

Wallet Wisdom – Course Outline

Concept: A series of related workshops on various aspects of personal financial management. Each will build on material already covered by the Money Matters program offered by TD Bank. The units will be presented as a course to follow on concepts learned in “Money Matters” (TD Bank/ABC Canada).

- Financial tools: special vocabulary, math, and record-keeping useful for personal money management
- Fundamentals of personal finance: income, debt, saving, and budgets
- Beyond saving: types of investments, registered plans (RRSP etc.)
- Understanding investing: investing strategies, advice and agents, DIY and on-line investing
- The others in your life: Insurance, wills, and community activities
- Taxes: a guided walk through the T-1 General Income Tax form

Objective: Participants will gain a better understanding of financial concepts, practices and opportunities; and apply them for their personal benefit.

Pre-requisites for all units:

- Successful completion of the “My Money” course and any course unit(s) identified within each unit; OR equivalent experience and knowledge
- Basic numeracy - add, subtract, multiply, divide; and ability to use calculator or calculator function on a mobile device
- Basic literacy – Grade 8-10 reading level
- Individual units identify additional specific requirements

General outline for each unit – approx.. 2 ½ - 3 hours

Introductions – first 15 minutes of each session

- Student intros: who are you? why this course? what do you hope to learn?
- Tutor intro: my financial background; why am I here? what I am **not**
- Unit intro: objective(s); breakdown by unit/time; student input
 - Discuss / review any advance material provided: i.e., “homework”

Topics – typically 3 per session; 45-60 minutes each: 2 to 2½ hours total

Feedback and further study – last 15 minutes of each session

- Feedback and insights
- Future study/ further help

Unit #1 – The Basics

Objective: students will overcome any “fear of numbers”, gain familiarity with calculations useful for money management, and be able to make “educated guesses” of financial impacts

Pre-requisites: per general outline

Homework:

Read and bring at least 2-3 financial articles to class.

Be prepared to identify unfamiliar words, or unusual uses of common words.

Be prepared to identify any new or poorly understood concepts in the articles

Introductions:

Students - who are you? Why are you here?

Tutor – who am I? why am I here? what I am not

Course - A place of trust, a place of respect, a place of learning

15 to 30 minutes

Financial vocabulary: ordinary words /special meanings

Use student “homework “

Prepared list

15 to 30 minutes

Fun with fractions:

Converting per cent, decimal, and common fractions

Decimal versions of common fractions from $\frac{1}{2}$ to $\frac{11}{12}$

15 to 30 minutes

Shortcuts:

Casting out 9’s

Multiplying by 11

15 to 30 minutes

The power of guessing:

Estimating as a tool

When is close enough good enough?

Using graphs

45 minutes

Further study/feedback: per general outline

15 minutes

Unit #2 – Your Finances

Debt, Saving, and Budgets

Objective: Students will gain confidence in making basic financial decisions by refining personal budgets to improve debt management and savings plans

Pre-requisites: per general outline, and
Money Matters units #1 and #3 (or equivalent)

Homework:

Record all expenses from time of registration to beginning of class.
Review credit card fine print from an active credit card (or handout) and be prepared to discuss any issues you note.

Budget is not a dirty word:

Review homework and any insights gained from exercise
Anatomy of a budget – income, expenses, savings
Cash flow analysis: timing of regular expenses and income
Who budgets? – corporate and government budget practices

45 minutes – 1 hour

Debt - the ecstasy and the agony:

Anatomy of debt
Forms of debt: the spectrum of options
Interest – simple and compound

- Rule of 72

Good debt vs. bad debt
Debt trouble
Debt management strategies
Help is available

45 minutes to 1 hour

Savings – the opposite of debt

Why save?
Saving strategies
How do you know if it's savings? False economy
What do I do with savings?

30 to 45 minutes

Further study/feedback: per general outline

15 minutes

Unit #3 – Beyond Saving: Investing Basics

Objective: Students will become familiar with different types of investments and tax-sheltered plans, and be able to use this knowledge for their personal benefit.

Pre-requisites: per general outline, and
Money Matters units # 2 and #4 (or equivalent)
Existing chequing and savings accounts

Homework:

Bring information on account fees, interest rates, and investment accounts from the student's bank and at least one other local bank OR material supplied

Your Friend, the Bank

What is money?
The business of banking
Resources at your bank
Online banking and investing
Review homework and any insights gained

30 minutes

Registered investments – how the government helps

RRSP and RRIF
TFSA
RESP
RDSP
Flow-through shares

45 minutes to 1 hour

Types of investments

GICs
Bonds
Stocks
Mutual funds
ETFs
US \$ investments
“Exotic” investments: hedge funds, limited partnerships, closed end funds, etc

45 minutes to 1 hour

Further study/feedback: per general outline

15 minutes

Unit #4 – Active Investing

Objective: Students will become familiar with investment terms and strategies, and various forms of professional advice and other support that is available.

Pre-requisites: per general outline, and
Basic computer and internet literacy
Money Matters #2 and #4
Unit #1 – The Basics; Unit #3 - Investing Basics

Homework:

Bring a “model portfolio”, or examples supplied. NB Students may also use their personal investment information at their own discretion

Investing vocabulary and tools

Special meanings of ordinary words - Part II (include any vocab from Unit #1)
Options (Call and Put)
Limit and stop-loss orders
Futures
Algorithmic trading

30 minutes

Investment Analysis:

Asset Allocation
Fundamental Analysis
Technical analysis
Sector analysis
Tax efficiency
Ethical investments

1- 1-½ hours

Investing – who you gonna call?

Brokers
Financial advisors
Do-it-yourself
Investing publications
On-line investing
Robo-advisors

30 – 45 minutes

Further study/feedback: per general outline

15 minutes

Unit #5 – The Others in your Life

Objective: Students will learn how to apply financial concepts and strategies to their relationships with other people and organisations during their life, and beyond.

Pre-requisite: per general outline, and
Unit #2 – Your Finances

Homework: Use your household budget from Unit#2 (or equivalent) to prepare a list of ongoing household and other fixed expenses that you, and anyone else in your household, are responsible for.

Insurance

What is insurance?

Why insure? Who needs it?

Insurance as an investment: term insurance vs. whole life

Annuities

Investor protection: CDIC deposit insurance; IIROC; Mutual funds

45 minutes

Wills

Importance of a will

Investment considerations

Charities and legacies

Who can help?

45 minutes

The World Around You

Giving: charitable and political donations

Helping: volunteer opportunities

Fundraising

Board member/Treasurer

Guiding: sharing lessons learned

45 minutes

Further study/feedback: per general outline

15 minutes

Unit #6 - Meet the Taxman

Objective: Students will become familiar with the steps that complete a basic personal tax return and be able complete their own (basic) tax return, either on paper, or using tax preparation software.

Pre-requisite: per general outline

Homework: Bring a copy of a recent tax return for your own reference
Bring current copies of both the T-1 General Yukon (Forms), and the General Income Tax and Benefit Guide; or use copies supplied.

A Walk through the T-1 General Income Tax form

Structure of tax returns: income, deduction, calculating tax and refunds

Forms of income

Taxes on investments

RRSP deductions

Medical deductions

Charitable donations

Political donations

Seniors' taxes, pension income, OAS "clawback"

Students' and children's taxes

Joint returns and income splitting

Do you really want a refund?

Tax preparation

More help

1 ½ - 2 hours

Further study/feedback

15 minutes

Evaluation:

Yukon Learn questionnaire

Graduation

15 minutes