



Guide to completing your income and outgoings schedule

These schedules are in excel format to enable the form to carry out the calculations required.

If you need to add another row under any of the sections the form will allow you to do so. Right click with your mouse on the numbered column on the far left hand side next to the item you wish to add a row above and press 'insert'. A row directly above the item will be added. Don't worry if you get it wrong, you can always backtrack by pressing the reverse arrow icon at the top left hand side of the screen and try again.

As you insert the amounts in the boxes, the form will automatically add these figures to the total and sub total boxes.

Income

This schedule must include income from all sources, net of tax and national insurance where applicable.

Outgoings schedule

Please insert the figures under the two columns headed 'present' and 'future'. For example, if the plan is for you to move property as one of your financial options, it would be very helpful for you to provide a list of assumed figures, based on your research and experience of what you expect these to be after the move. This 'projected budget' may then inform your discussions and considerations in respect of your income requirements in the future after your move.

Where your outgoings relate to the present situation you should be able to back up the figures in mediation with evidence or at least a clear explanation as to how you have arrived at any particular item if asked by the mediator or other person in mediation. More often than not this part of the mediation is about checking that each person understands the figures and how they have been arrived at.

When these are discussed in mediation people quite naturally and normally make comparisons between each other's outgoings and 'financial standard of living'. All we would ask at this stage is that you do your best to carefully complete your outgoings schedule and be ready to constructively discuss this in mediation with an open mind. This is not an 'exact science' but for this process to work you must both feel that the other person has done their best to create an outgoings schedule that is as valid and as accurate as they can be in the circumstances.

John Hind

Mediator/Solicitor

Director, Compass Resolution Network