

cma

Freedom from debt
Hope for the future

Faithworks CMA

FAITHWORKS

LISTEN | GIVE HOPE | ACT | INSPIRE

Preparation for Financial Support



Faithworks Community Money Advice

(FW CMA)

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01202 429037

cma@faithworkswessex.org.uk

www.faithworkswessex.org.uk



Introduction

FW CMA is part of Faithworks Wessex, a Christian charity which provides the following community based services; support for single parents, the homeless, those recovering from addiction and those in financial crisis. We also operate a number of foodbanks in Dorset. You do not need to be Christian to use our services which are free of charge.

FW CMA operate two financial services for individuals and families:

1. Budgeting Support – this helps people manage their finances day to day with the aim of preventing people getting into debt.
2. Debt Advice – a service for those who are struggling to pay their debts.

Both services may include a review of benefits to maximise income. We do not review benefits as a standalone service and are not benefits experts. We may need to refer a complex benefits case to a third party e.g. Citizens Advice

FW CMA operate under a framework provided by CMA, a national charity. We are regulated and authorised by the Financial Conduct Authority and process your personal data in accordance with the General Data Protection Regulations.

We are staffed mainly by unpaid volunteers who work with clients. Clients must be able to regularly attend a food bank where our teams are located in; Christchurch, Boscombe, Winton, Bournemouth, Poole, Wimborne and Blandford.

The Process

We will meet with you on a regular basis to document a full understanding of your financial situation including, income, expenditure and debts. To support this, you will need to provide the following types of information; general information about yourself/family, bank statements, pay slips, bills and correspondence relating to debt. We will

work with you to identify ways in which you may be able to increase income and/or reduce expenditure. We will help you to budget and if you have debts we will help you identify and implement debt solutions that allow you to move forward with greater financial freedom.

Contacting us

- You can visit any of the foodbanks mentioned above – details are available on www.faithworkswessex.org.uk
- Email us: cma@faithworkswessex.org.uk
- Phone us: 01202 429037

Waiting for an appointment

We normally have a waiting list to meet with a member of the team. In some cases this can be three months. During this time you can:

- Undertake some simple tasks explained in 'How to deal with debt', a self-help guide which is produced by the National Debtline. This can be requested by contacting us – details above.
- Check your tax code is correct <https://www.gov.uk/tax-codes>.
- Check your benefits using a tool such as <https://www.turn2us.org.uk/>. If you are receiving legacy benefits, seek advice from Citizens Advice before changing to Universal Credit.
- If you are the only adult in your property, check if you are eligible for 25% discount on council tax.
- Check to see if you can get cheaper deals for utilities, mobile phones etc. This may only be relevant where you are out of contract/towards end of contract period. Always look for the cheapest deal and avoid being talked into more expensive deals, see www.moneysavingexpert.com for advice and guidance in this area.
- Prepare for your first meeting with us by:
 - Getting together; bank statements, pay slips, bills and correspondence relating to debt. Ensure you have the most

recent correspondence for each item and sort/file in a meaningful way (see table 1 on next page).

- Record how you spend cash - It is often difficult to explain how we are spending our money, especially cash because there is no record of what it's spent on. Try to use your debit card instead of cash. Where you have to use cash, please record in a small note book e.g. £2.85 coffee at Costa 20-03-2022, this will be helpful in planning your budget.
- List your income & expenditure on next page.
- List your debts on next page.

Useful Documentation to bring to meetings – please bring up to date documents

The more information you are able to bring, either in paper form or access via your phone, the more accurate your budget will be

Income	Housing Expenditure	Entertainment	Debts
Bank Statements (3 months)	Gas Bill	Mobile phone bills	Credit Card Bills
Pay Slips (3 months)	Electric Bill	Land line bills	Loan Agreements
Tax Coding	Buildings & Contents Insurance	Broadband bills	Hire Purchase Agreements
Benefits Statement/ access to UC	Water	TV/media package bills	Catalogue statements
Other Income	Rent	Car costs	Doorstep Collector
	Mortgage		
	Council Tax		

Income & Expenditure

Please complete each item of income and expenditure below annotate with frequency (F) i.e.

W – weekly

M – monthly

Q – quarterly

6 – half yearly/twice a year

A – annually

4 - every four weeks

Income	F	£
Earnings		
Salaries		
Wages		
Other Earnings		
Benefits		
Universal Credit		
Job Seekers Allowance		
Income Support		
Working Tax Credit		
Child Tax Credit		
Child Benefit		
Employment & Support Allowance		
Disability Benefit		
Carer's Allowance		
Local Housing Benefit		
Council Tax Support		
Other Benefits		
Pensions		
State Pension		
Private Pension		
Pension Credit		
Other		
Other		

Child Support		
Lodger		
Student Loan		
Non-dependants contributions		
Expenditure	F	£
<i>Fixed Costs</i>		
Rent		
Mortgage		
Secured Loans		
Council Tax		
Ground Rent/Service Charge		
Mortgage Endowment		
Appliance & Furniture Rental		
TV Licence		
Other		
Gas		
Electricity		
Water Supply		
Water Waste		
Childcare		
Adult Care		
Child maintenance		
Prescriptions		
Dentistry		
Public Transport		
Vehicle Finance		
Car Insurance		
Car Tax		
MOT & Maintenance		

Breakdown Insurance		
Fuel, parking etc		
School Uniform		
After school clubs and trips		
Pension Payments		
Life Assurance		
Mortgage Protection		
Building & Contents Insurance		
Health Insurance		
Professional Courses		
Professional Fees		
Union Fees		
<i>Communications & Leisure</i>		
Home phone, internet & media package		
Mobile phones		
Hobbies		
Gifts		
Pocket Money		
Newspapers & Magazines		
<i>Food & Housekeeping</i>		
Groceries		
Alcohol		
Smoking		
Nappies & baby items		
School meals & meals at work		
Laundry & dry cleaning		
Vet & Pet Costs		
House Repairs		

List Your Debts

Example	
Name	<i>High Street Bank</i>
Ref	<i>12345678</i>
Balance	<i>£5,500</i>
Debt 1	
Name	
Ref	
Balance	
Debt 2	
Name	
Ref	
Balance	
Debt 3	
Name	
Ref	
Balance	
Debt 4	
Name	
Ref	
Balance	
Debt 5	
Name	
Ref	
Balance	
Debt 6	
Name	
Ref	
Balance	