



Sherborne Citizens' Advice Bureau

Money Advice

Introduction

Debt is a problem which affects many people and has many causes, some of which may be outside the control of the person in debt (the debtor) – redundancy, relationship breakdown, illness etc.

The sooner financial problems are tackled the better and letters from those to whom money is owed (creditors) should never be ignored. Tempting though it may be, burying one's head in the sand and hoping everything will go away will only make matters worse.

Our Bureau has a well-developed and comprehensive “assisted self-help” debt advice service which is available to everyone. Our aim is to enable clients to maximise income, calculate essential expenditure for everyday living expenses and then use any available income to negotiate repayment arrangements with creditors.

Almost all agreements for credit are made by a legally binding contract. Whilst revised offers of payment made to creditors would be reasonable under the client's present circumstances, creditors do not have to accept the revised offer and may take further action to collect and enforce the debt. If a revised payment is agreed, this may be recorded with credit reference agencies.

Ultimately a creditor is entitled to pursue a debt through the Courts. However, this is not as frightening as it may seem. Most cases, certainly in the first instance, are dealt with as a “paper exercise” and the debtor does not have to attend the Court. The Court, acting under guidelines from the Lord Chancellor, will normally expect a debtor to make repayments which are reasonable under his/her present circumstances.

The consequences of defaulting on various debts are explained further on in this pack.

Dealing with Debt - Step by Step

Holding Letter

The first thing to do is to write to the people to whom you owe money (your creditors) asking them not to take any further action while you assess your financial position. This should give you a breathing space in which to sort things out. If you can send a typed letter so much the better. There is an example of the sort of holding letter you could write at Page 13 of this pack. You will see that the letter asks your creditors to confirm exactly how much money they believe you owe to them.

If you are unsure that you have remembered all your creditors, you could apply for a copy of your Statutory Credit Report from each of the three credit reference agencies. To do this go to

www.experian.co.uk/wiseconsumer/

www.econsumer.equifax.co.uk/consumer/uk/gb_consumerletter.ehtml

www.callcredit.co.uk/files/creditfile-app.pdf

If you have any difficulties in applying for your Statutory Credit Report, please ask the Bureau for help.

It's a good idea to keep a record of all letters you send and receive relating to your debts, and a separate record of telephone calls you receive. On pages 16 to 18 of this pack you will find forms that you can use to keep such records.

Identify Your Priority Debts

Priority debts are more important because of what may happen if you do not pay them.

The following examples of priority debts shows what can happen:

Mortgage

Secured loan Failure to pay could mean you losing your home

Rent

Council tax Failure to pay could mean your possessions being seized by the bailiffs, or you being committed to prison

Fines/Maintenance Failure to pay might lead to a prison sentence

Fuel bills Failure to pay might lead to disconnection.

County Court Order Failure to pay could mean some of your possessions being seized

Although the list above is not exhaustive, other debts may normally described as non-priority. This does not mean that they are not important, or can be ignored, and the consequences of non-payment are described below.

Try to get into the habit of thinking of debts as either Priority or Non-Priority Debts. Priority debts should always be paid first because of what may happen if you default, even if this leaves insufficient money to pay the non-priority debts.

Identify Non-Priority Debts

Failure to pay these debts may result in the creditor taking Court action.

The creditor will write and tell you that you are in default and at this stage you can try and negotiate a payment arrangement. If this cannot be agreed, or you default on the rearranged payments, the creditor will then issue a Claim in the County Court. An unpaid Claim will usually result in a County Court Judgment. If the terms of the Judgment are not met, a creditor can take enforcement action. This could be Execution against Goods (Bailiffs), Attachment of Earnings, Garnishee Order, (money owed to the debtor by a third party can be ordered to be paid to the creditor), Charging Order (security of the debt against a debtor's beneficial interest in an asset).

The Bureau can give you a full explanation of these actions.

Bank loans

Finance

Company

loans

Credit sales

Credit cards

Hire

purchase

Mail order

catalogue

Failure to pay may result in Court action. With HP you may lose goods without Court action in the early stages of the contract.

Telephone

bills

Failure to pay can result in disconnection

You may want to put some of the Non-Priority Debts into the list of Priority Debts because they relate to things which are particularly important to you, such as the telephone or a cooker you are buying on HP.

Make a list of your debts and sort them into priority and non-priority. You will find sheets you can use to list priority and non-priority debts in the Budget Form at pages 25 to 26 of this pack.

Produce a Financial Statement

A financial statement is one way you can show a creditor or the Court that, under your particular circumstances, you are making the most reasonable offer possible to repay the debt. The stages in preparing a financial statement are explained below.

Work Out A Budget

The next thing to do is to work out a Budget to cover your essential expenditure including all your Priority Debts. There is a Budget Form at pages 19 to 24 of this pack to help you to do this.

Break down all the figures to the same time period, weekly or monthly depending on whether your income is paid to you weekly or monthly. Try to estimate costs such as fuel and water costs spread evenly over the year.

Work out your Budget to include essential expenditure only. It should include payments for the priority debts which have been agreed with the creditors. For instance if you have rent arrears you must negotiate with your landlord an agreed weekly or monthly payment which includes the ongoing rent and a payment towards the arrears. The Budget should cover all of the priority debts.

Do not, at this stage, include any payments for the non-priority debts.

Total up the items in the Budget and subtract the total expenditure from your total income over the same period. The balance of income is what you can offer to the non-priority creditors. How to do this is explained in the paragraph below headed **Your Possible Repayments**.

If the total expenditure comes to more than your total income you need to go through the Budget again to find ways of reducing your expenditure at least to balance your income. You may also be able to find ways of increasing your income. Some notes on possible ways of reducing expenditure and increasing income are shown below.

Ways Of Reducing Your Expenditure

People have different needs and different views on what they consider important to spend money on, so one cannot give hard and fast rules on how to budget. You may like to consider the following suggestions.

Mortgage	Discuss with the building society the possibility of reducing payments by extending the loan period or changing the type of mortgage.
Secured loans	The loan period might be extendable. Consider remortgaging the house so as to pay back the secured loan - will this be more or less expensive?
Fuel	Can you use less or cheaper fuel? Monthly budget accounts for fuel and water enable you to pay the same each month throughout the year. Ask about prepayment meters.
Telephone	Cut down on calls or make them at cheap rate times. Have the telephone fixed to take incoming calls only so you only pay rental charges.
Food	Take-aways, processed and frozen foods are expensive.
Pets	Can you find a temporary foster home?
Entertainment	Are there ways of seeing your friends that avoid places that involve spending money?

Ways Of Increasing Your Income

Are you getting all the Benefits you are entitled to?

- Income Support or Job Seekers Allowance - for people who are not working
- Working Tax Credit - can be claimed from HM Revenue & Customs
- Child Tax Credit – can be claimed from the HM Revenue & Customs
- Housing benefit - help with the rent
- Council Tax Benefit - help with the council tax
- Disability Benefits
- Pensions

Are you paying the right amount of tax? We can check your benefits and tax for you at the Bureau.

Could you or your partner do extra work in the evenings or at the weekends? This may affect any benefit you are getting.

Could you take in a lodger or let rooms in your house? Is it allowed under your mortgage or tenancy agreement? This may also affect your benefit. If you are paying Income Tax you may be able to claim tax relief on rental income.

Your Possible Repayments

You have now worked out a Budget which covers your essential expenditure and includes regular payments to cover the priority debts which have been agreed with the creditors. Do make sure that the Budget covers all essential living expenses and, if feasible, include a small allowance for unexpected emergencies.

If the Budget shows a surplus of income over your essential expenditure, this surplus is what you can offer to your other creditors on a monthly instalment basis to pay off the non-priority debts.

The amount offered to each creditor should be proportional to the amount the creditor is owed. This is called a pro rata payment. This is calculated using the following formula:

INDIVIDUAL DEBT

divided by

multiplied by MONEY AVAILABLE = PRO RATA OFFER

TOTAL DEBTS TO
CREDITORS

When you have worked out the offer for each creditor, add up all the offers to check that the total equals the monthly surplus.

IF YOU FIND IT DIFFICULT TO DO THIS CALCULATION WE CAN HELP YOU TO DO IT AT THE CITIZENS' ADVICE BUREAU

You can now prepare a Financial Statement to send to all your non-priority creditors summarising your income, and essential expenditure and listing all your debts. The statement also shows the offers you are making to all the creditors so that each creditor can see that the offer you are making to him is reasonable and fair. A suitable form of Financial Statement is included at pages 27 and 28 of this pack. We can also help you to prepare this at the Citizens' Advice Bureau.

Issue the Financial Statement

Send the Financial Statement to each non-priority creditor with a dated covering letter making the offer shown in the Statement and keep a copy of each letter you send. State in the letter that you will make an increased offer when your financial circumstances improve, and ask the creditor to suspend interest charges. A suitable wording for the letter is given at page 11 of this pack.

If you have been paying towards any of your non-priority debts by bank standing order or direct debit arrangements, you will need to cancel or change these to fit in with your proposals.

What If There Is No Surplus?

Supposing you have worked out a Budget to cover your essential living expenses and your Priority Debts but you find that there is no surplus to offer to your non-priority creditors.

In this case you should first check through the Budget again to make sure that all of the expenses you have included are reasonable and that there is no way that you can reduce your expenditure any further.

Then you can only make a Nominal Offer to your non-priority creditors. Prepare a Financial Statement as described in the last section summarising your income and essential expenditure, and listing all your non-priority debts. As there is no surplus you cannot work out a proportional offer.

Send the Financial Statement to each creditor with a letter making a nominal offer of what you think you can afford, say £1/month or 50p/month. The letter should state as before that when your financial circumstances improve you will write again with an improved offer, and you should ask the creditor to suspend interest charges. However, most creditors will only suspend interest charges when a reasonable offer to clear a debt has been made and accepted.

DO NOT BORROW MONEY TO PAY OFF DEBTS WITHOUT TAKING ADVICE

In general it is not advisable to borrow money to pay off debts, particularly if these are non-priority debts.

What Could Happen If Your Offer Is Refused?

Your creditors may start proceedings against you in the County Court by issuing a claim. If this happens you should reply to the claim, repeating the offer you have already made to the creditor. If the Court considers that the offer is reasonable considering your financial circumstances, and that there is no other way that the debt can be repaid, then it may make an order for you to pay by monthly instalments similar to the offer you have already made. If you are working the Court can make an Attachment of Earnings Order which means that money is taken out of your wages by your employer and paid to the creditor.

If the debt relates to a Hire Purchase Agreement the creditors may repossess their property. They may be able to do this without a Court Order if less than one third of the total price has been paid.

If a creditor thinks you own valuable assets which could be realised to pay off the debt, such as your house or a car, they could try to make you bankrupt. In this case you will probably

receive a document headed “Statutory Demand”. This is a very drastic step which could have serious consequences for you and your family, particularly if you own your own home.

IF YOU RECEIVE A STATUTORY DEMAND OR A LETTER THREATENING TO MAKE YOU BANKRUPT, YOU SHOULD SEEK ADVICE AT ONCE.

If you are taken to court, court fees and solicitors’ costs will be added to the debt. If the court makes an order for you to pay the debt your name will appear in the Register of County Court Judgements, unless the whole debt is settled at once, and this can affect your credit rating. So try to avoid being taken to court if possible.

What about bankruptcy as an option?

If you have gone through the steps described above, and find that you have no surplus income to offer to creditors, or the amount of surplus is very small and it would take a very considerable amount of time to pay off all your debts, there may be other options you could consider. One of these might be applying for bankruptcy.

Bankruptcy is a court order that you can apply for if you are in debt. Once you have been made bankrupt, you don’t have to deal with the people you owe money to (your creditors). An official called the Official Receiver takes control of your money and property, and deals with your creditors.

Someone you owe money to can also apply to make you bankrupt even if you don’t want this.

Remember, bankruptcy might not be your only option and it might not be the best one for you.

One of your other options might be a debt relief order. You can apply for a debt relief order if you have debts and income below a certain amount. This is a cheaper alternative to bankruptcy. For more about this, see the Self Help Guide on our website at www.sherbornecab.org.uk or ask for a copy at the Bureau.

If you want to pursue bankruptcy or a debt relief order, you’ll need expert advice. The Bureau can help you. We have authorised advisors who can check if you meet the conditions for a debt relief order, and if so apply for the order on your behalf.

What are the advantages of going bankrupt?

Some advantages of going bankrupt are:

- Pressure is taken off you because you don’t have to deal with your creditors
- You are allowed to keep certain things, like household goods and a reasonable amount to live on
- When the bankruptcy order is over, you can make a fresh start. In many cases, this can be after only one year
- Creditors have to stop most types of court action to get their money back following a bankruptcy order (but in some cases the bailiffs may still be able to take your belongings away)
- The money you owe can usually be written off.

What are the disadvantages of going bankrupt?

Some of the disadvantages of going bankrupt are:

- It will cost you up to £510 to go bankrupt (sometimes more, for example if you use a solicitor)
- Whilst you are bankrupt, you can't apply for more credit
- If you own your own home, it might have to be sold (but you may be able to apply to your local authority for re-housing)
- Some of your possessions might have to be sold, for example, you will usually lose your car and any luxury items you own
- Some professions don't let people who have been made bankrupt carry on working
- If you own a business, it is more than likely that the Official Receiver will close down your business, dismiss your employees and sell off the assets
- Going bankrupt can affect your immigration status
- You cannot keep your bankruptcy private. A list of bankrupt people is published on the Internet and your case could also be published in your local newspaper
- Even when you are no longer bankrupt, you could have another order, called a bankruptcy restriction order made against you. These orders can be made, for example, where you did not co-operate with the Official Receiver, or you took on debts knowing that you had no hope of paying them back. They can last for 15 years, and will make your financial affairs very restricted.

Even when you are no longer bankrupt, there are some debts such as court fines and student loans that will never be written off.

How to go bankrupt

If you decide to go bankrupt, you will need to apply to court. Before you do this, try to make sure you have enough cash for day-to-day expenses as once a bankruptcy order is made, your accounts will be frozen.

To apply to court for bankruptcy you will need to take the following steps:

- Find out which court to go to. This will usually be the County Court in the area where you have lived for the last six months (although it can sometimes be where you work). In London, it is the High Court. Any local county court or the High Court will tell you which is the right court for you. If you live in Sherborne area, the appropriate County Court is at 22 Hendford, Yeovil BA20 2QD, telephone 01935-382150.
- Make sure you have enough money for the deposit (£360). You won't get this back. There may also be a fee of £150, although depending on your circumstances, the court may reduce this amount, or say that you don't have to pay it at all. Ask the court for form EX160 which tells you more about this.
- Get hold of a bankruptcy petition (form 6.27) and statement of affairs (form 6.28). Copies are available from your local court, or from the Insolvency Service website. Or you can fill in the forms online. The Insolvency Service website address is : www.insolvency.gov.uk/forms/forms.htm. You can phone their helpline if you have questions about online petitions, telephone 0845 602 9848
- Fill in the forms. You must list all your creditors, even if the debt is disputed. You must also give details of all your bank account and building society accounts. You will be asked to list other assets and items with a resale value, for example, antiques. Any valuables you list in this section of the form risk being sold
- Take the forms with two copies, the fee and the deposit to court, and swear an affidavit. This means that you swear to the court you have told the truth in the forms

Remember, if you make false statements, or don't tell the Official Receiver about all your property, this is a criminal offence and you could be fined or sent to prison. It is also a criminal offence to conceal property or documentary evidence, or to get rid of property before you go bankrupt.

Once you have sworn your forms, the court may either fix a time for the hearing, or hear your case straight away. If your case is in the county court, you will have to attend the hearing.

What happens when a bankruptcy order is made?

At the bankruptcy hearing, the court will decide either to reject your application, or to make a bankruptcy order. The court will reject your application if, for example, they think there is a better solution to your debt problem.

Once the bankruptcy order is made, all your bank and building society accounts will usually be frozen immediately. Your money will come under the control of the Official Receiver.

The Official Receiver will arrange an interview with you. After your interview, the Official Receiver will tell your creditors about the bankruptcy, and send them a report with a summary of your financial situation. Your assets will be sold to pay off some or all of your debts. The costs of the bankruptcy are paid first from the money that is available. The costs include fees that the Official Receiver charges for dealing with your case.

When does bankruptcy end?

Your bankruptcy will normally end after one year. It could be less than a year if you have co-operated fully with the Official Receiver. The Official Receiver will tell you when the bankruptcy is over. Most debts that haven't been paid will be written off.

Further help

There are Self-help Guides for Bankruptcy and Debt Relief Orders on our website at www.sherbornecab.org.uk, or you can obtain copies at the Bureau.

The Insolvency Service Enquiry line: 0845 602 9848 Website: www.insolvency.gov.uk

Harassment by Creditors

Creditors may remind you from time to time to bring your payments up to date but they are not allowed to cause you alarm, distress or humiliation. Many activities could be classed as harassment. This is often difficult to prove, but keeping an accurate record of correspondence received and telephone calls (using the forms in this pack at pages 16 to 18) could be very helpful in such circumstances. It is important to note that 'anything done by a person which is reasonable' when trying to recover a debt is not considered to be harassment.

Creditors are warned by the Office Of Fair Trading that they should not: -

- Bring unreasonable pressure to bear on you in default of payment
- Falsely claim that criminal proceedings can be brought for non-payment
- Falsely imply that they may legally seize property or take other action without going to Court
- Impersonate a Court or any other official person, by letter or by telephone

- Make nuisance visits and phone calls, or use abusive or threatening language in person, by letter or by telephone
- Leave messages for you to contact someone urgently with no explanation
- Contact you at work, or your employer, with intent to create embarrassment and create fear of dismissal
- Wait outside work on pay-day
- Park outside your door in a vehicle marked 'debt collectors'
- Call on the neighbours, pretending to believe the neighbour is you
- Send insufficiently addressed postcards

Were a creditor to take any of the actions listed above, they may be guilty of harassment, which is a criminal offence. If you think you are being harassed you could write to the organisation concerned to complain. An example of the sort of letter you could write is included at page 12 of this pack. If after writing such a letter you believe you are still being harassed, please contact the Bureau for further advice and help.

Talk To Us

If you have difficulty in producing your financial statement or in dealing with creditors, please come back to the Bureau for further advice, bringing all the relevant papers. It often helps to talk over your problems with someone else. Everything you tell us will be treated in strict confidence.

FORM OF HOLDING LETTER

Name and address of Creditor

Your full name & address

Date:

Dear Sirs,

Re: Account No:

I refer to your letter dated concerning the above account.

I have a number of financial commitments which I am having difficulty in meeting. I have therefore consulted the Citizens' Advice Bureau in Sherborne and they are helping me to assess my situation by drawing up a financial statement. Meanwhile please let me know the outstanding amount owing on this account.

I hope to be able to write to you again in the near future with a copy of my financial statement making a firm proposal for dealing with the debt. In the meantime I should be grateful if you would defer any action to recover the amount owing and suspend interest charges to prevent the debt increasing.

Thank you for your help.

Yours faithfully

FORM OF LETTER ENCLOSING FINANCIAL STATEMENT

Name and address of Creditor

Your full name & address

Date:

Dear Sirs

Re: Account No.

I refer to my letter to you dated

I now enclose a financial statement setting out my income and essential expenditure on a monthly basis, and including a repayment proposal showing how my available income is to be offered to my creditors on a pro rata basis. This has been prepared with the assistance of the Citizens' Advice Bureau in Sherborne.

While I appreciate that the offer made is small, I believe it is realistic in the circumstances and I hope you will be able to accept it. If my financial circumstances improve I will write to you again with an increased offer.

I request that you stop the interest accruing on this account in order that my payments will begin to reduce the debt. I enclose my first payment of £..... and look forward to receiving a receipt. (I should be grateful if you would send me a payment book in order that I may make future payments at the Post Office.)

I look forward to receiving your agreement to my proposal.

Yours faithfully

FORM OF COMPLAINT LETTER TO CREDITORS ABOUT HARASSMENT

Name and address of Creditor

Your full name & address

Date:

Dear Sirs,

Re: Account No:

I have already written to you to explain that I have a number of financial commitments which I am having difficulty in meeting, and have consulted the Citizens' Advice Bureau in Sherborne for help.

{I hope to be able to write to you shortly with an offer of repayment.

OR

I have already written to you with an offer of repayment.}

I am disturbed that your organisation {explain here what is happening, for example
telephones me late at night

keeps phoning me at home or at work

has contacted my employer

has contacted my place of study

See page 9 of this pack for other examples of possible harassment}.

I believe that your organisation's actions are contrary to guidelines issued by the Office of Fair Trading concerning activities that may be considered as harassment and should therefore be avoided. Further, I believe that your actions may be in breach of Section 40 of the Administration of Justice Act, and may thus constitute a criminal offence.

I would ask that you take steps to avoid similar occurrences in the future. {Make suggestions as to how you would prefer to be contacted by the creditor and ask that they confirm their agreement to this in writing.}

Yours faithfully

Client Name	
Client Address	
Caseworker	
CASE Ref	
Date	
Employment Status (FT / PT / Unemp / Self-emp / Retired)	
No. in Household	
Dependent Children under 14	
Dependent Children aged 14+	
No. of Vehicles in household	

	Income	Week	Month	Qtr	Year	Adviser's use
	Salary or wages					
1	Client's salary or wages (take home)					
2	Partner's salary or wages (take home)					
3	Other income					
4	Other Income					
4a	Total Salary or Wages (1 to 4)					
	Other income					
5	Maintenance or child support					
6	Boarders or Lodgers					
7	Non-dependant contributions					
8	Student loans and grants					
9	Other					
9a	Total Other Income (5 to 9)					
	Benefits					
10	Jobseeker's Allowance (Income-based)					
11	Jobseeker's Allowance (Contribution-based)					
12	Income Support					
13	Working Tax Credit					
14	Child Tax Credit					
15	Child Benefit					
16	Incapacity Benefit / Statutory Sick Pay					
17	Disability Living Allowance/Attendance Allowance					
18	Carer's Allowance					
19	Housing Benefit					
19a	Council Tax Benefit					
20	Other (e.g. Maternity Allowance/SMP, etc)					
21	Other					
21a	Total Benefits (10 to 21)					

	Pensions	Week	Month	Qtr	Year	Adviser's use
22	State pension(s)					
23	Private or work pension(s)					
24	Pension Credit					
25	Other					
25a	Total Pensions (22 to 25)					
25b	Total Monthly Inc (4a + 9a + 21a + 25a)					
	Assets					
	House/Flat	Equity	Notes			
26	Total value of property(ies)					
27	Mortgage outstanding					
28	Secured loan(s) outstanding					
28a	Total Equity (26 - 27 - 28)					
	Other assets	Assets	Notes			
29	Value of vehicle(s) (less HP outstanding)					
30	Savings					
31	Other assets					
31a	Total Other Assets (29 to 31)					
31b	Total Equity & Assets (28a + 31a)					
<p>Please confirm you have discussed the use of any assets to make lump sum payments</p>						YES/NO

Expenditure						
	Essential Expenditure	Week	Month	Qtr	Year	Adviser's use
32	Rent					
33	Ground rent and service charges					
34	Mortgage					
35	Other secured loans					
36	Mortgage Endowment and MPPI					
37	Building and contents insurance					
38	Pension and life insurance					
39	Council Tax					
40	Gas					
41	Electricity					
42	Water					
43	Other utilities (coal, oil, calor gas)					
44	TV licence					
45	Magistrates' court fines					
46	Maintenance or child support					
47	Hire Purchase / conditional sale					
48	Childcare costs					
49	Adult care costs					
50	Other					
51	Other					
52	Other					
52a	Total Essential Expenditure (32 to 52)					

	Phone	Week	Month	Qtr	Year	Adviser's use
53	Home phone					
54	Mobile phone					
55	Other					
55a	Total Phone (53 to 55)					
	Travel					
56	Public transport (work, school, shopping etc)					
57	Other (e.g. taxis)					
58	Car insurance					
59	Road tax					
60	Fuel (Petrol, Diesel, Oil etc)					
61	MOT and car maintenance					
62	Breakdown or recovery					
63	Parking charges or tolls					
64	Other car costs					
64a	Total Travel (56 to 64)					
	Housekeeping					
65	Food and milk					
66	Cleaning and toiletries					
67	Newspapers and magazines					
68	Cigarettes and tobacco					
69	Alcohol					
70	Laundry and dry cleaning					
71	Clothing and footwear					
72	Nappies and baby items					
73	Pet food					
74	Other					
74a	Total Housekeeping (65 to 74)					

	Other Expenditure	Week	Month	Qtr	Year	Adviser's use
75	Health (dentist, glasses, prescriptions, health ins)					
76	Repairs / house maint (incl window cleaning, maint contracts)					
77	Hairdressing / haircuts					
78	Cable, Satellite and Internet					
79	TV, video and other appliance rental					
80	School meals and meals at work					
81	Pocket money and school trips					
82	Lottery and pools etc					
83	Hobbies / leisure / sport (incl pub/outings, gym etc)					
84	Gifts (Christmas, birthdays, charity etc)					
85	Vet bills and pet insurance					
86	Other (e.g. postage)					
87	Other					
87a	Total Other Expenditure (75 to 87)					
	Total Exp (52a + 55a + 64a + 74a +87a)					

Priority Debts					
	Debt	Amount owed	Payment offer	W/M/Q/A	Comments
88	Rent				
89	Mortgage				
90	Other secured loans				
91	Magistrates' court fines				
92	Council Tax				
93	Maintenance or child support				
94	Gas				
95	Electricity				
96	Hire purchase or conditional sale				
97	Other				
98	Other				
99	Total Priority Debts				
100	Total for Non-priority Creditors				

Non-priority Debts					
	Creditor	Amount owed	Current Payment	W/M/Q/A	CCJ (yes/no)
101					
102					
103					
104					
105					
106					
107					
108					
109					
110					
111					
112					
113					
114					
115					
116					
117					
118					
119					
120					
121	Total Non-priority Debts				



Common Financial Statement

SUMMARY
All amounts are monthly
10 August 2010



Client Address

Case ref

Agency Address

Caseworker Licence No Unregistered

Number in household

Number of vehicles in household

Number of dependent children under 14

Number of dependent children aged 14+

Monthly Income	£ Amount
4a Monthly Total Salary / Wages	
9a Monthly Total Other Income	
21a Monthly Total Benefits	
25a Monthly Total Pensions	
Monthly Total Income	0.00

Priority debts	£ Owed	Offer
88 Rent	0.00	
89 Mortgage	0.00	
90 Other secured loans	0.00	
91 Magistrates / Sheriffs Court fines	0.00	
92 Council Tax	0.00	
93 Maintenance or child support	0.00	
94 Gas	0.00	
95 Electricity	0.00	
96 Hire purchase or conditional sale	0.00	
97 Other	0.00	
98 Other	0.00	
Total Priority Debts	0.00	0.00

Please confirm you have discussed the use of any assets to make lump sum payments Yes

Monthly Expenditure	£ Amount
32 Rent	
33 Ground rent and service charges	
34 Mortgage	
35 Other secured loans	
36 Mortgage Endowment / Mortgage PPI	
37 Building and contents insurance	
38 Pension and life insurance	
39 Council Tax (Rates in NI)	
40 Gas	
41 Electricity	
42 Water (N/A if you live in Scotland or NI)	
43 Other utilities (coal, oil, calor gas)	
44 TV licence	
45 Magistrates / Sheriffs Court fines	
46 Maintenance or child support	
47 Hire Purchase / Conditional Sale	
48 Childcare costs	
49 Adult care costs	
50 Other	
51 Other	
52 Other	
55a Monthly Total Phone	0.00
64a Monthly Total Travel	0.00
74a Monthly Total Housekeeping	0.00
87a Monthly Total Other Expenditure	0.00
Monthly Total Expenditure	0.00

Non-priority debts	£ Owed	CCJ	Offer
101			
102			
103			
104			
105			
106			
107			
108			
109			
110			
111			
112			
113			
114			
115			
116			
117			
118			
119			
120			
Total Non-priority Debts	0.00	0	0.00

Total Available for Creditors

Total for Non-priority Creditors

Minimum Payment (Round up)

Token Payments

Round to nearest

This financial statement is an accurate record of the information provided by our client(s).

Signed _____
Date _____

Reason(s) for Indebtedness / Expenditure Notes / Other Notes (Please continue on the next page if required)

Client Address

Case ref

Agency Address

Caseworker Licence No

Number in household

Number of vehicles in household

Number of dependent children under 14

Number of dependent children aged 14+

Non-priority debts	£ Owed	CCJ	Offer
121			
122			
123			
124			
125			
126			
127			
128			
129			
130			
Total Non-priority Debts	0.00	0	0.00

Additional Notes