**BUDGETING TEST GUIDANCE NOTES**

The test is made up of two sections:

* Multiple choice (10 questions)
* Short answer (1 question containing multiple parts)

You have 25 minutes to complete the test

**Multiple Choice**

Questions in multiple choice are on the following:

* Definition of a financial budget
* Benefits of a budget
* What a budget should include (income, expenses)
* Definition of a fixed/variable expense
* Examples of fixed and variable expenses
* Example of a wants/needs
* How to calculate budget surplus/deficit
* What a budget surplus/deficit is
* Calculation of a budget surplus/deficit

**Short Answer**

Given a list of income and expenses. You need to:

* Classify expenses as fixed or variable
* Construct a budget table
* Calculating the budget surplus/deficit
* Explaining future decision based on budget