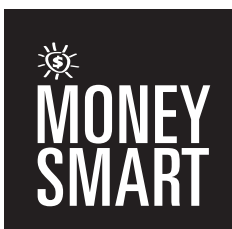


MODULE 4:

Your Spending and Saving Plan

INSTRUCTOR GUIDE



MONEY SMART for Adults

SEPTEMBER 2018



The Federal Deposit Insurance Corporation is an independent agency created by the Congress to maintain stability and public confidence in the nation's financial system. One way we do that is by providing free, non-biased financial education materials, including this Instructor Guide. For more information about our family of Money Smart products, visit **www.fdic.gov/moneysmart**.

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Background Information for Instructors

Welcome to the FDIC's Money Smart for Adults!

This is the Instructor Guide for **Module 4: Your Spending and Saving Plan**. This module consists of three tools:

- **This Instructor Guide**
- **The Participant Guide**—for participants to use during training and refer to after training
- **The PowerPoint slides**—for you to use during the training

The curriculum also includes a *Guide to Presenting Money Smart for Adults*. This resource offers practical tips for marketing your training, setting up your training space, supporting participants with disabilities, and delivering the training. It also offers learning pathways to help you choose modules and perhaps sections within modules to include in the training. If you don't already have the *Guide to Presenting Money Smart for Adults*, download it at www.fdic.gov/moneysmart.

Training Preparation Checklist

Use this checklist to prepare for training.

- ☐ **Review the Instructor Guide, Participant Guide, and PowerPoint slides** to learn how they work together.
- ☐ **Familiarize yourself with the topics.** The Instructor Guide includes scripting to help you explain core content. You can read the scripting as-is to participants. Or, you can present the information in your own style.
- ☐ **Review the *Try It* and *Apply It* activities in the Participant Guide.** Every module includes both types of activities. Many are designed to be included during the training session. Others are flagged with a Note to Instructor that gives you the option of reviewing, starting, or completing them during the training, or encouraging participants to complete them after training.

Activities make the training more engaging and help participants retain the material. It's generally better to cut content rather than activities if you are short on time.

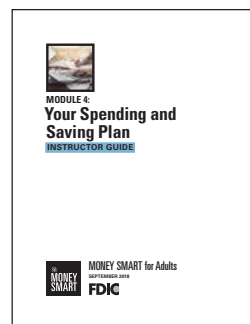
- ☐ **Review the *Guide to Presenting Money Smart for Adults*** for tools and information that can help you plan and deliver training. This resource includes information on making your training accessible and welcoming to all participants, including participants with disabilities.
- ☐ **Select the materials that you plan to use.** Ideally, do so by considering the needs or goals of the participants. The *Module at a Glance Table* near the front of each Instructor Guide can help you decide whether to cover modules in their entirety or only certain sections of the modules.
- ☐ **Plan to make your training culturally appropriate.** This means communicating respectfully, and also presenting the material in a way that is relevant to the lives of participants.
 - For example, when you discuss ways to cut expenses, participants may not relate to cutting out a daily coffee purchase if they don't normally buy coffee every day. Use examples participants can relate to, which may be different from examples from your own experience.
- ☐ **Consider having each of your training sessions include:**
 - **An overview:** Welcome participants and explain the training purpose and objectives. Provide a quick orientation to materials.
 - **An introductory activity:** Energize participants with a fun activity to introduce them to one another and get them ready to learn. This can be an effective way to start training, especially if it is the first time the group has been together. See the *Guide to Presenting Money Smart for Adults* for optional introductory activity ideas.
 - **Pre- and post-training surveys:** Administer the pre-training survey before training starts and the post-training survey at the end of training. Using the surveys can help you evaluate training effectiveness and tailor your training approach for future sessions.
- ☐ **Give each participant a Participant Guide.** Consider making it available electronically if you cannot provide paper copies. Also, some participants may need it electronically as a reasonable accommodation. If you deliver only part of a module, you might want to provide only those sections of the Participant Guide. Hide the slides you won't be using. The *Guide to Presenting Money Smart for Adults* has more information on hiding slides.

Materials You May Need

- ☐ This Instructor Guide
- ☐ Copies of the Participant Guide
- ☐ The PowerPoint slides, and either:
 - Computer, projector, and screen for projecting the slides, or
 - Printed or electronic copies of the slides for participants
- ☐ Flip chart(s) and/or whiteboard(s)
- ☐ Markers for writing on flip chart(s) and/or whiteboard(s)
- ☐ Large self-adhesive notes (5" x 8"), card stock, or paper for making signs
- ☐ Tape that can be easily removed from the wall, such as painter's tape
- ☐ Pens or pencils for participants

Optional Materials:

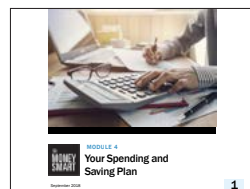
- ☐ Parking Lot for questions—Create one by writing “Parking Lot” on the top of a flip chart or whiteboard
- ☐ Supplies for the Optional Introductory Activity—Choose an activity from the *Guide to Presenting Money Smart for Adults* or use your own



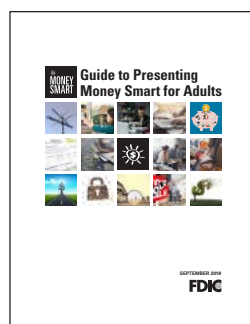
Instructor Guide



Participant Guide












PowerPoint slides



Guide to Presenting Money Smart for Adults

Understanding the Icons

This Instructor Guide uses several icons to help you quickly navigate the training.

 Do	Actions you take as the instructor
 Say	Information you share verbally with participants
 Ask	Questions you pose to participants
 Share Key Takeaway	When you convey the primary message of a section
 Lead Discussion	When you facilitate discussions
 Lead Activity	When you facilitate activities
 Present Information	When you present information
 Take Action and Closing	When you help participants plan action steps to apply what they learned
 Scenario	When you use a short story to start a discussion or activity about a financial topic

Module Purpose

This module helps participants put together information about their income and expenses to develop a spending and saving plan.

This module also:

- Discusses how to increase income and decrease expenses
- Explores how to prioritize spending when there isn't enough money to pay all bills in full and on time

Module at a Glance Table

You can cover all or only part of this module.

We estimate you need **1 hour and 25 minutes** to cover the entire module, not including breaks or an optional introductory activity. You can use this table to select sections based on the time you have available and the needs of participants.

The *Guide to Presenting Money Smart for Adults* includes additional information on selecting sections for specific audiences.

Note to Instructor: This module may be most useful for participants as a follow-up to *Module 3: Your Income and Expenses*. That module provides the information and resources that form the foundation for a spending and saving plan.

Section	Key Takeaway	Purpose / Objectives	Time
Module Opening	N/A	<ul style="list-style-type: none"> ■ Welcome participants ■ Administer the pre-training survey ■ Lead an Optional Introductory Activity (extra 5 to 20 minutes) 	10 minutes
Section 1: Making a Monthly Spending and Saving Plan	Use a monthly spending and saving plan to guide how you use your money.	Participants will be able to: <ul style="list-style-type: none"> ■ Create and use a spending and saving plan ■ List ways to increase income and decrease expenses 	45 minutes
Section 2: When Money Is Short	Prioritize which bills to pay first when money is short.	Participants will be able to: <ul style="list-style-type: none"> ■ Prioritize which bills to pay first based on what might happen if bills are not paid in full and on time 	20 minutes
Module Closing	N/A	<ul style="list-style-type: none"> ■ Review the key takeaways ■ Help participants think about how they will apply what they learned ■ Administer the post-training survey 	10 minutes

Module Opening

Welcome Participants as They Arrive

Time Estimate for This Section: 10 minutes

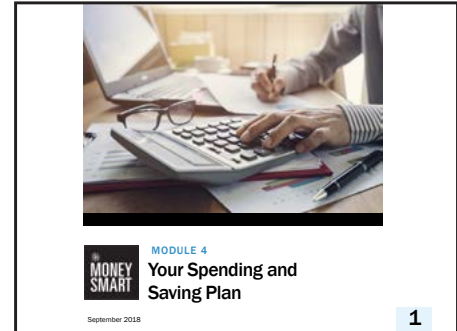
SHOW SLIDE 1



DO

As participants arrive for the training, use this time to:

- Welcome them and introduce yourself
- Ask them to sign in for the training if you are using a sign-in sheet
- Ensure any requested reasonable accommodations are in place and make any necessary adjustments



LEAD ACTIVITY

Pre-Training Survey

See page 25 in the Participant Guide.

Note to Instructor: Before training starts, you can ask participants to complete the pre-training survey in the back of their Participant Guide. You may want to give them “loose” copies so they don’t have to tear them out. The knowledge questions are the same as those in the post-training survey.

The answer key is at the end of this Instructor Guide, but don’t share the answers now.

You may decide to compare pre-training surveys to post-training surveys to estimate knowledge gains of the entire group or for each participant. If you want to estimate by participant, ask them to write their last name or some other unique identifier on both their pre- and their post-training surveys so you can compare them for a given participant.

SHOW SLIDE 2**SAY**

- Thank you for coming to this Money Smart Training called “**Your Spending and Saving Plan.**”
- Please complete the pre-training survey on page 25 of your Participant Guide to give me an idea of what you may already know about this topic.
 - It should take less than five minutes to complete.

Pre-Training Survey
See page 25 in your Participant Guide

Pre-Training Survey
Your instructor may ask you to complete this pre-training survey before the training begins.
Please answer these questions:

1. Thinking about your spending and saving plan is all it takes to manage your money. True False
2. A spending and saving plan:
 - a. Records the value of your assets
 - b. Tells you which bills to pay first if you can't afford to pay them all
 - c. Lists your income and expenses
 - d. Should not include gifts that you receive or give to others
 - e. All of the above
 - f. None of the above
3. When you don't have enough money to pay all of your bills on time:
 - a. Prioritize which bills to pay in full, in part, or late based on what will happen if you don't pay the bill
 - b. Ignore the people you owe until you are able to pay

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**DO**

- Collect the completed surveys if you plan to review them or compare them to post-training surveys.

**PRESENT INFORMATION****Parking Lot and Participant Guide****SAY**

- I've created a Parking Lot to capture questions, concerns, ideas, and resources. You and I can add items anytime during the training, and I'll address them during breaks or at the end of training.
- You have a Participant Guide to use during and after this session. It's yours to keep, so you can take notes and write in it.

**LEAD ACTIVITY****Optional Introductory Activity**

Adds an additional 5 to 20 minutes, depending on the activity you select and the number of participants

**DO**

- Lead participants through an introductory activity.
- Time permitting, you may also want to show a short video related to the subject of this module or start with an “energizer” of your choice.

Note to Instructor:

If time permits, start the training with a fun activity from the *Guide to Presenting Money Smart for Adults* or use your own.

This is a great way to get participants energized and ready to learn!



Section 1: Making a Monthly Spending and Saving Plan

Training Time Estimate for This Section: 45 minutes

Objectives

Participants will be able to:

- Create and use a spending and saving plan
- List ways to increase income and decrease expenses



PRESENT INFORMATION (1 MINUTE)

Introduction to Section and Key Takeaway

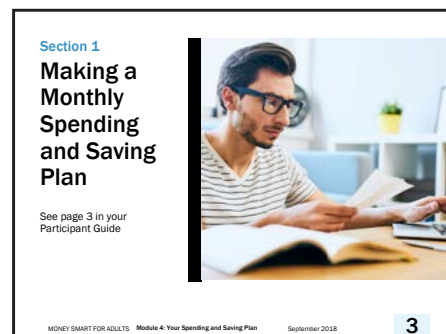
See page 3 in the Participant Guide.

SHOW SLIDE 3



SAY

- We will discuss how to create a spending and saving plan and then we'll talk about ways to increase income and decrease expenses.

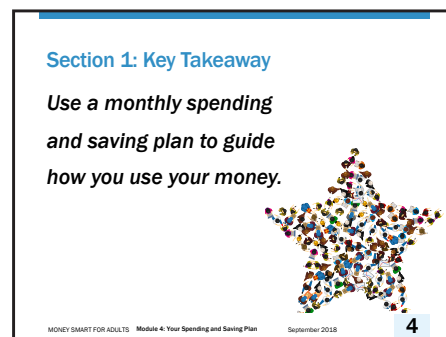


SHOW SLIDE 4



SAY

- The key takeaway from this section is:
Use a monthly spending and saving plan to guide how you use your money.



PRESENT INFORMATION (2 MINUTES)

Building Blocks of a Spending and Saving Plan

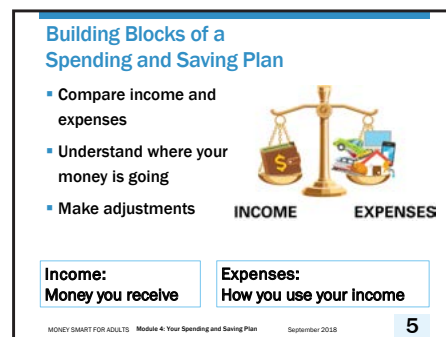
See page 3 in the Participant Guide.

SHOW SLIDE 5



SAY

- A spending and saving plan helps you compare your income and expenses, understand where your money is going, and make adjustments to guide how you use your money so you can meet your goals.
 - Some people may call this a budget. We are using the phrase “*spending and saving plan*” so it’s clear we are planning for how we spend our money and also how we save our money.



- Spending and saving plans bring together two money topics:
 - **Income** – money you receive, including:
 - » Earned income
 - » Income from assets and investments
 - » Public benefits or entitlements that pay money
 - » Other benefits or other entitlements that primarily offer benefits other than money
 - » Other income, such as gifts, child support, and alimony
 - **Expenses** – how you use your income (saving, sharing, and spending).
- Thinking about your income and expenses can be stressful, especially if you are worried about making ends meet.
 - We're going to talk about and practice putting information about income and expenses into an overall monthly plan. That process can empower you to make choices and make changes, if needed.
 - In the long run, that can help reduce stress about your money.



PRESENT INFORMATION (5 MINUTES)

Apply It: Making My Spending and Saving Plan

See page 4 in the Participant Guide.

SHOW SLIDE 6



SAY

- Turn to *Apply It: Making My Spending and Saving Plan* on page 4 in your Participant Guide.
- Creating your own spending and saving plan takes some time.
- We'll work on an activity using a completed spending and saving plan soon. It provides an opportunity to find ways to increase income and decrease expenses.
- But first, let's look at the blank spending and saving plan that starts on page 4 in your Participant Guide. You can complete this one with your own information after today's training.

Apply It: Making My Spending and Saving Plan
See page 4 in your Participant Guide

Apply It: Making My Spending and Saving Plan
This blank spending and saving plan has three sections:

- My Net Income
- My Expenses
- Comparison of My Total Net Income and My Total Expenses

Steps to fill it out:

1. Complete the column called "Past Monthly Amount"
2. Complete the column called "Planned Monthly Amount for ____ (Month)" and fill in the month.
3. Compare your total net income and total expenses
4. If needed, make changes to the income and expenses you have in the Planned Monthly Amount column so that your income covers your expenses.

You may have to do some math to get monthly amounts if you receive income or pay expenses on a schedule other than monthly. See the Table for Calculating Monthly Amounts before the spending and saving plan for help.

When you compare your income and expenses, you will have three possible outcomes.

If the Difference is: That means: And so:

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SHOW SLIDE 7

SAY

- It has three parts:
 - The first part focuses on **your net income**. Net income is your income after taxes and other deductions. Using net income means we don't include taxes as an expense.
 - The second part focuses on **your expenses**.
 - The third part is a **comparison of your total net income and your total expenses** to see if they are aligned.
 - » By "aligned," we mean: does your income cover your expenses?
- There are detailed instructions for filling it out in your Participant Guide.
- Here's how you will fill it out:
 - **First, complete the *Past Monthly Amount* column** to record your net income and your expenses based on past months. This will be most accurate if you have records reflecting at least one month of income and expenses.
 - **Next, complete the *Planned Monthly Amount* column.** It includes a space for you to write which month you are planning. Fill in income and expenses, using the *Past Monthly Amount* column as a reminder of your recent income and expenses.
 - » Don't just copy those amounts – think about whether you need to make any adjustments to your income and expenses from last month.
 - » For example, you may want to put more money into your "Emergency Fund." You may be able to cut back spending on "Groceries and Household Supplies" to make that change.
 - » You may be able to cut out an expense altogether. For example, maybe you could spend less money on "Cable/Satellite/TV Viewing Services" by switching to a different plan or canceling it all together, and then use that money to pay down debt instead.
 - » Be sure the amount you cut back or eliminate is realistic for you.
 - » Generally, only include income you can depend on.
 - **Finally, compare your total net income and your total expenses.** This will help you see if your income covers your expenses. If not, you'll want to look at ways to adjust your income and/or your expenses.
- You may have to do some math to get monthly amounts for this spending and saving plan if you receive income or pay expenses on a schedule other than monthly. See the *Table for Calculating Monthly Amounts* below the plan for help.

Filling Out My Spending and Saving Plan

■ Three sections:

1. My Net Income
2. My Expenses
3. Comparison

■ Steps to fill it out:

- Complete *Past Monthly Amount*
- Complete *Planned Monthly Amount*
- Compare total net income and total expenses
- If needed, make changes

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SHOW SLIDE 8**SAY**

- When you compare your total net income and your total expenses, you will have three possible outcomes. If the Difference you calculate in the Comparison of My Total Net Income and My Total Expenses section is:
 - **Zero (0)**, your income is the same as your expenses. You should have just enough income to cover your expenses.
 - **A positive number**, you have more income than expenses. You should have enough income to cover your expenses.
 - **A negative number**, you have more expenses than income. You would likely not have enough income to cover your expenses. You will need to increase your income, decrease your expenses, or incur debt to make it possible to pay your expenses.

When You Compare

My Total Net Income minus My Total Expenses

- If the Difference is:
 - **Zero** – your income equals your expenses
 - **Positive** – you have more income than expenses
 - **Negative** – you have more expenses than income



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**SAY**

- You can create your own spending and saving plan using this *Apply It* after today's training. Use it to determine if you need to adjust your income and/or your expenses to better meet your financial goals.
- Now we're going to practice on someone else's spending and saving plan.

Note to Instructor: Scripting continues on page 20 (after the *Apply It* as shown in the Participant Guide).

Apply It: Making My Spending and Saving Plan

This blank spending and saving plan has three sections:

- My Net Income
- My Expenses
- Comparison of My Total Net Income and My Total Expenses

Steps to fill it out:

1. Complete the column called "Past Monthly Amount"
2. Complete the column called "Planned Monthly Amount for _____ (Month)" and fill in the month
3. Compare your total net income and total expenses
4. If needed, make changes to the income and expenses you have in the Planned Monthly Amount column so that your income covers your expenses.

You may have to do some math to get monthly amounts if you receive income or pay expenses on a schedule other than monthly. See the *Table for Calculating Monthly Amounts* below the spending and saving plan for help.

When you compare your income and expenses, you will have three possible outcomes.

If the Difference

is:	That means:	And so:
Zero (0)	Your income is the same as your expenses.	You should have just enough income to cover your expenses.
A positive number	You have more income than expenses.	You should have enough income to cover your expenses.
A negative number	You have more expenses than income.	You would likely not have enough income to cover your expenses. You will need to increase your income, decrease your expenses, or incur debt to make it possible to pay your expenses.

Please Note: If you have already completed *Apply It: My Monthly Income Log* from *Module 3: Your Income and Expenses*, you can use those numbers for the "Past Monthly Amount" column in My Net Income.

Likewise, if you have already completed *Apply It: My Monthly Expense Log* from *Module 3*, you can use those numbers for the "Past Monthly Amount" column in My Expenses.

Apply It: Making My Spending and Saving Plan *continued*

You can create your own spending and saving plan using the blank one below after today's training. Use it to determine if you need to adjust your income and/or expenses to better meet your financial goals.

My Spending and Saving Plan**My Net Income**

Item	Past Monthly Amount	Planned Monthly Amount for _____ (Month)
Net (Take-Home) Pay Job 1		
Net (Take-Home) Pay Job 2		
Net (Take-Home) Pay Job 3		
Net Self-Employment Income		
Public Benefit 1:		
Public Benefit 2:		
Public Benefit 3:		
Public Benefit 4:		
Interest		
Dividends		
Child Support		
Alimony		
Gifts		
Other:		
Other:		
Other:		
My Total Net Income (add up rows above)		

Apply It: Making My Spending and Saving Plan *continued*

My Expenses

Item	Past Monthly Amount	Planned Monthly Amount for _____ (Month)
------	---------------------	---

My Saving

Saving Toward: Emergency Fund		
Saving Toward:		
Saving Toward:		

My Sharing

Sharing with Family and Friends		
Charitable Contributions		
Other:		
Other:		

My Spending

Rent / Mortgage Payment		
Property Taxes / Insurance		
Water		
Electric		
Gas / Oil		
Trash Collection		
Telephone (Cell and Land-Line)		
Internet		
Cable / Satellite / TV Viewing Services		
Car/Truck Payment		
Car/Truck Insurance		
Car/Truck Maintenance and Repair		
Car/Truck Fuel		

Apply It: Making My Spending and Saving Plan *continued*

Item	Past Monthly Amount	Planned Monthly Amount for _____ (Month)
Public Transportation		
Health Insurance (portion not covered by employer or taken out of gross pay)		
Other Healthcare Expenses		
Student Loan Payments		
Credit Card Debt Payments		
Other Debt Payments		
Personal Care Attendant		
Eldercare		
Childcare / Child Support Payments		
Groceries and Household Supplies		
Eating Out or Take-Out		
Service Animal Expenses		
Pet Care		
Personal Expenses		
Entertainment		
Other:		
Other:		
Other:		
My Total Expenses (add up rows above)		

Apply It: Making My Spending and Saving Plan *continued*

Comparison of My Total Net Income and My Total Expenses

Item	Amount
My Total Net Income (from last row of the My Net Income section in the Planned Monthly Amount column)	
My Total Expenses for _____ Month (from last row of the My Expenses section in the Planned Monthly Amount column)	
Difference (My Total Net Income minus My Total Expenses)	

Table for Calculating Monthly Amounts

Frequency: How often you receive the income or pay the expense	Do this first Then enter into the Plan
Annual (once per year)	Divide by 12
Semi-annual (twice per year)	Divide by 6
Quarterly (four times per year)	Divide by 3
Monthly (once per month)	Use as-is
Bimonthly (twice per month)	Multiply by 2
Biweekly (every two weeks)	Multiply by 26 and then divide by 12
Weekly (every week)	Multiply by 52 and then divide by 12



LEAD ACTIVITY (8 MINUTES)

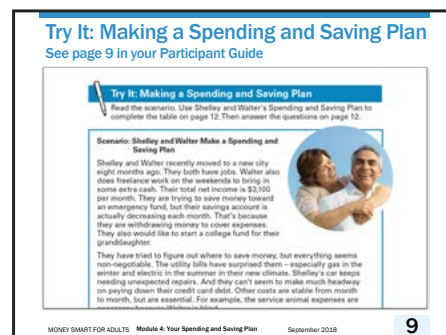
Try It: Making a Spending and Saving Plan

See page 9 in the Participant Guide.

SHOW SLIDE 9

**DO**

- Ask participants to turn to *Try It: Making a Spending and Saving Plan* on page 9 in their Participant Guide.
- Read this scenario to participants or ask for a volunteer to do so.



SCENARIO: Shelley and Walter Use A Spending and Saving Plan

Shelley and Walter recently moved to a new city eight months ago. They both have jobs. Walter also does freelance work on the weekends to bring in some extra cash. Their total net income is \$3,100 per month. They are trying to save money toward an emergency fund, but their savings account is actually decreasing each month. That's because they are withdrawing money to cover expenses. They also would like to start a college fund for their granddaughter.



They have tried to figure out where to save money, but everything seems non-negotiable. The utility bills have surprised them – especially gas in the winter and electric in the summer in their new climate. Shelley's car keeps needing unexpected repairs. And they can't seem to make much headway on paying down their credit card debt. Other costs are stable from month to month, but are essential. For example, the service animal expenses are necessary because Walter is blind.

To better understand their income and expenses, Shelley and Walter completed income and expense logs last month. They used those to complete their spending and saving plan.

**SAY**

- In pairs, take three minutes to review Shelley and Walter's spending and saving plan. Then complete the table on page 12 and answer the questions on page 12 in your Participant Guide.
- Let me know if any of the terms in the spending and saving plan are unfamiliar to you and I'll explain them.

Note to Instructor: The only part participants need to complete is the table “Comparison of Their Total Net Income and Their Total Expenses”. The rest is already filled out for them. The answers to that table and the questions are on page 24.

Try It: Making a Spending and Saving Plan – Answer Key

Their Net Income

Item	Past Monthly Amount	Planned Monthly Amount for April
Net (Take-Home) Pay Job 1	\$2,000	\$2,000
Net (Take-Home) Pay Job 2	\$1,000	\$1,000
Net (Take-Home) Pay Job 3		
Net Self-Employment Income	\$100	\$100
Public Benefit 1:		
Public Benefit 2:		
Public Benefit 3:		
Public Benefit 4:		
Interest		
Dividends		
Child Support		
Alimony		
Gifts		
Other:		
Other:		
Other:		
Their Total Net Income	\$3,100	\$3,100

Their Expenses

Item	Past Monthly Amount	Planned Monthly Amount for April
------	---------------------	----------------------------------

Their Saving

Saving Toward: Emergency Fund	\$0	\$25
Saving Toward: <i>College Fund for Granddaughter</i>	<i>\$0</i>	<i>\$25</i>
Saving Toward:		

Their Sharing

Sharing with Family and Friends		
Charitable Contributions	\$15	\$15
Other:		
Other:		

Their Spending

Rent / Mortgage Payment	\$600	\$600
Property Taxes / Insurance		
Water	\$15	\$15
Electric	\$75	\$75
Gas / Oil	\$75	\$75
Trash Collection	\$20	\$20
Telephone (Cell and Land-Line)	\$75	\$75
Internet	\$65	\$65
Cable / Satellite / TV Viewing Services	\$125	\$125
Car/Truck Payment	\$200	\$200
Car/Truck Insurance	\$150	\$150
Car/Truck Maintenance and Repair	\$250	\$250

Their Expenses (continued)

Item	Past Monthly Amount	Planned Monthly Amount for April
Car/Truck Fuel	\$100	\$100
Public Transportation		
Health Insurance (portion not covered by employer or taken out of gross pay)		
Other Healthcare Expenses	\$50	\$50
Student Loan Payments		
Credit Card Debt Payments	\$150	\$150
Other Debt Payments		
Personal Care Attendant		
Eldercare		
Childcare / Child Support Payments		
Groceries and Household Supplies	\$300	\$300
Eating Out or Take-Out	\$200	\$200
Service Animal Expenses	\$200	\$200
Pet Care		
Personal Expenses	\$150	\$150
Entertainment	\$300	\$300
Other:		
Other:		
Other:		
Other:		
Their Total Expenses	\$3,115	\$3,165

PARTICIPANTS COMPLETE THIS TABLE:**Comparison of Their Total Net Income and Their Total Expenses**

Item	Amount
Their Total Net Income (from last row in Their Net Income section in the Planned Monthly Amount column)	Participants Fill This In: \$3,100
Their Total Expenses (from last row in Their Expenses section in the Planned Monthly Amount column)	Participants Fill This In: \$3,165
Difference (Their Total Net Income minus Their Total Expenses)	Participants Calculate This: Negative \$65

**DO**

- After three minutes, ask a few participants to share their answer to the question: **Does Shelley and Walter's spending and saving plan show that their income will cover their expenses? What is the difference?**
- Share the correct answers: Shelley and Walter's spending and saving plan shows that their income **will not** cover their planned expenses. The difference is a **negative \$65**. That means their expenses are \$65 more than their income.
- Review the calculations if necessary.

**SAY**

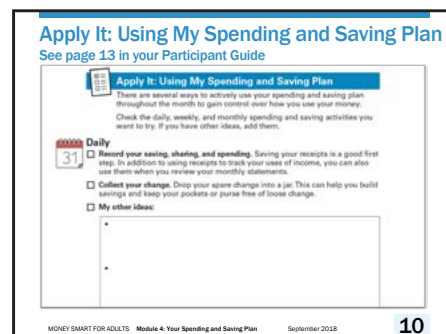
- We will come back to Shelley and Walter's spending and saving plan in a little while to try to find ways they can adjust their income and expenses.

**PRESENT INFORMATION (5 MINUTES)*****Apply It: Using My Spending and Saving Plan***

See page 13 in the Participant Guide.

SHOW SLIDE 10**SAY**

- Turn to *Apply It: Using My Spending and Saving Plan* on page 13 in your Participant Guide.
- Let's talk about ways to actively use your spending and saving plan throughout the month to gain control over how you use your money.



- Different solutions work well for different people. Some ideas are things you can do daily, others are things you can do once a week or once a month.

SHOW SLIDE 11**SAY**

- Daily ideas include:
 - **Recording your saving, sharing, and spending.** Saving your receipts is a good first step. In addition to using receipts to track your uses of income, you can use them to check debit and credit card statements. There are also a number of apps and websites that can help you track your spending.

Daily Ideas

- Record your saving, sharing, and spending
- Collect your change
- Other ideas?

Weekly Ideas

- Envelope system
- Weekly money check-in
- Other ideas?

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Note to Instructor: Consider including *Section 2: Expenses* from *Module 3: Your Income and Expenses* in your training. That section includes tools for tracking spending.

- **Collecting your change.** Drop your spare change into a jar. This can help you build savings and keep your pockets or purse free of loose change.

**ASK**

- Do you have other ideas for using your spending and saving plan on a daily basis?

**DO**

- Write participant responses on a flip chart or white board.
- Invite participants to add those ideas to the checklist in their Participant Guide.

**SAY**

- Weekly ideas include:
 - **Putting limits on spending using the envelope system.** Label envelopes for categories of spending that you want to limit, such as “Groceries and Household Supplies” and “Eating Out or Take-Out.” Using your savings and spending plan, estimate how much you will need for each category for a week. Put those amounts in your envelopes at the beginning of each week. Use only what is in the envelopes for your spending. When the cash in an envelope runs out, wait until next week’s allotment of cash before spending more.

- » The spending and saving plan represents a full month. You can estimate weekly amounts for types of spending by multiplying the monthly amount by 12 (months in a year) and then dividing that number by 52 (weeks in a year). Or, for a quick estimate, divide the monthly amount by four.
 - » If you have cash left over in your envelopes at the end of the week, consider putting the money into savings.
 - » If you run out of cash in before the week ends, wait until the next week before spending more money.
 - » Some items in your spending and saving plan are fixed, such as your rent. They don't change from month to month.
 - » Other items are variable, such as groceries and household supplies, eating out, and entertainment expenses.
 - » The envelope system works particularly well for variable expenses because you have more control over how much you spend on those items.
- **Establishing a weekly money check-in.** Set aside a convenient time and day of the week for you and members of your household to review your actual spending against your spending and saving plan. Adjust your spending and/or your plan for the next week.
 - » Compare how much you spent to how much you planned to spend for the full month. Is the amount remaining enough for the rest of the month? If it looks like you're going to overspend in a category, can you cut back now?
 - » Look at your variable expenses, in particular. It is more likely that you can make changes to your spending for these items to get back on track.
 - » Use this time to pay bills and make other financial decisions.

**ASK**

- Do you have other ideas for using your spending and saving plan on a weekly basis?

**DO**

- Write participant responses on chart paper or white board.
- Invite participants to add those ideas to the checklist in their Participant Guide.

SHOW SLIDE 12**SAY**

- Monthly ideas include:
 - **Conducting a monthly review.** Review records of your spending for the past month using an app, receipts, or your own log of spending. Compare how your spending and saving plan did and did not reflect what you actually spent. Reflect on what you want to do differently next month and create a spending and saving plan for next month that is realistic and aligns with how you want to use your money.
 - **Having a monthly goal-setting session.** Have each family or household member write one or more goals for their spending and saving in the coming month. Be sure to also review progress toward the previous months' goals.
 - **Celebrating successes.** There are many ways to celebrate success. For example, you could declare a family or household member to be Money Manager of the Month based on the person's success at saving money or spending less during the month.
 - **Preparing for taxes.** At the end of the month, identify expenses that may be important for tax time. Make sure to save the evidence of these expenses, such as receipts, invoices, or screenshots of online payments.

**ASK**

- Do you have other ideas for using your spending and saving plan on a monthly basis?

**DO**

- Write participant responses on a flip chart or white board.
- Invite participants to add those ideas to the checklist in their Participant Guide.



PRESENT INFORMATION (5 MINUTES)

Increasing Income

See page 16 in the Participant Guide.


SHOW SLIDE 13



SAY

- You may be able to increase your income which will help you cover your expenses or increase the amount of money you can save or share.
- Some activities may provide more income once or occasionally such as selling items in a garage sale.
- Some activities may provide more income on an ongoing basis such as taking on a part-time second job.
- Some activities may be long-term—you may have to devote some time before the strategy will generate income, such as participating in a local workforce development program. It may help you develop skills to fill high-demand jobs and increase your income over the long-term.

Increasing Income



- Can help you cover expenses, save, or share
 - Once (sell something)
 - Occasionally (a few garage sales)
 - Ongoing (part-time second job)
 - Long-term (workforce development)

What are other ways to increase your income?

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ASK

- Can you think of ways to increase income?



DO

- Write participant responses on a flip chart or whiteboard.
- Invite participants to add those ideas on page 16 in their Participant Guide.
- Add the following if not contributed:
 - Selling items you own online
 - Using your talents or hobbies to make items to sell online
 - Getting a second job
 - Getting a seasonal job—outdoor work in the summer or retail work during the end of the year holiday season
 - Doing odd jobs, such as providing childcare, doing yard work, making deliveries, or running errands
 - Renting a room in your home if you have extra space and doing so is allowed in your community
 - Screening for additional public benefits
 - Filing taxes to get additional federal or state tax credits
 - Getting on-the-job training
 - Going back to school for a certificate or degree



LEAD DISCUSSION (5 MINUTES)

Decreasing Expenses

See page 16 in the Participant Guide.

SHOW SLIDE 14



SAY

- You may be able to decrease your expenses which will free up some of your income.
- To decrease expenses, you need to think carefully about your needs, wants, and obligations.
 - **Needs** are things you must have to live.
 - **Wants** are things you desire and can live without.
 - **Obligations** are debts you owe because you:
 - » Borrowed money (such as a car loan or mortgage),
 - » Made another type of agreement to pay them (such as for rent), or
 - » Were ordered to make them (such as child support).
- Then think about three strategies:
 - **Conserve** – What can you get cheaper, or use less of?
 - **Adjust** – What can you renegotiate over a longer term?
 - **Do without** – What can you eliminate, either right away or over the long term?



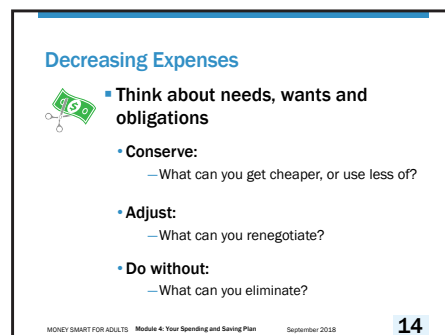
ASK

- What are some ways to conserve as a way to reduce expenses?



DO

- Write participant responses on a flip chart or whiteboard.
- Invite participants to add those ideas on page 16 in their Participant Guide.
- Add the following if not contributed:
 - If you frequently eat out, consider packing a lunch instead or preparing meals in advance and eating at home for dinner.
 - Conserve energy to cut your utility costs. For example, you might be able to:
 - » Turn out lights and unplug electronics that keep using power even when they are powered down.



- » Adjust the thermostat. Try to use less heat and air conditioning if possible.
- » Raise your and your family's awareness about ways to use less water, such as fixing leaky faucets as quickly as possible.
- Shop carefully.
 - » Compare prices before buying (especially for costly items, like cars and large appliances).
 - » Coupons or sales may not save you as much money as you might expect. For example, they won't save you money if they lead you to purchase more costly brands or items you don't normally buy, or to avoid shopping around. However, if something you regularly buy is on sale and truly costs less than what you normally pay, consider buying more than you usually buy. But only do that if you have space to store the extra amount and it will not spoil before you can use it.
 - » Consider store brands and bulk to reduce food costs. But be sure not to overbuy items in bulk. This can create food waste if the food expires before you can use it.
 - » Make shopping lists to avoid impulse buying. Buy only what you need, not what you may want.
- **Make sure you're not paying too much for financial services.** If you have an account at a financial institution, make sure you understand the rules of the account.
 - » Use automated teller machines (ATMs) that are part of your financial institution's network.
 - » Consider how you can reduce the risk of paying overdraft fees.

**ASK**

- What are some ways to adjust expenses? Some of your expenses might be fixed for now, but perhaps you can adjust them over time.

**DO**

- Write participant responses on a flip chart or whiteboard.
- Add the following if not contributed:
 - Consider adjusting your cell phone plan (for example, less data or different carrier).
 - Consider a less costly way to watch television. Compare online viewing, cable, satellite, streaming services, antennas, and other alternatives.
 - Explore federal student loan repayment options if you have student loans you are struggling to pay on a regular basis.
 - Move to a less expensive housing situation.

**ASK**

- Can you name some expenses that might be completely eliminated? Keep in mind that some of them might be difficult choices, but still possible for some people.

**DO**

- Write participant responses on a flip chart or whiteboard.
- Add the following if not contributed:
 - Pay your bills on time to avoid late fees and other costs of paying late.
 - Eliminate check cashing fees by opening an account at a financial institution and setting up direct deposit.
 - Borrow books at the library instead of buying them.
 - Look at your subscriptions (such as magazines, online video streaming services, cable, or satellite television) to see what you can cut.
 - Review memberships, such as gym memberships or organizational memberships. If you're not using them, you can cut them out.
 - Review your mail, credit card statements, and checking account statements for expenses that get charged on a recurring basis. Consider whether you still get value from each product or service. Also find out if you may already be receiving the same benefits elsewhere or if you can negotiate a better deal with the company.
 - If you have both a landline and a cell phone, consider whether you need both and if you don't, then cancel one.

**SAY**

- Here are a few additional tips that can help decrease expenses.
 - Don't carry cash or only carry a small amount. You may be less tempted to spend it.
 - Avoid shopping "for fun" unless you have strong self-control.
 - Carry your written savings goals as a reminder when shopping.
 - Track your spending on paper or on a mobile app.

**PRESENT INFORMATION (1 MINUTE)****Making Adjustments**

See page 17 in the Participant Guide.

**SAY**

- A spending and saving plan does not stay the same every month. It has to change to reflect your reality. That's why it can be a really useful tool. It can help you decide where you may need to change things.
 - Adjusting it doesn't mean you have a bad plan.

- Let's return to Shelley and Walter and their spending and saving plan.
- When we compared their monthly income and expenses, we saw that their net income was not enough to cover their expenses.
- We can now think of ways they can adjust their spending and saving plan by increasing income and decreasing spending.
- You may not know for sure if your ideas will work for Shelley and Walter. But you can make suggestions given their priorities.



LEAD ACTIVITY (6 MINUTES)

Try It: Adjusting a Spending and Saving Plan

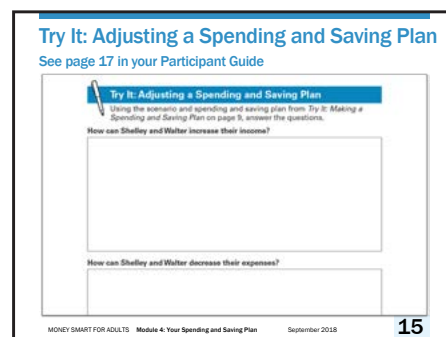
See page 17 in the Participant Guide.

SHOW SLIDE 15



SAY

- Turn to *Try It: Adjusting a Spending and Saving Plan* on page 17 in your Participant Guide.
- Take four minutes to work in pairs and answer the questions.
- Use the same scenario and spending and saving plan you used before. You'll want to turn back to *Try It: Making a Spending and Saving Plan* on page 9 in your Participant Guide.



DO

- After four minutes, ask: **How can Shelly and Walter increase their income?**
- Write participant responses on a flip chart or whiteboard.
- Add the following if not contributed:
 - Increase Walter's freelance hours doing accounting
 - Work more hours on their regular jobs (if available)
 - Consider one-time activities like selling things they don't need



ASK

- **How can Shelley and Walter decrease their expenses?**



DO

- Write participant responses on a flip chart or whiteboard.

- Add the following if not contributed:
 - Since they are in a city, they might be able to save money by getting rid of their car (payments and repairs) and using public transportation and ride sharing services instead.
 - Since they are using a lot of heating and cooling, depending on their health conditions they may be able to set the thermostat to cool and heat a little less – especially when they are not at home.
 - They could decrease the amount they spend on entertainment or eating out.



PRESENT INFORMATION (1 MINUTE)

Section Closing

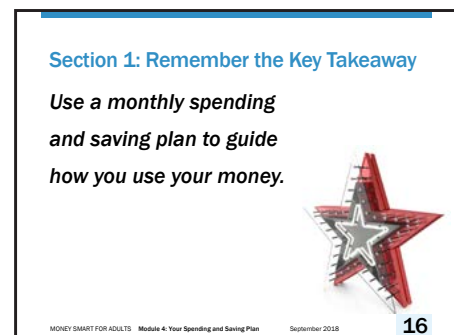
See page 17 in the Participant Guide.

SHOW SLIDE 16



SAY

- Remember the key takeaway from this section: **Use a monthly spending and saving plan to guide how you use your money.**





Section 2: When Money Is Short

Training Time Estimate for This Section: 20 minutes

Objectives

Participants will be able to:

- Prioritize which bills to pay first based on what might happen if bills are not paid in full and on time



PRESENT INFORMATION (1 MINUTE)

Introduction to Section and Key Takeaway

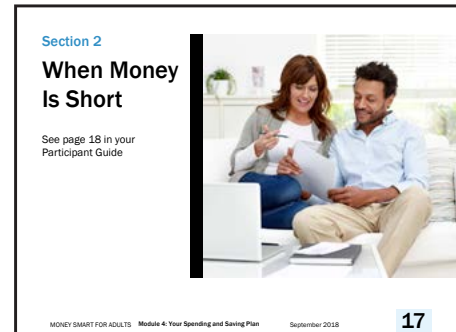
See page 18 in the Participant Guide.

SHOW SLIDE 17



SAY

- We will discuss what to do when you don't have enough money to pay all of your bills in full and on time.

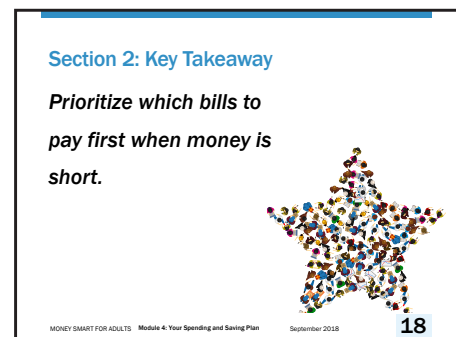


SHOW SLIDE 18



SAY

- The key takeaway from this section is: **Prioritize which bills to pay first when money is short.**



LEAD DISCUSSION (5 MINUTES)

How Does It Happen and What Can I Do?

See page 18 in the Participant Guide.

SHOW SLIDE 19



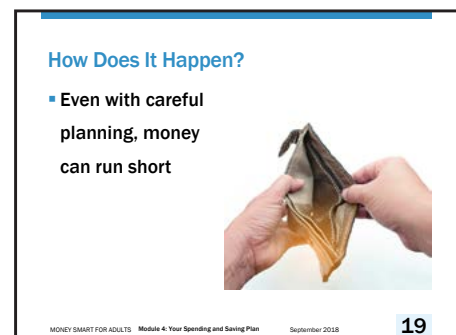
ASK

- What are some reasons people might not have enough money to pay bills, even if they regularly use a monthly spending and saving plan?



DO

- Write participant responses on a flip chart or whiteboard.
- Let participants know they can take notes on page 18 in their Participant Guide.



- Add the following if not contributed:
 - You may have to pay health or medical expenses unexpectedly due to illness or injury. Or, your income may be reduced if you miss work.
 - You lose your job, or work fewer hours than expected.
 - You have to replace or repair something you need to work, such as a car you drive to work or a hearing aid.
 - A family member has an emergency and you give them some of the money you planned to use for paying bills.
 - A loved one dies suddenly or you get divorced and lose household income.
 - Back to school costs catch you by surprise.
 - You pay for car insurance or your water bill twice a year and lose track of the payment due date.
 - A severe storm in your area meant you had to evacuate and you incurred expenses, such as for transportation or having to pay more for food since you couldn't cook at home.
 - You don't earn enough money to cover all of your expenses.

**SAY**

- Even if you have planned carefully, you can run into situations where there isn't enough money to pay your bills.
- The list we just brainstormed includes situations that affected your income, giving you less money to use to pay for what you need.
- The list we just brainstormed also includes situations that affect your expenses.
 - Some of these are unexpected costs.
 - Others are expenses that you pay every few months or once a year but may have forgotten about or are higher than you expected.

Note to Instructor: *Module 5: Your Savings* talks about saving money for the unexpected. Consider including portions of that module in your training, based on the interests of participants.

SHOW SLIDE 20**SAY**

- When your income is less than usual or you've had an unexpected expense, your regular bills and living expenses don't stop.
- When you can see that you're coming up short to pay your bills and living expenses, there are a few things you can do.
- You can take notes on page 19 in your Participant Guide.
- **You can try to find ways to increase income or decrease expenses.**
- **You can also contact your creditors** about your situation. They may give you extra time to pay or otherwise work with you. They may be able to change the due date for payments to one that is closer to when you receive income.
- **You can reach out for help**, not only from family and friends, but also from community-based organizations and public agencies. These organizations and agencies may have programs that can help with your situation.
- If you try these things but still can't pay all of your bills in full when they are due, **prioritize what to pay first** based on what might happen if you don't pay them.

What Can I Do?

- Increase income
- Decrease expenses
- Contact your creditors
- Reach out for help
- Prioritize what to pay first

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**LEAD DISCUSSION (12 MINUTES)****Prioritizing Based on What Might Happen**

See page 19 in the Participant Guide.

SHOW SLIDE 21**SAY**

- Prioritizing means **making choices about which bills you will pay in full, pay partially, or pay late.**
- You still need to pay all of your bills, but the order you pay them can sometimes help you make it through the month.
- Examining the consequences of not paying certain bills in full and on time is the first step to prioritizing. Think about what might happen if you don't pay.

Prioritizing Based on What Might Happen

- Make choices about which bills to pay in full, pay partially, or pay late
- Pay attention to consequences that:
 - Prevent you from earning income
 - Jeopardize your shelter
 - Impact health or ability to live independently
 - Could result in loss of your assets

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- **Pay particular attention to consequences that:**
 - **Prevent you from earning income.**
 - **Jeopardize your shelter.**
 - **Impact your or your family's health or ability to live independently.**
 - **Could result in loss of your assets**, including debts that are secured by things you own.
- Let's think together about some common payments.

**ASK**

- What are some consequences of not paying your rent?

**DO**

- Write participant responses on a flip chart or whiteboard.
- Add the following if not contributed:
 - Late fees
 - Eviction if you cannot catch up soon
 - Strain on your relationship with your landlord
 - Stress
 - Possible issues in renting your next place if the landlord reports late payments to the credit reporting agencies

**ASK**

- What are some consequences of not paying your car payment?

**DO**

- Write participant responses on a flip chart or whiteboard.
- Add the following if not contributed:
 - Late fees
 - Repossession (loss) of your car if you cannot catch up soon
 - Problems getting to work and the other places you and your family need to go, if you lose your car
 - Negative information on your credit reports and drop in your credit scores

**ASK**

- What are some consequences of not paying an annual fee for a license related to your profession? Assume that you are a self-employed electrician and can't work without the license.

**DO**

- Write participant responses on a flip chart or whiteboard.
- Add the following if not contributed:
 - Loss of income
 - Time and effort to regain the license
 - Damage to your professional reputation if you cannot perform the work you have agreed to perform

**ASK**

- What are some consequences of not paying a magazine subscription bill?

**DO**

- Write participant responses on a flip chart or whiteboard.
- Add the following if not contributed:
 - The cancellation of your subscription

**PRESENT INFORMATION (1 MINUTE)*****Apply It: Prioritizing My Expenses***

See page 20 in the Participant Guide.

SHOW SLIDE 22**SAY**

- Turn to *Apply It: Prioritizing My Expenses* on page 20 in your Participant Guide.
- You can use this worksheet after today's training when money is short and you have to choose which expenses to pay first.
- The *Apply It* includes an example. A phone bill for \$50 is due January 5th. This person cannot pay it on time and in full this month, so they call the creditor. In this case, that's the phone company. They found out that they may be charged a late fee and their phone service might be cut off, but not until the bill is unpaid for two months.
- That information helped them prioritize this bill as a #4. Presumably they have three other bills with more serious consequences for non-payment. They will have to pay this phone bill eventually, but perhaps not this month. They did not have to reach out to anyone else for help, so they put "No" in the "Asked for Help?" column.

Apply It: Prioritizing My Expenses
See page 20 in your Participant Guide

Apply It: Prioritizing My Expenses
When your income is less than usual or you've had an unexpected expense, your regular bills and living expenses don't stop.

First:

- Try to find ways to increase income or reduce expenses.
- Contact your creditors. They may give you extra time to pay or otherwise work with you.
- Reach out for help, not only from family and friends, but also from community-based organizations and public agencies.

Then:
If you still can't pay all of your bills in full when they are due, prioritize which to pay first. You can use the table on the next page.

Step 1: List all of your bills and other expenses. Indicate if you've talked to your creditor(s) or asked for help from others.

Step 2: Write down what will happen if you don't pay.

Step 3: Complete the Priority Number column. Put a "1" in that column for the bill or expense that has the most serious consequences if you don't pay it in full and on time. Next, put a "2" for the bill with the second most serious consequences. Continue until you have assigned a priority to each one.

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Bills and Expenses	Amount Due	Date Due	Spoke to Creditor? (Y/N)	Asked for Help? (Y/N)	What Will Happen If I Don't Pay in Full When Due?	Priority Number
Example: Phone bill	\$50.00	1/5/19	Yes	No	Late fee or service might be cut off, but not until bill is unpaid for 2 months	4



PRESENT INFORMATION (1 MINUTE)

Section Closing

See page 21 in the Participant Guide.

SHOW SLIDE 23




SAY

- Remember the key takeaway from this section: **Prioritize which bills to pay first when money is short.**

Section 2: Remember the Key Takeaway

Prioritize which bills to pay first when money is short.



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Module Closing

Training Time Estimate: 10 minutes



LEAD ACTIVITY (5 MINUTES)

Remember the Key Takeaways

See page 22 in the Participant Guide.

Note to Instructor: Only mention key takeaways for sections you included in the training.



SAY

- Remember the key takeaways. These are also listed on page 22 in your Participant Guide. Let me know if you have questions about any of them.

Section	Key Takeaway
1: Making a Monthly Spending and Saving Plan	Use a monthly spending and saving plan to guide how you use your money.
2: When Money Is Short	Prioritize which bills to pay first when money is short.



Take Action

See page 22 in the Participant Guide.

SHOW SLIDE 24



SAY

- You are more likely to take action if you commit to taking action now.
- Consider writing down what you intend to do because of what was covered during this training session.
- Take a few minutes now to answer the questions under *Take Action* on page 22 in your Participant Guide:
 - What will I do?
 - How will I do it?
 - Will I share my plans with anyone? If so, who?

**DO**

- Time permitting, ask participants if they want to share what they are going to do or how they are going to do it.
- Remind participants about the activities in their Participant Guide they can complete after today's training.
- Refer participants to *Where to Get More Information or Help* on page 23 in their Participant Guide for a list of online resources.
- If this is the end of your training, thank participants for attending and administer the post-training survey.



LEAD ACTIVITY (5 MINUTES)

Post-Training Survey

See page 27 in the Participant Guide.

Note to Instructor: After training ends, you can ask participants to complete the post-training survey in the back of their Participant Guide. You may want to give them “loose” copies so they don’t have to tear them out. The knowledge questions are the same as those in the pre-training survey.

The answer key is at the end of this Instructor Guide.

You may decide to compare post-training surveys to pre-training surveys to estimate knowledge gains of the entire group or for each participant. If you want to estimate by participant, ask them to write their last name or some other unique identifier on both their pre- and their post-training surveys so you can compare them for a given participant.

SHOW SLIDE 25**SAY**

- Thank you for attending this Money Smart Training called **“Your Spending and Saving Plan.”**
- Before you leave, please take a few minutes to complete the Post-Training Survey on page 27 in your Participant Guide.
- I can look at the surveys to tell if I helped you add to your knowledge and to make changes and improvements to future trainings.
 - It should take less than five minutes to complete.
 - Let me know if you have any questions.

**DO**

- Collect the completed surveys if you plan to review them or compare them to pre-training surveys.
- Review the answers to the knowledge questions using the Answer Key on the next page.

Post-Training Survey
See page 27 in your Participant Guide

THANK YOU

Post-Training Survey
Your instructor may ask you to complete this post-training survey training ends.

Please answer these questions:

1. Thinking about your spending and saving plan is all it takes to manage your money. True False
2. A spending and saving plan:
 - a. Records the value of your assets
 - b. Tells you which bills to pay first if you can't afford to pay them all
 - c. Lists your income and expenses
 - d. Should not include gifts that you receive or give to others
 - e. All of the above
 - f. None of the above
3. When you don't have enough money to pay all of your bills on time:
 - a. Prioritize which bills to pay in full, in part, or late based on what will happen if you don't pay the bill
 - b. Ignore the people you owe until you are able to pay

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Answer Key for Both the Pre- and Post-Training Surveys

1. Thinking about your spending and saving plan is all it takes to manage your money.
The answer is **false**.
2. A spending and saving plan:
The answer is **c**.
 - a. Records the value of your assets
 - b. Tells you which bills to pay first if you can't afford to pay them all
 - c. **Lists your income and expenses**
 - d. Should not include gifts that you receive or give to others
 - e. All of the above
 - f. None of the above
3. When you don't have enough money to pay all of your bills on time:
The answer is **a**.
 - a. **Prioritize which bills to pay in full, in part or late based on what will happen if you don't pay the bill**
 - b. Ignore the people you owe until you are able to pay
 - c. Hold off on paying any of your bills until you can pay them all
 - d. All of the above.
 - e. None of the above
4. If you spend more than your income can support, look for ways to:
The answer is **f**.
 - a. Increase your income
 - b. Decrease your expenses
 - c. Increase your expenses
 - d. Decrease your income
 - e. None of the above
 - f. **Both a and b**

Continued on next page

Note to Instructor: There are no “right” or “wrong” answers to the remaining questions, which appear in the post-training survey and not in the pre-training survey.

About the Training

Check the box that best describes your agreement or disagreement with each of these statements.

	Completely agree	Somewhat agree	Somewhat disagree	Completely disagree
5. I would recommend this training to others.				
6. I plan to apply what was discussed in this training to my life.				
7. The instructor used engaging training activities that kept me interested.				
8. The instructor was knowledgeable and well prepared.				
9. The Participant Guide is clear and helpful.				

Money Smart for Adults Modules

Thank you for presenting this module. Consider providing training on other Money Smart for Adults modules, as shown below. Visit www.FDIC.gov/moneysmart.

Module Number	Module Name	Module Focus
1	Your Money Values and Influences	Internal values and goals, external influences, and their relationships to financial decisions
2	You Can Bank On It	Financial products, services, and providers
3	Your Income and Expenses	How to track income and expenses
4	Your Spending and Saving Plan	How to develop a spending and saving plan, and how to prioritize spending when money is short
5	Your Savings	Saving money for expenses, goals, and emergencies
6	Credit Reports and Scores	Credit reports and scores, building productive credit histories, and repairing and improving credit
7	Borrowing Basics	Options for borrowing money and the costs
8	Managing Debt	Different kinds of debt and ways to manage it
9	Using Credit Cards	How credit cards work and how to manage them
10	Building Your Financial Future	Ways to build assets, including buying a car and getting training and education
11	Protecting Your Identity and Other Assets	Ways to recognize, respond to, and reduce the risks of identity theft, along with strategies for protecting other assets
12	Making Housing Decisions	Different types of safe and affordable housing, including specific information on renting
13	Buying a Home	The home buying process, including mortgages
14	Disasters—Financial Preparation and Recovery	How to financially prepare for, and recover from, disasters

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Visit the FDIC's website at **www.fdic.gov/education** for more information and resources on banking-related issues. For example, FDIC Consumer News provides practical hints and guidance on how to become a smarter, safer user of financial services. Also, the FDIC's Consumer Response Center is responsible for:

- Investigating all types of consumer complaints about FDIC-supervised institutions
- Responding to consumer inquiries about consumer laws and regulations and banking practices

**You can also call the FDIC for information and assistance at
877-ASK-FDIC (877-275-3342).**



MONEY SMART for Adults
INSTRUCTOR GUIDE
Module 4: Your Spending and Saving Plan

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www.fdic.gov/education