

# Managing Your Finances: Participant's Handbook - Part 1\*

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**My current primary financial goal is to:**

## Budgeting

***Big idea: Budgeting is the first step in managing your money. It's not hard, complicated or full of sacrifice.***

- The first step in managing your money is knowing what's coming in and where it's going out – and making sure the “in” exceeds the “out” so you have enough for your needs, and can save and invest for your future.
- There's nothing difficult about a budget. Budgeting doesn't mean doing without. It's just an organized way to manage your money.

## Monthly Budget

**Monthly income (cash inflow)** Average monthly net income from employment after deductions OR choose one from the following list and enter the typical monthly take home pay **(to convert weekly salary to monthly, multiply by 4.3, bi-weekly by 2.2)**


Wages or salaries		_____
Other sources of income – help from family, gifts,		_____
-		_____
-		_____
<b>Total monthly income</b>		_____

## Monthly expenses (cash outflow)

### Expenditures - Know what you spend

- Keep every receipt.
- Record every expense in a notebook or electronic device.
- Review bank and credit card statements.
- Do this for at least three months.
- Make a list of irregular expenses (gifts, donations, car or home repairs, vacations).
- Total your expenses at the end of the month.

### Types of Expenditures:

Fixed Expenses

Housing	400 \$ – 1 100 \$	_____
Car payments	200 \$ – 1 300 \$	_____
Other required debt repayment (credit cards, line of credit, etc.)		_____
Insurance (car, home, travel, etc.)	100 \$ – 200 \$	_____
Utilities (electric, gas)	100 \$ – 200 \$	_____
Telecommunications (cable, Internet, telephone, cell phone, long distance, voice and data roaming charges)	50 \$ – 200 \$	_____
Child care	300 \$ – 1200 \$	_____
Other		_____
<b>Total fixed expenditures</b>		_____

<b>Variable expenditures (includes non-regular expenses)</b>		
Groceries	250 \$ – 450 \$	_____

<b>Variable expenditures (includes non-regular expenses)</b>		
Eating out	60 \$ – 300 \$	_____
Household expenses (cleaning, maintenance, furniture, household appliances)	50 \$ – 170 \$	_____
Computer (hardware , software rental , accessories, supplies)	10 \$ – 60 \$	_____
Pets (food, vet bills, supplies)	25 \$ – 165 \$	_____
Transportation (transit, gas, car maintenance, etc.---excluding car payments)	100 \$ – 200 \$	_____
Health care (Medical Services Plan, dental, glasses/lenses, medication)	35 \$ – 120 \$	_____
Clothing and footwear	50 \$ – 200 \$	_____
Personal care (toiletries, hair care, make-up, laundry)	30 \$ – 130 \$	_____
Recreation (movies, games, DVD/videos, clubs, concerts, sports, etc.)	60 \$ – 200 \$	_____
Travel	40 \$ – 300 \$	_____
Gifts and charitable donations	30 \$ – 220 \$	_____
Education (post-secondary tuition, books, fees, etc.)	0 \$ – 800 \$	_____
Other incidentals	5 \$ – 75 \$	_____

<b>Variable expenditures (includes non-regular expenses)</b>		
Savings deliberately put aside	0 \$ – 300 \$	_____
Total variable expenditures		_____
<b>Total monthly expenditures (fixed + variable)</b>		_____
<b>Total monthly income (from page 5)</b>		_____
<b>Less total monthly expenditures</b>		_____
<b>Equals monthly surplus or deficit</b>		_____

### How to cut \$100/month of spending

Mark areas in the schedule on the next page where you could cut back in your own life. Calculate how much you would save per week and per month. Then write down what else you could do with that money.

	<b>Average cost</b> Per day	<b># times per week</b> reduction	<b>Weekly savings</b>

Bring lunch instead of eating out			
Take transit instead of driving, if possible (consider getting rid of one car)			
Buy a reusable water bottle instead of buying bottled water			
Take your coffee in a thermos or have one less purchased coffee or cappuccino a week			
Ride-share with a colleague instead of driving alone			
Buy none or fewer each week of cigarettes, candy bars, after-work snacks			
Stop buying or buy fewer lottery tickets			
Share a magazine subscription with a friend or borrow from the library			
Borrow DVDs from the library instead of buying them or paying for 'pay per view',			
Eat out less often			
Return library books and DVDs on time and skip fines and late fees			

Reduce your communication costs by bundling phone, internet, cable tv, etc.			
Consider bundling insurance costs for car, house, etc.			
Total Savings: multiply total weekly savings by 4.3 to get approx.. monthly savings	-	-	

With this money, I could \_\_\_\_\_

### Free Resources

Online free budget tools

<http://www.daveramsey.com/everydollar/>

**FCAC Budget Calculator**: [www.fcac.gc.ca](http://www.fcac.gc.ca), under For consumers and Resources, click Tools and calculators and select Budgeting Tool

Continued.....

Other Free Personal Finance tools:

**FCAC Tip Sheet - Making a Budget and Sticking to It**: [www.fcac.gc.ca](http://www.fcac.gc.ca), under For consumers and Resources, click Publications and select Budgeting and Money Management

**IEF Videos, Worksheets and Calculators**: [www.GetSmarterAboutMoney.ca](http://www.GetSmarterAboutMoney.ca), click Tools & Calculators

**FCAC Mortgage Calculator Tools**

[www.fcac.gc.ca](http://www.fcac.gc.ca), under For consumers and Resources, click Tools and calculators and select Mortgage Calculators

**FCAC Tip sheet: Before You Sign Any Contract: 10 Things You Need to Know**

[www.fcac.gc.ca](http://www.fcac.gc.ca), under For consumers and Resources, click Publications and select Your Rights and Responsibilities

[IEF Buy or rent calculator](#)

www.GetSmarterAboutMoney.ca, under Tools & Calculators, click Calculators, under Home Ownership

[Rent or Buy a Home Calculator](#)

www.ic.gc.ca, select Just for consumers, select Office of Consumer Affairs (OCA), click Spending Smarter Calculators

[Vehicle Lease or Buy Calculator](#)

www.ic.gc.ca, select Just for consumers, select Office of Consumer Affairs (OCA), click Spending Smarter Calculators

[Driving Costs brochure and Car Sharing Network](#)

www.caa.ca, under Working for You, click Driving Costs  
www.carsharing.net, click Where to find Car Sharing

Money-saving coupons and discounts

[www.redflagdeals.com](http://www.redflagdeals.com)

[www.frugalshopper.ca](http://www.frugalshopper.ca)

[Latte factor calculator](#)

www.finishrich.com, under Free Stuff, select Latte Factor Calculator

Cost Comparisons: [www.CompareCellular.com](http://www.CompareCellular.com)    [www.GeckoBeach.com](http://www.GeckoBeach.com) [www.HowardForums.com](http://www.HowardForums.com)

Christadelphian **facebook group** called "Thrifty Christies" run by Sis. Amy Robinson where money saving ideas are shared. phone shopping comparisons, etc.

<https://www.facebook.com/groups/4851913238/?fref=ts>

## Other Resources with a Modest Cost

Low cost Budget Planner Using Excel that does **comparative 12-month budgets**. I use this program and recommend it. Download Cost \$15.95

<http://www.simpleplanning.net/Financial%20Calculators/BudgetPlanner.html>

Gail Vaz-Oxlade writes excellent financial books for Canadians, but are useful for Americans too in terms of principals and basic strategies.....only the gov't issues are different. It is bit more complex than Dave Ramsey's approach as she discusses how to reduce interest while paying down debts vs Dave ramsey who says pay down smallest debt first regardless of interest rate....no borrowing what so ever (other than a house and even then he encourages you pay cash for that.) - from Sis Nancy Miles

**Debt Free Forever**

[http://www.amazon.ca/Debt-Free-Forever-Take-Control-Money/dp/1554685915/ref=sr\\_1\\_fkmr1\\_1?s=books&ie=UTF8&qid=1455987409&sr=1-1-fkmr1&keywords=Gail+Val-Oxlade](http://www.amazon.ca/Debt-Free-Forever-Take-Control-Money/dp/1554685915/ref=sr_1_fkmr1_1?s=books&ie=UTF8&qid=1455987409&sr=1-1-fkmr1&keywords=Gail+Val-Oxlade)



**Money Talks - When to say yes and how to say no**

[http://www.amazon.ca/Money-Talks-When-Say-Yes/dp/1443434078/ref=sr\\_1\\_fkmr1\\_2?s=books&ie=UTF8&qid=1455987553&sr=1-2-fkmr1&keywords=Gail+Val-Oxlade](http://www.amazon.ca/Money-Talks-When-Say-Yes/dp/1443434078/ref=sr_1_fkmr1_2?s=books&ie=UTF8&qid=1455987553&sr=1-2-fkmr1&keywords=Gail+Val-Oxlade)