Agree future payments that you can afford
- Help you sort out the priority debts and organise your money for the future.

Any of the organisations below can help you in the strictest confidence and will not charge you (unlike some that advertise on television and in the press):

**Independent advice agencies** – find out about the agencies available in your area by contacting the Federation of information and Advice Centres (FIAC)

### **Consumer Credit Counselling Service**

Tel 0800 138 3328

### **Citizens Advice Bureaux**

Central Tel 01896 753889

Peebles Tel 01721 721722

Roxburgh Tel 01450 374266

### **Trading Standards, Scottish Borders Council**

Tel 01896 823922

**Many people have difficulty paying their rent and other bills when their outgoings exceed their income. It is an unpleasant feeling but you should try not to panic as it is possible to take control of the situation.**

The important thing is to recognise that there is a problem, and not to ignore it. The longer you leave it, the worse it becomes.

If you fail to pay your rent, you risk losing your home. We do not want this to happen, but we can only help you if you contact us.

This leaflet helps you take the first step towards tackling your money problems and point you towards specialist advice and support to resolve serious debt issues – all we ask is that you are honest with yourself and with us.

## **WHAT TO DO**

**One:** complete the personal budget sheet inside this leaflet. This shows how much money you have coming in and going out. Be as honest as you can.

**Two:** contact your housing officer, show them your completed personal budget sheet and explain your situation.

**Three:** Ask for advice, from the Welfare Benefits Officer, on whether there are any extra benefits you should be claiming.

**Four:** If you have built up rent arrears, agree a regular payment that you will be able to afford every week.

**IT IS IMPORTANT NOT TO MISS A PAYMENT. PAYING A SMALL SUM REGULARLY IS FAR BETTER THAN PAYING LARGER AMOUNTS NOW AND THEN.**

## **GUIDE TO FILLING IN THE PERSONAL BUDGET SHEET**

**Decide if you are going to use weekly or monthly figures to work out your budget – don't mix the two.**

### **Income**

Put down all the benefits you get, your usual take-home pay (wages after deductions – do not include overtime if it is not regular) and any contributions from a family member.

### **Living expenses**

Carefully consider all your basic expenses. At this stage do not include any debts, payments of arrears or any credit payments.

### **Housekeeping**

Allow for food, drink, milk, papers, sweets, toiletries, cleaning materials, and a small amount for entertainment and other expenditure. Remember to include something under 'other' for unexpected expenses and birthdays/Christmas etc.

### **Debts**

List your debts. Your priority debts are the most important – you must make offers of repayment on these first. Once these offers have been agreed, see what is left of your income to offer towards your "other debts".

**IF YOUR OUTGOINGS EXCEED YOUR INCOME, YOUR DEBTS WILL CONTINUE TO GROW.**

**YOU MUST SEEK FURTHER SPECIALIST ADVICE.**

## PERSONAL BUDGET SHEET 4

### OTHER DEBTS

	Total Owed	Payment Offer (wkly/mthly)
Catalogues		
Credit/Store Cards		
Personal Loans		
Overdraft		
Other		

## PERSONAL BUDGET SHEET 1

Name: .....

Address: .....

### YOUR INCOME

	£	P
Usual take-home pay		
Partner's usual take-home pay		
Jobseeker's allowance		
Income support		
Working tax credit		
Child tax credit		
Retirement pension		
Pension credits		
Works pension		
Incapacity benefit/ssp		
Other state benefits		
Maintenance		
Non-dependants' contribution		
Other		
<b>Total Income</b>		

## PERSONAL BUDGET SHEET 2

### YOUR OUTGOINGS

	£	P
Rent		
Council tax		
Water charges		
Gas		
Electric		
Telephone		
Contents insurance		
Life insurance/pension		
Housekeeping		
TV licence/rental		
Fines		
Maintenance payments		
Travel expenses		
School meals / meals at work		
Clothing and shoes		
Laundry		
Prescription/dental cost/glasses		
Childminding		
Children's expenses		
Pets		
Other (not debt payments)		
<b>Total Outgoings</b>		

## PERSONAL BUDGET SHEET 3

### MONEY FOR DEBTS

	£	P
<b>Total Income</b>		
(minus) <b>Total Outgoings</b>		
<b>Money available</b>		

### PRIORITY DEBTS

	Total Owed	Payment Offer (wkly/mthly)
Rent arrears		
Council tax arrears		
Water charge arrears		
Fuel debts:-		
Gas		
Electric		
Other		
Court arrears		
Maintenance arrears		
Income tax arrears		
VAT arrears		
Hire purchase arrears		