

FINANCE Park

Student Workbook



STAVROS
INSTITUTE

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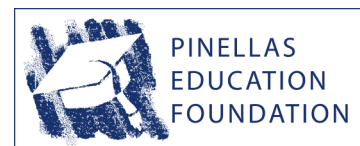
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Welcome to the Finance Park Experience



The Finance Park unit of study is an opportunity for you to experience the joys and difficulties of developing a budget. Each worksheet in this workbook is designed to give you a better understanding of the budget process and a chance to practice the many aspects of budget planning. It is our desire that this information will help you as you mature and have the opportunity to “put this knowledge into action” in the real world. We have tried to make each experience as realistic as possible, but we are aware there are many different circumstances that can affect each person’s individual budget. As you complete the worksheets, keep in mind that each individual sheet is part of a whole picture that will help you better understand the entire budget process.

Work carefully as you prepare for your day at Finance Park. The experience will be one that is rewarding, interesting and educational. We expect you will be using these basic concepts for many years to come. Don’t be afraid to discuss the different parts of a budget with your classmates, teacher and, most importantly, your parents. Your parents have lived these experiences many times over and will be an excellent resource from whom you can gain insight and understanding. You may even be able to assist them in certain aspects of budget planning.

The Pinellas County School System, the local business community and the Gus A. Stavros Institute have all worked hard to put together these materials and this opportunity for you. Please enjoy this learning experience in the classroom and at Finance Park. Not only do we expect you to have a good time, but we are also confident you will learn a lot.



Table Of Contents

	Page
Pretest	7
Unit 1 - Financial Institutions	
• Student Overview - Financial Institution Services	13
• Financial Institution Map	15
• View of a Debit Card	16
• Debit Card 1	17
• Debit Card 2	18
• Beyond Cash & Checks	19
• Check Register Practice	21
• Make The Right Choice	29
• Using Credit - A Big Decision	30
• Credit Scenarios	31
• Cost of Using Credit	33
• What Should I Do?	34
• Credit Card Comparison	35
• What is PYF?	39
• Time Is On Your Side	40
• Savings Options	42
• Watch Your Money Grow	43
• How much insurance do you need?	44
• Time Means Money	45
• How Do I Read The Stock Quotes	46
• Stock Price Graph	47
• How Do I Determine Stock Value?	48
• Personal Investment Report	49
Unit 2 - Taxes	
• Student Overview - Taxes	51
• Sales Tax	52
• Income Tax	53
• Property Tax	54
• Where Is All My Money?	55
• Sales Receipt Analysis	58
• Social Security	60
• NMI Calculation Practice	61
Unit 3 - Budgeting	
• Student Overview - Budgeting	63
• User Friendly Budgeting	65
• A Case Study	66
• Budget Categories	68
• Budget Wise	69
• Budget Wise II	70
• The Art Of Budgeting	71
• Spending Plan	73

Table Of Contents

	Page
Unit 4 - Financial Planning Simulation	
• Work Plan	74
• Checklist	75
• Life Profile	77
• Net Monthly Income	78
• Typical Family Budget	79
• Guidelines and Actual Budget	80
• Established Expenses	81
• Investment Portfolio	82
• Personal Investment Report	83
• Housing	84
• Home Buyer	85
• Home Renter	86
• Utilities	87
• Transportation Fixed Expenses	88
• Transportation Variable Expenses	89
• Insurance Expenses	90
• Home Improvement & Furniture	91
• Food, Household & Grooming	92
• Grocery List	93
• Food Expenditures	94
• Clothing & Accessories	95
• Entertainment & Recreation	96
• Cable & Eating Out	97
• First Credit Card	98
• First Credit Card Assessment	99
• Investment Assessment	100
• Self Reflection	101
• Student Parent Conference Form	102
 Post Test	 103
 Unit 5 - Career Planning	
• Career Planning - Student Overview	109
• Who's Got Skills?	110
• Assess, Explore, Plan (Florida Choices Planner)	111
• Career Information Worksheet	112
• ePEP	113
• Types of Financial Aid for College or Technical School	114
• Americans with Disabilities Act and Labor Laws	115
• ADA Legislation	116
• Equal Employment Opportunity	117
• Job Application Form	119
• Sample Resume	121
• Do's and Don'ts of Job Interviewing	122
• My Educational Goals	123
• My Career Goals	124

Name: _____

Pretest

Directions: Read and follow the instructions given for each section. You will need a calculator for certain sections of this test.

Choose the best answer for the question. Write the letter that corresponds with your answer on the line provided.

1. ____ An example of a financial institution is
 - A. a department store.
 - B. a bank.
 - C. a school.
 - D. none of the above.

2. ____ When you use a debit card you
 - A. buy now, pay later.
 - B. buy now, pay now.
 - C. buy now, pay never.
 - D. buy now, pay forever.

3. ____ A debit card is just another name for a credit card.
 - A. True
 - B. False

4. ____ When you use a credit card you
 - A. buy now, pay later.
 - B. buy now, pay now.
 - C. buy now, pay never.
 - D. buy now, pay forever.

5. ____ When you use a debit card the money comes directly out of your checking account.
 - A. True
 - B. False

6. ____ Financial trust extended to a person by a lender is called
 - A. budget.
 - B. interest.
 - C. credit.
 - D. stock.

7. ____ The three variables which affect saving money are:
 - A. amount, interest and money.
 - B. amount, interest and time.
 - C. amount, stocks and time.
 - D. none of the above.

8. ____ A disadvantage of credit is
- A. it allows one to track expenditures.
 - B. it allows for impulse spending.
 - C. it allows one to establish credit.
 - D. it allows one to buy now and pay later.
9. ____ When a financial institution lends money they charge the borrower interest.
- A. True
 - B. False
10. ____ Using your calculator, determine the value of the following stock portfolio.

90 shares of Publix (PUSH) at \$39 per share

\$

35 shares of Progress Energy (ProgrssEn) at \$38 per share

\$

10 shares of Raymond James (RJamesFn) at \$20 per share

\$

16 shares of Black & Decker Corp. (BDK) at \$46 per share

\$

110 shares of Franklin Templeton (Ben) at \$59 per share

\$

Total Value of Portfolio

\$

- A. \$ 12,266.00
- B. \$ 12,866.00
- C. \$ 11,266.00
- D. \$ 11,496.00

Market report: Use the market report below to answer the following 2 questions.

HIGH	LOW	STOCK	SALES (100's)	CLOSE	NET
51	34	AutoNatn	1589	50	3
36	14	DomRes	689	15	-2
88	44	RJamesFn	123568	78	1
67	38	BDK	86245	43	NC

11. Which stock had the highest closing price? _____
12. Which stock had the largest increase in value from the previous day? _____
13. ____ What are the three main types of taxes we pay in Florida?
- A. federal income taxes, state income taxes and property taxes
 - B. state income taxes, sales taxes and property taxes
 - C. federal income taxes, sales taxes and state income taxes
 - D. sales taxes, property taxes and federal income taxes

14. ____ When you shop at a grocery store which item is nontaxable?
A. soap
B. make-up
C. milk
D. garbage bags
15. ____ What is social security?
A. A private insurance system used by only the rich
B. A family-based social insurance system
C. The amount of money someone has
D. None of the above
16. ____ The percent of sales tax paid is the same in all states.
A. True
B. False
17. ____ The purpose of taxes is
A. for road improvements.
B. to support government.
C. for retirement benefits.
D. all of the above
18. ____ Who pays taxes?
A. anyone who has a job
B. anyone who purchases items
C. anyone who owns property
D. all of the above
19. ____ Who pays money into Social Security?
A. employees
B. self-employed people
C. employers
D. all of the above
20. ____ People 65 and older can receive health coverage through a program called Social Security.
A. True
B. False
21. ____ Federal, Social Security and Medicare are all types of state taxes.
A. True
B. False
22. ____ Sales tax in the State of Florida is 6%?
A. True
B. False
23. ____ On what area of a typical family budget do people spend most of their income?
A. food
B. housing
C. transportation
D. utilities

24. If a person makes \$5.00 per hour, works 20 hours per week and has total weekly deductions of \$28.75, what is his/her net pay? _____

25. _____ An itemized summary of probable expenditures and income for a given period of time is called a
- A. budget.
 - B. interest.
 - C. credit.
 - D. investment.

Read the profile below. Answer the following questions using the information given in the profile. Round your answers to the nearest dollar.

Gina is a single woman who lives by herself and is a district manager for a chain of home improvement stores. She earns a gross annual income of \$55,000.00. She pays \$1,040.00 a month for federal income taxes, \$475.00 a month for social security, and \$200.00 a month for Medicare.

Gina has several regular monthly fixed expenses. She drives a 2007 Ford Expedition and pays \$466.00 per month for her payment. She also pays \$117.00 per month for car insurance. Gina currently rents a 2 bedroom apartment for \$985.00 per month. Her health insurance is \$95.00 per month and she puts \$200.00 a month into her savings account.

Gina also has several regular variable expenses. One of these is her food bill which normally runs about \$249.00 a month. She also spends about \$145.00 a month on gasoline for her car. Approximately \$260.00 per month is spent on entertainment.

Gina is currently contemplating the purchase of a new mountain bike and a new television for her apartment. Eventually, she hopes to save enough money to put a down payment on a new home.

Gina decided to buy the bike now but to save up for the television. She spends \$295.00 on the bike. She knows the television she wants will cost \$1,000.00. She decided to buy the television in six months.

26. What is Gina's gross annual income? _____

27. What is Gina's gross monthly income? _____

28. How much in deductions is taken from Gina's monthly pay? _____

29. What is Gina's net monthly income? _____

30. What is the total cost of Gina's monthly fixed expenses? _____

31. What is the total cost of Gina's monthly variable expenses? _____

32. How much money does Gina have left from her monthly pay after she pays her fixed and variable expenses?

Financial Institution Services Student Overview

Who uses financial institutions?

Almost everyone, at one time or another, uses financial institutions. Working people usually prefer to have their money kept in a financial institution. Purchasing a car, buying a house or buying any other large item usually requires that a person go to a financial institution. Shopping for food, clothing, furniture and other items is usually more easily done by check or debit card. A debit card also operates through a financial institution. All in all, the services of financial institutions are many and varied, and in today's world, most people take advantage of these services.

What do I need to know about financial institutions?

At Finance Park, you will need to know how to maintain an account, make decisions about credit and use a debit card. You will also be involved in the management of various investments (stocks and mutual funds) which will need to be tracked so you will know how your investment is doing. This knowledge about financial institutions will serve you not only at Finance Park, but also as you move out into the real world.

Why do I need to know about financial institutions?

Although financial institutions are changing names, functions, customer service, and services offered, there will probably always be some type of financial institution to manage money. They will play a big role in life! For the next six weeks, you will be studying about financial institutions such as banks and investment companies. This study will prepare you to be a consumer and a participant in the Finance Park program where you will be using financial institutions to assist you in handling money and making money transactions. In order to make the most of the money you have and will earn in the future, it is important for you to know how to use financial institutions to your personal advantage. For both your personal success and a successful day at Finance Park, you will learn many processes necessary to assist you with financial institutions.

When would I ever use a financial institution?

You will be surprised how many times you will need the services of a financial institution when you move out into the "adult world." When working, you'll probably be paid either by check or by direct deposit and will need a place to cash your paycheck and/or to deposit it into your savings or checking account. If you decide to purchase a major item such as a car, house, boat, motorcycle, or major appliance, it is possible that you won't have the money saved or the cash on hand and you will have to obtain a loan from a financial institution. Hopefully you'll decide to start saving for the future through either a regular savings account or investments, and this saving and investing must be done through a financial institution also. What if you would like to purchase an airline ticket or catalog item over the telephone? Again, you would need a credit card which is issued through a financial institution. Many of these activities will also be part of your day at Finance Park.

Where would I find a financial institution?

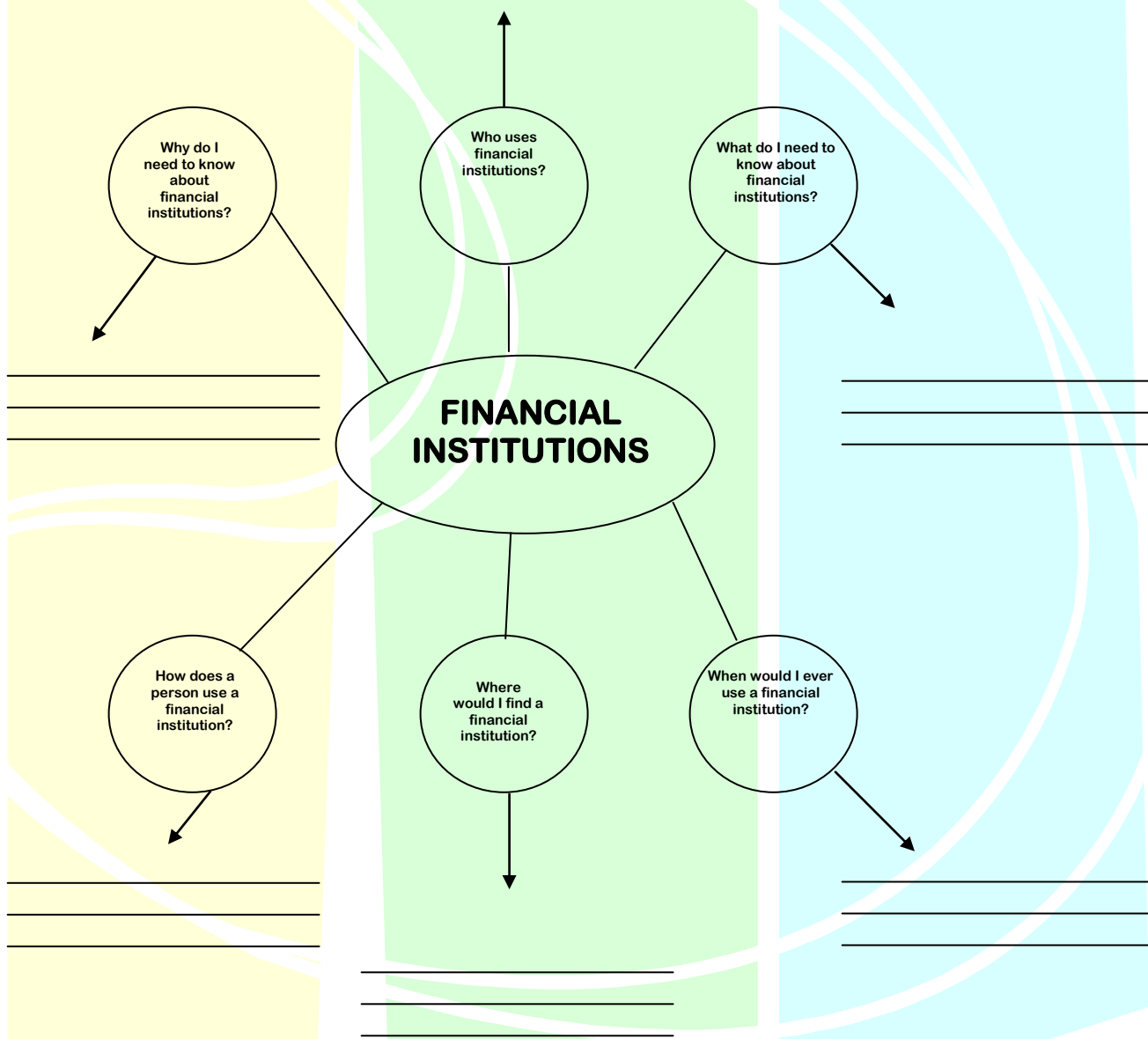
Locating a personal financial institution should not be difficult. Many are visible as you drive down the street while others, such as credit card companies, may have headquarters in other states. Major financial institutions, for convenience sake, usually have branches located throughout the city so their customers will not have to travel great distances. ATM machines connected to these institutions are found at convenience stores, grocery stores, professional sports facilities, in malls and as free standing drive-through facilities. You can find financial institutions almost anywhere you look.

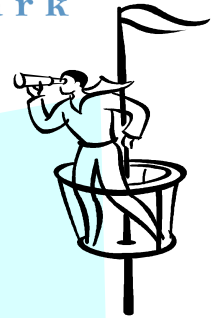
How does a person use a financial institution?

The “how-to” of using a financial institution is closely linked to the purpose of the institution. Most financial institutions publish brochures or booklets to inform you of their offered services and how to go about using them. Service representatives are usually readily available in person, by telephone or by e-mail to help you with any questions you may have. Since there are wide varieties of financial institutions, you will learn how to select the type you need for the transaction you wish to complete.

FINANCIAL INSTITUTION MAP

Directions: After reading and discussing workbook page Student Overview, answer the following questions.

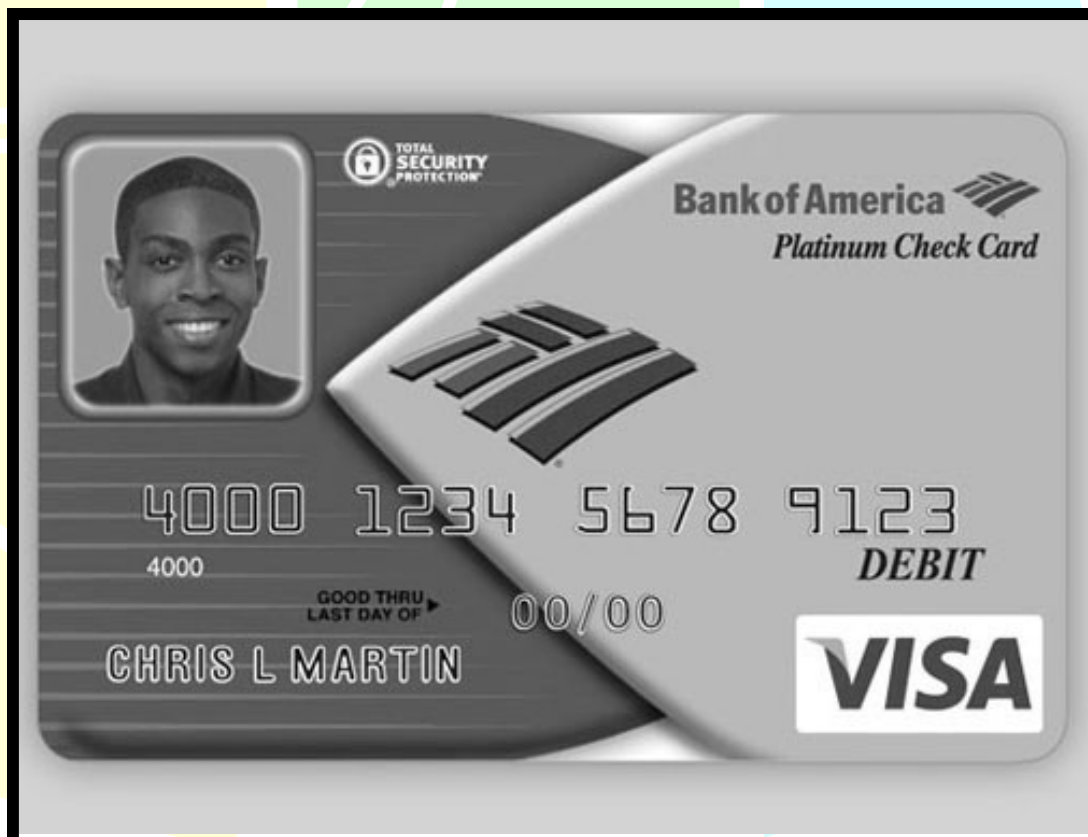




View Of A Debit Card

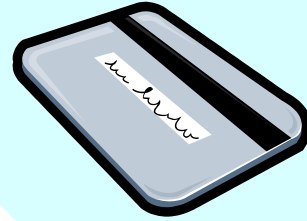
A debit card:

- operates like a check or cash.
- can be used wherever credit, checks, and cash are used for making purchases.
- immediately deducts the transaction amount from checking account.
- transaction must be recorded in the account register.
- can be used anywhere the logo is displayed. (usually American Express/ Visa/MasterCard logos)
- is easier to carry than a checkbook.
- needs no accompanying identification at time of transaction as a check does.
- for security purposes password appears as asterisks when entered.
- is more readily accepted than checks.
- has regulations that vary from one financial institution to another.



Debit Card 1

Directions: Read each statement below. If you believe the statement is accurate, mark an X for that statement in the True column. If you think the statement is inaccurate place an X for that statement in the False column.



True	False	
1		1. A debit card is just another name for a credit card.
2		2. A debit card is similar to a credit card since both are used as a method to buy now, pay now.
3		3. Use of a debit card takes money directly from one's bank account.
4		4. No fees apply when using a debit card.
5		5. Using a debit card is the same as securing a loan.
6		6. There are no real advantages to using a debit card instead of a check.
7		7. Stores are more likely to accept a debit card than a check.
8		8. Even if a debit card is not stolen a thief can still use it to make purchases.
9		9. It's important to keep track of debit card purchases so you know how much money is in your account.



Debit Card 2

Directions: Use the pamphlet, "Debit Cards: Beyond Cash and Checks," to find answers to the statements on Debit Card 1. If a statement was false, you need to rewrite the statement correctly below making it as accurate and detailed as possible. If the statement was true, rewrite it below adding more details.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

“Beyond Cash & Checks” Worksheet *Additional Practice*

1. Another name for a debit card is a _____ card.
2. Debit cards operate like _____ or a _____.
3. With a credit card you pay _____. With a debit card you pay _____.
4. If a merchant will accept your debit card, he will display _____.
5. When you use a debit card, you are _____ money from your bank account.
6. When you use a credit card, you are basically getting a _____ from the bank.
7. Four factors financial institutions take into account when deciding to give you credit are your _____, _____, _____ and _____.
8. If you do not completely repay the bank that gives you credit each month, you will have to pay _____.
9. It is often _____ to get a debit card than a credit card.
10. Using a debit card instead of writing a check keeps you from having to _____ or give out _____ when you make a purchase.
11. When you use a debit card, you do not have to carry _____ or a _____. Merchants prefer debit cards to checks.
12. Using a debit card when you travel means you do not have to carry _____.
13. When you use a debit card, you must pay _____. You do not have a _____.
14. When you use a debit card you have less _____ if the merchandise is defective than if you use a credit card.
15. Using an _____ debit card means the money is subtracted immediately from your bank account and put into the merchant’s account.

16. PIN means _____.
17. To use your “on-line” debit card at a store, you must punch in your _____.
18. In order to use your “on-line” debit card at a store, you must have enough _____ in your account.
19. If you use an “off-line” debit card, the money is often subtracted from your account _____.
20. When you use an “off-line” debit card, you do not have to give a PIN, but you do have to _____.
21. Before you use a debit card, you should know if the bank charges a _____ fee or a _____ fee.
22. If your debit card is lost or stolen, you must _____.
23. If you suspect your card is being wrongfully used, you must _____.
24. You should always hold on to your _____ from your debit card transactions.
25. Your card does not have to be _____ to be misused.
26. You should always _____ your PIN.
27. The government requires debit card issuers to set a maximum liability of \$50 if the card is reported missing within _____ days of discovery.
28. Liability increases to _____ if the missing card is not reported within 60 days after the bank statement.
29. If you neglect to notify the bank of the missing card within 60 days after the statement is sent, you could lose _____.
30. _____ means you are not liable for unauthorized use of your debit card if you report it missing within two business days of discovery.

Check Register Practice

Directions: Record the following transactions on the check register provided. Keep a running balance.

Scenario 1:

1. You have a beginning balance of \$634.51.
2. On March 20th, you received your paycheck in the amount of \$1,031.72. You put \$100.00 in your savings account. The remaining amount of \$931.72 was deposited into your checking account.
3. On March 21st, you write check #1320 to Finance Park Utilities in the amount of \$65.39. (water)
4. On March 21st, you write check #1321 to The Recycling Center in the amount of \$46.50. (garbage)
5. On March 22nd, you write check #1322 to Finance Park Bank in the amount of \$737.42. (mortgage)
6. On March 23rd, because your mortgage check was for the wrong amount you void check # 1322 and write a new check (#1323) in the amount \$773.25.
7. On March 25th, using your debit card you purchase a set of bunk beds from Finance Park Furniture in the amount of \$289.53.
8. On March 26th, using your debit card you buy food at the Finance Park Food store for the amount of \$22.52.
9. On March 30th, you receive a dividend check from your broker at FP Brokerage in the amount of \$56.23, you deposit the entire amount into your checking account.
10. On March 31st, using your debit card, you withdraw cash from the bank in the amount of \$ 20.00.
11. On April 3rd, using your debit card, you purchase wood at the FP Home Improvement Center for the amount of \$18.99.
12. On April 6th, you write check #1324 to FP Insurance in the amount \$246.45. (auto insurance)

Scenario 2:

1. You have a beginning balance of \$451.51.
2. On June 12th, you received your paycheck in the amount of \$721.98. You put \$100.00 in your savings account. The remaining amount of \$621.98 was deposited into your checking account.
3. On June 15th, you write check #1170 to Park Energy in the amount of \$51.22. (electric)
4. On June 15th, you write check #1171 to Finance Park Cable in the amount of \$37.65. (cable)
5. On June 17th, you write check #1172 to Finance Park Bank in the amount of \$651.00. (mortgage)
6. On June 18th, you write check #1173 to FP Family Clothing in the amount of \$77.53.
7. On June 19th, using your debit card you buy food at the Finance Park Food store for \$133.65.
8. On June 19th, you received your paycheck for the amount of \$721.98. You put \$100.00 in your savings account. The remaining amount of \$621.98 was deposited into your checking account.
9. On June 20th, you receive a dividend check from your broker at FP Brokerage in the amount of \$97.01. You deposit the entire amount into your checking account.
10. On June 21st, using your debit card, you buy your family dinner at Parkland Diner. Your total bill, including tip, is \$54.13.
11. On June 23rd, you write check #1174 to FP Home Improvement Center for the amount of \$67.99.
12. On June 23rd, because check # 1174 was for the wrong amount, you void that check and write a new check (#1175) in the amount of \$76.99.

Check Register Practice

Additional Practice



Directions: Record the following transactions on the check register provided. Keep a running balance.

Scenario 3:

1. You have a beginning balance of \$306.05.
2. On August 1st, you received your paycheck in the amount of \$246.00.
3. On August 3rd, you write check #151 to Indian Creek Apartments in the amount of \$125.00. (your share of rent)
4. On August 5th, you write check #152 to Park Insurance in the amount of \$34.10. (your share of renter's insurance)
5. On August 5th, you write check #153 to FP Phone Company in the amount of \$17.10. (your share of phone bill)
6. On August 6th, you use your debit card at Shop' N Save Mart for the amount of \$12.88.
7. On August 10th, you write check #154 to Park's Book Store for the amount of \$45.00.
8. On August 10th, you write check #155 to Park Energy in the amount of \$14.60. (your share of the electric bill)
9. You receive a check on August 10th from your Aunt Jane for your birthday in the amount of \$25.00. You deposit the entire amount.
10. On August 15th, you use your debit card at Massey Deli for the amount of \$10.00.
11. You deposit your paycheck on August 15th in the amount of \$256.00.
12. On August 20th, you write check #157 to FP Family Clothing for the amount of \$53.37.

Give Yourself Some Credit

Directions: After viewing the DVD, "Give Yourself Some Credit," answer the following questions.

1. What is the definition of credit?

2. What things should you know before signing a loan?

3. How is a credit score determined?

4. How many months should it take to pay back credit card purchases?

5. How is a debit card different from a credit card?

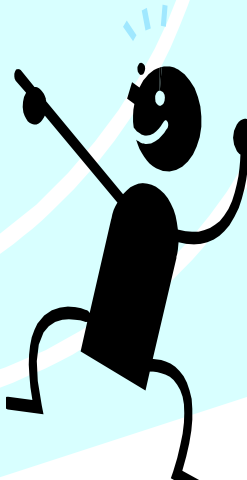
6. How do credit card companies make money?

7. What can happen if you make late payments on your credit card?

8. What can you do to protect your credit?

Using Credit — A Big Decision

Directions: Create two-column notes using the *Stavros Times* article, “Using Credit - A Big Decision.” Use one column for the **Advantages** of credit and the other column for the **Disadvantages** of credit.

Advantages of Credit	Disadvantages of Credit
	

Credit Scenarios

Directions: Read the following scenarios carefully. In each scenario, find either one advantage of credit or one disadvantage of credit. Using two different color highlighters, (one for advantages and one for disadvantages) highlight the answer. Remember to color the key below.

Advantages

Disadvantages

Bill and Sandy were buying their first home. They talked with a real estate agent, and the sellers had accepted their bid on the amount they would pay. They waited eagerly, talking about how excited they were to be moving. Unfortunately, after checking into their credit history, their loan was turned down because of non-payment of past credit card bills.

When the Gonzalez family went to Disney World for a weekend trip, Mom decided to put most of the money they had allotted for the trip into the savings account and not carry it with her to the park. She then wouldn't have to worry about losing it or having it stolen. She would use her credit card to pay most of the expenses and then pay for the trip in one lump sum when the credit card bill came.

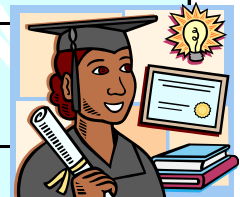


Sedric left for college and was very excited to be on his own. He received several credit card applications and decided that having one card would be helpful while he was away. After receiving the card, Sedric found it easy to use and was soon buying impulsively. Soon his bill was up to the limit, and someone had to pay it. His parents were not happy with him.

Greg's father is a race car driver with a sponsor who pays most of his expenses. He is on the road frequently going from race to race. He finds that using a credit card instead of cash is perfect for him because it allows him to keep a record of what he has spent. He then gives his well kept records to his sponsor for reimbursement of funds.

Ricardo bought a motorcycle with a small loan from his credit union. He made a regular monthly payment of \$180 and had it paid off in 3 years. When he received the motorcycle title and the paperwork and looked it over, he realized that because of interest, he had paid the credit union \$140 more to buy his motorcycle than he would've paid had he paid cash.

Rolanda and her best friend were each given a trip to Europe when they graduated from college. They calculated their expenses and planned on taking a small amount of cash, paying for everything else by check. When researching further with their bank, they were told that a credit card would be better for many reasons, among them that it would be accepted for payment in many places that would not take personal checks.



Travis was so proud of his new convertible. He kept it clean and well maintained. He felt certain that his job was secure and didn't think twice about buying a car that was a little more than he could afford. Much to his surprise, his company went through some major changes and quite unexpectedly, he was laid off. One morning, when he went out to get in his car to go look for a job, he found it gone. At first he thought someone had stolen it, but later found that it had been repossessed by the bank because he hadn't kept up his payments.

Jeremy and his father loved fishing and camping. They were preparing for their yearly fishing trip and needed a new tent and camp stove. To save time, they ordered these items online from the catalog company and paid for them with a credit card. The items arrived two days later.



Randy had used his credit card to buy a watch which didn't work. He returned it to the store and was given a replacement which also lasted a very short time. He decided he wanted his money back instead of another watch of the same kind. He was told the problem could be very easily taken care of since he had charged the watch to his credit card. He was given full credit on his account for the price of the watch.

Cost Of Using Credit



Even if you pay off your \$2,500 balance in 3 years, you will still be paying an extra \$663 in interest for borrowing money.

Original Balance	APR	Monthly Payments	Total # of Monthly Payments	Total Years to Pay Off	Total Amount Paid
\$2,500	18%	3% or \$10	404	34	\$8,781
\$2,500	18%	\$50	94	8	\$4,698
\$2,500	18%	\$100	32	3	\$3,163



Credit Card Comparison

Additional Practice
“Have I Got A Deal For You!”
 (The Search For The Best Credit Card)

Directions: Using the four credit card applications you have collected, carefully re-view the information and answer the questions below for each of the four cards. As a group, decide which credit card company has the best offer and which one that has the worst offer. Circle the rank of each card at the bottom of the card.

Group # _____ Name _____

CARD NUMBER 1

1. What kind of card? (*Visa, MasterCard, etc.*) _____
2. Who sponsored the card? _____
3. Is there an introductory % rate? _____
If so, what is it? _____
4. What is the APR% ? _____
5. Is there an annual fee? _____ If so how much? _____
6. What is the grace period? _____
7. What is the transaction fee for cash transactions? _____
8. How much is the late payment fee? _____
9. How much is the over-the-credit-limit fee? _____

Comments about this card:

Rank this card: (Circle one) #1—Best #2 #3 #4—Worst

Group # _____ **Name** _____

CARD NUMBER 2

1. What kind of card? (*Visa, MasterCard, etc.*) _____
2. Who sponsored the card? _____
3. Is there an introductory % rate? _____
If so, what is it? _____
4. What is the APR%? _____
5. Is there an annual fee? _____ If so how much? _____
6. What is the grace period? _____
7. What is the transaction fee for cash transactions? _____
8. How much is the late payment fee? _____
9. How much is the over-the-credit-limit fee? _____

Comments about this card:

Rank this card: (Circle one) #1—Best #2 #3 #4—Worst



Group # _____ **Name** _____

CARD NUMBER 3

1. What kind of card? (*Visa, MasterCard, etc.*) _____
2. Who sponsored the card? _____
3. Is there an introductory % rate? _____
If so, what is it? _____
4. What is the APR%? _____
5. Is there an annual fee? _____ If so how much? _____
6. What is the grace period? _____
7. What is the transaction fee for cash transactions? _____
8. How much is the late payment fee? _____
9. How much is the over-the-credit-limit fee? _____

Comments about this card:

Rank this card: (Circle one) #1—Best #2 #3 #4—Worst



Group # _____ Name _____

CARD NUMBER 4

1. What kind of card? (*Visa, MasterCard, etc.*) _____
2. Who sponsored the card? _____
3. Is there an introductory % rate? _____
If so, what is it? _____
4. What is the APR% ? _____
5. Is there an annual fee? _____ If so how much? _____
6. What is the grace period? _____
7. What is the transaction fee for cash transactions? _____
8. How much is the late payment fee? _____
9. How much is the over-the-credit-limit fee? _____

Comments about this card:

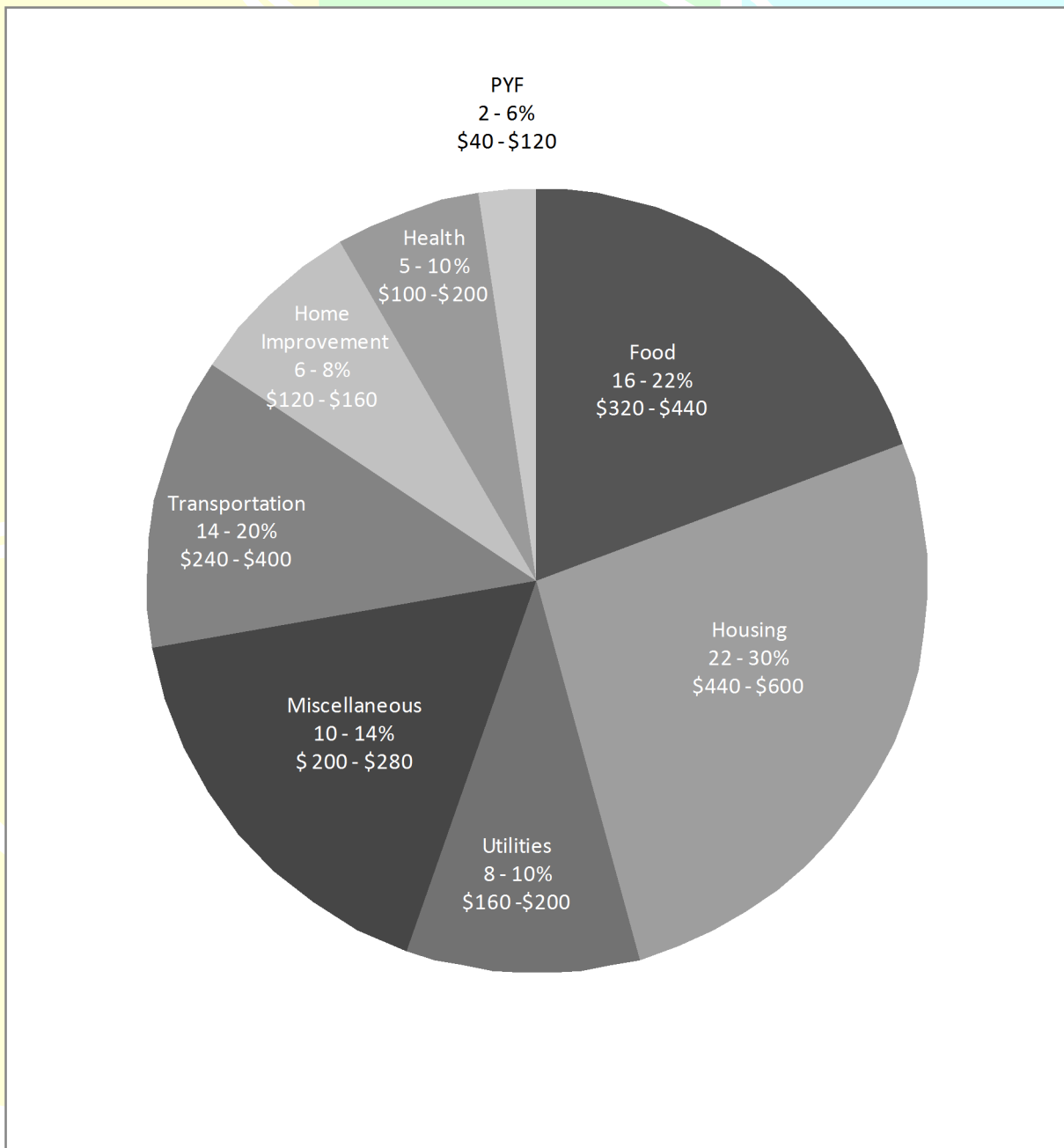
Rank this card: (Circle one) #1—Best #2 #3 #4—Worst



What is PYF?

A net monthly income of \$2,000 would allow you to budget your money like this.

Typical Family Budget



Time Is On Your Side

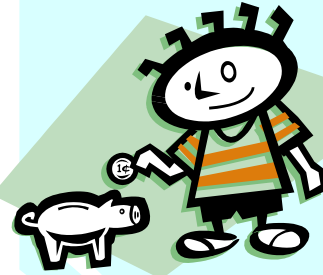
Amount + Interest + Time = Savings

(What does this mean?)

The larger the **AMOUNT** you save regularly, the more **SAVINGS** you will have at the end of the **TIME** period.

The higher the **INTEREST** rate you are paid, the more **SAVINGS** you will have at the end of the **TIME** period.

The more **TIME** you have to save, the more **SAVINGS** you will have at the end of the **TIME** period.



Example 1:	Save each week	At % interest	In 10 years
	\$7	5%	\$4,720
	\$14	5%	\$9,440

Example 2: If you save \$1,000 each year (\$19.20 per week)

Interest Rate	5 years	10 years	15 years	20 years
5%	\$5,525	\$12,578	\$21,578	\$33,065
6%	\$5,637	\$13,181	\$23,276	\$36,786
7%	\$5,751	\$13,816	\$25,129	\$40,995
8%	\$5,867	\$14,487	\$27,152	\$45,762
9%	\$5,985	\$15,193	\$29,361	\$51,160
10%	\$6,105	\$15,937	\$31,772	\$57,257

- Using example 1, if you save \$14 per week at 5% interest, how much will you have at the end of ten years? \$ _____
- If you save \$1,000 a year for 5 years at 5% interest, how much will you have? \$ _____ After 20 years? \$ _____
- If you save \$1000 a year for 5 years at 10% interest, how much will you have? \$ _____ After 20 years? \$ _____
- Describe, in terms of the above three factors, a wise saving plan.

Time Is On Your Side

Additional Practice

Directions: Use the Interest Rate chart on page 40 to answer the following problems:

1. If you save \$1,000 a year for 10 years at 6% interest, how much will you have at the end of ten years? \$_____ How much more will you have if you continue saving for ten more years? \$_____
2. If you save \$1,000 a year for 5 years at 8% interest, how much will you have at the end of the five years? \$_____ How much more will you have if you continue saving for five more years? \$_____
3. If you save \$1,000 a year for 15 years at 7% interest, how much will you have at the end of fifteen years? \$_____ How much more will you have if you continue saving for five more years? \$_____
4. If you save \$1,000 a year for 20 years at 9% interest, how much will you have at the end of the twenty years? \$_____ How much less will you have if you withdraw the money after fifteen years? \$_____
5. A man saved \$1,000 a year for 10 years at 7% interest. His wife waited and did not start saving until five years later, then she saved \$1,000 a year for 5 years at 6% interest. What is the combined amount of savings they will have at the end of the ten years? \$_____
6. If you save \$1,000 a year for 10 years at 7% interest, how much will you have at the end of the ten years? \$_____ How much more will you have if you continue saving for ten more years? \$_____
7. If you save \$1,000 a year for 15 years at 9% interest, how much will you have at the end of the fifteen years? \$_____ How much will you have if you withdraw the money after only five years? \$_____ What will be the difference in your savings? \$_____
8. If you save \$1,000 a year for 10 years at 5% interest, how much will you have at the end of ten years? \$_____ What additional savings will you have if you continue for five more years? \$_____ What additional savings will you have if you save another five years? \$_____
9. If you save \$1,000 a year for 20 years at 8% interest, how much will you have at the end of the twenty years? \$_____ What would the difference be if you withdraw the money after fifteen years? \$_____ What would the difference be if you withdraw the money after ten years? \$_____ What would the difference be if you withdraw the money after five years? _____
10. If you save \$1,000 a year for 5 years at 10% interest, how much will you have at the end of the five years? \$_____ What additional savings will you have if you continue saving for five more years? \$_____ What additional savings will you have if you save another five years? \$_____

Watch Your Money Grow

Directions: Follow the directions on the Franklin Templeton Retirement Planning Calculator to calculate the amount of money that will be saved and write your answers below.

- A **tax-deferred investment** is not taxed until you withdraw the money or when you begin to use it. This method allows you to increase your investment returns.
 - With a **taxable investment**, you pay taxes on the dividends as they are earned.
1. If you save:
 - a. \$50 a month (tax-deferred) for 40 years at 10% interest, you will have \$ _____.
 - b. \$50 a month (taxable) for 40 years at 10% interest, you will have \$ _____.
 - c. \$500 a month (tax-deferred) for 40 years at 8% interest, you will have \$ _____.
 - d. \$500 a month (taxable) for 40 years at 8% interest, you will have \$ _____.
 - e. \$350 a month (tax-deferred) for 30 years at 12% interest, you will have \$ _____.
 - f. \$350 a month (taxable) for 30 years at 12% interest, you will have \$ _____.
 2. It seems to be better to use a _____ investment strategy.

The following questions will be answered using a tax-deferred assumption.

3. If you save:
 - a. \$50 a month at 6% interest for 10 years, you will have \$ _____.
 - b. \$50 a month at 8% interest for 10 years, you will have \$ _____.
 - c. \$50 a month at 12% interest for 10 years, you will have \$ _____.
4. The higher the _____ the more you save.
5. If you save :
 - a. \$500 a month at 4% interest for 20 years, you will have \$ _____.
 - b. \$500 a month at 4% interest for 30 years, you will have \$ _____.
 - c. \$500 a month at 4% interest for 40 years, you will have \$ _____.
6. To save more, you must also try to save for a long period of _____.
7. Would you rather have \$350 at 12% for 10 years or \$500 at 4% for 10 years? _____.
8. Would you rather have \$150 at 12% for 40 years or \$500 at 8% for 40 years? _____.
9. What three variables directly affect the amount of money that you are able to save?

How much insurance do you need?

Directions: Complete this worksheet to determine the amount of term life insurance that will be needed for each family. For this exercise we will use term insurance and a multiple 10 times your annual income as a rule of thumb.

1. Dawn is a single mom with a NMI of \$3545. Dawn works for a law firm and is working her way up to partner. She has two children, Abbey, who is 8 and Amy, who is 12. Dawn is thinking about buying insurance to protect her family if something were to happen to her, to ensure that the children will be able to go to college. Calculate the amount of life insurance need that Dawn has and also her monthly premium needed to pay for this policy.

Calculating Dawn's Life Insurance Need

Dawn's NMI \$ _____ X 12 months = \$ _____ NAI

Dawn's NAI \$ _____ X 10 = \$ _____ Life insurance need

Life insurance need \$ _____ Rounded to next highest 100,000= \$ _____

Determining Dawn's Life Insurance Premium

\$100,000 of 20 year Term Life Insurance premium is \$9.00/ month

Rounded life insurance need \$ _____ /100,000 = Life insurance units _____

Life insurance units _____ x \$9.00(term life insurance premium)= \$ _____ / month

2. Bill and Susan have been married for two years, have one child, Andy, who is one and have recently purchased a new home. They have a large mortgage payment and should either of them die, they do not want the surviving spouse to be unable to make this payment and have to sell the house. Bill is a professor at a local university where his NMI is \$4875. Susan is a stay at home mom, and the family relies on Bill's income only. Calculate the amount of insurance Bill needs for his family and also the monthly premium that he needs to pay for this policy.

Calculating Bill's Life Insurance Need

Bill's NMI \$ _____ X 12 months = \$ _____ NAI

Bill's NAI \$ _____ X 10 = \$ _____ Life insurance need

Life insurance need \$ _____ Rounded to next highest 100,000= \$ _____

Determining Bill's Life Insurance Premium

\$100,000 of 20 year Term Life Insurance premium is \$9.00/ month

Rounded life insurance need \$ _____ /100,000 = Life insurance units _____

Life insurance units _____ x \$9.00(term life insurance premium)= \$ _____ / month

This exercise, costs and calculations are provided for educational purposes only and should not be considered as representing real costs or advice regarding the purchase of life insurance.

FOR USE AT FINANCE PARK ONLY



Time Means Money

Directions: Study the following investment examples carefully. Use these examples to help you answer the questions at the bottom of the page.

Example 1:	Save each week	At % interest	In 10 years
	\$7	5%	\$4,720
	\$14	5%	\$9,440

Example 2: If you save \$1,000 each year (\$19.29 per week)				
Interest Rate	5 years	10 years	15 years	20 years
5%	\$5,525	\$12,578	\$21,578	\$33,065
6%	\$5,637	\$13,181	\$23,276	\$36,786
7%	\$5,751	\$13,816	\$25,129	\$40,995
8%	\$5,867	\$14,487	\$27,152	\$45,762
9%	\$5,985	\$15,193	\$29,361	\$51,160
10%	\$6,105	\$15,937	\$31,772	\$57,257

If you save \$1,000 a year:

- at 7% interest for 10 years, you would save \$ _____
- at 9% interest for 15 years, you would save \$ _____
- at 6% interest for 20 years, you would save \$ _____
- at 8% interest for 5 years, you would save \$ _____
- at 10% interest for 15 years, you would save \$ _____
- If you wait to start saving until late in life, what 2 things should you try to do?

- If you're saving a small amount regularly, what is the best policy to follow in order to save as much as possible?

- Which of the three important saving variables do you personally have very little control over? Why?

How Do I Read The Stock Quotes?

Directions: Study this page to learn how to read the stock quotes in the Financial Section of the newspaper. Answer the questions at the bottom of the page.

These columns list the highest and lowest prices at which the stock sold over the past 52 weeks.

This is the abbreviated company name.

The price the stock last sold at when the stock exchange closed.

MARKET REPORT					
52 Week		Stock	Sales in 100s	Close	Net
High	Low				
48.94	34.88	AutoNatn	3683	46.44	+0.06
36.50	16.75	DomRes	997	20.38	+0.75
88.44	44.00	RJamesFn	115052	52.81	+3.19
49.00	29.13	HomeDp	54406	44.13	-1.88
47.13	31.13	ProgrssEn	2117	43.75	-1.06

This is the number of shares traded on the day being reported. This amount must be multiplied by 100 to arrive at the actual number of shares.

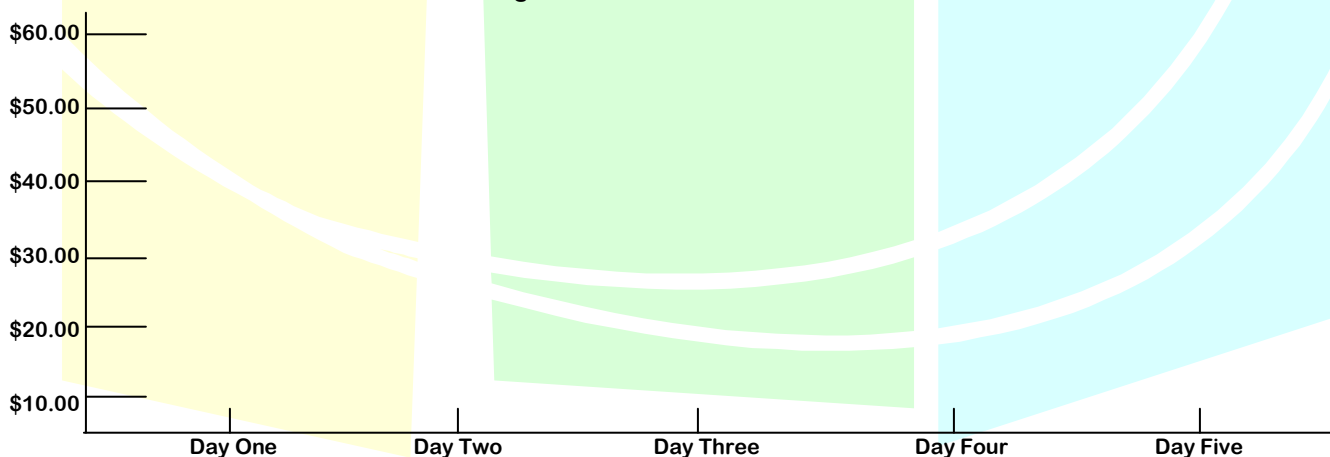
This is the net change between the closing price for the day being reported and the previous day. The plus sign means the closing price is higher than the day before, and the minus means the closing price is lower.

1. What was the price of Auto Nation's stock at the end of the day? _____
2. Was the price higher or lower than the day before? _____ By how much? _____
3. How many shares of Home Depot stock were traded on this day? _____
4. Which stock had the highest closing price during the year? _____
5. Which stock would you like to own? _____

Stock Price Graph

Directions: Use the information located on the Stock Table below to graph the value of each stock. Mark a dot at the spot signifying the stock's value for each day. Use a different color for each stock. After plotting a stock's value for 5 days, connect the dots of that color to see how that stock progressed during the five day period. Do the same for each stock using a different color. Create a key for the graph.

High	Low	Stock	Sales in 100s	Close	Net
DAY ONE					
36.50	16.75	DomRes	997	20.00	+ .75
88.44	44.00	RJamesFn	115052	52.00	+3.19
47.13	31.13	ProgrssEn	2117	43.00	-1.06
DAY TWO					
36.50	16.75	DomRes	856	22.44	+2.00
88.44	44.00	RJamesFn	152464	52.13	NC
47.13	31.13	ProgrssEn	946	41.00	-2.75
DAY THREE					
36.50	16.75	DomRes	579	20.06	-2.00
88.44	44.00	RJamesFn	116099	55.50	+3.50
47.13	31.13	ProgrssEn	3116	39.19	-2.13
DAY FOUR					
36.50	16.75	DomRes	898	19.75	-1.00
88.44	44.00	RJamesFn	123235	51.50	-4.06
47.13	31.13	ProgrssEn	2245	43.13	+4.75
DAY FIVE					
36.50	16.75	DomRes	994	23.063	+4.13
88.44	44.00	RJamesFn	121432	52.13	+1.50
47.13	31.13	ProgrssEn	2147	43.00	NC



How Do I Determine Stock Value?

A stock's value can change at any moment depending upon the market and other conditions. The stock table, printed daily in the "Business" section of the newspaper, keeps investors informed as to what is happening in the investment market. You can determine the value of your stock by:

- A. locating your stock on the tables.
- B. using the table to determine the day's closing price for your stock.
- C. multiplying the stock's closing price by the total number of shares owned.

Formula: (Daily stock closing price) X (Number of stock shares) = **Total Value of Stock**



EXAMPLE

Auto Nation	\$46.50 x 70	=	\$ 3,255.00 (1)
Progress Energy	\$43.25 x 50	=	\$ 2,162.50 (2)
Raymond James	\$19.75 x 50	=	\$ 987.50 (3)

Total Value Of Stock Portfolio **\$ 6405.00**
(total of lines 1,2,3)

Directions: Compute the total value of the following stock portfolios.

Portfolio 1

25 shares of AT&T at \$47 per share = \$ _____

45 shares of Goodyear at \$52 per share = \$ _____

75 shares of McDonald's at \$75 per share = \$ _____

Total Value of Portfolio 1 = \$ _____

Portfolio 2

50 shares of NikeB at \$32 per share = \$ _____

60 shares of Tuppwre at \$15 per share = \$ _____

25 shares of Verizon at \$69 per share = \$ _____

Total Value of Portfolio 2 = \$ _____

Portfolio 3

30 shares of ProgrssEn at \$45 per share = \$ _____

100 shares of CocaCl at \$72 per share = \$ _____

80 shares of CVSCp at \$12 per share = \$ _____

Total Value of Portfolio 3 = \$ _____

Personal Investment Report

Additional Practice

Directions: Using the price per share information at the bottom of the page, complete the Personal Investment Report. Be sure to calculate the total value of your portfolio. Do not include the example in the total value of your portfolio.

Stock Abbreviation	Number of Shares	Price Per Share	Total Value
<i>Example</i> AutoNatn	5	\$35	\$175
DomRes	4		
AT&T	3		
NikeB	2		
Disney	10		
TimeWarn	10		
Total Portfolio Value			\$

Price Per Share Information			
Name of Company	Price Per Share	Name of Company	Price Per Share
Auto Nation	\$35	Home Depot	\$46
Bank of America	\$51	Outback Steak House	\$36
Nike	\$59	Publix	\$48
Domino's	\$40	Raymond James Financial	\$55
AT&T	\$42	Time Warner	\$14
Progress Energy	\$38	EuropC	\$10
Disney	\$8	HYFTA	\$6
Verizon	\$52	USGvC	\$9

Taxes Student Overview

What are taxes?

Taxes are a charge of money imposed by a government on persons, groups, businesses or property within the domain of that government for the support of that government.

Who pays taxes?

Anyone who holds a job, makes purchases or owns property will pay taxes.

How do I pay taxes?

Paying taxes seems to be almost an invisible activity for us. The sales tax we owe is automatically included in the total price collected at the store and later sent to the local or state tax collectors. When we receive a paycheck, the income taxes are automatically withheld by our employer and set aside in a tax account to be paid to the Internal Revenue Service (IRS). Later in the year, we are required to file an income tax return and send in any additional tax we owe to the IRS or apply for a refund if too much tax was deducted from our income. We also have to pay property taxes based on the value of the residential, commercial or industrial real estate we own or rent. Most of us pay this tax when we make our monthly housing payments.

How am I affected by taxes?

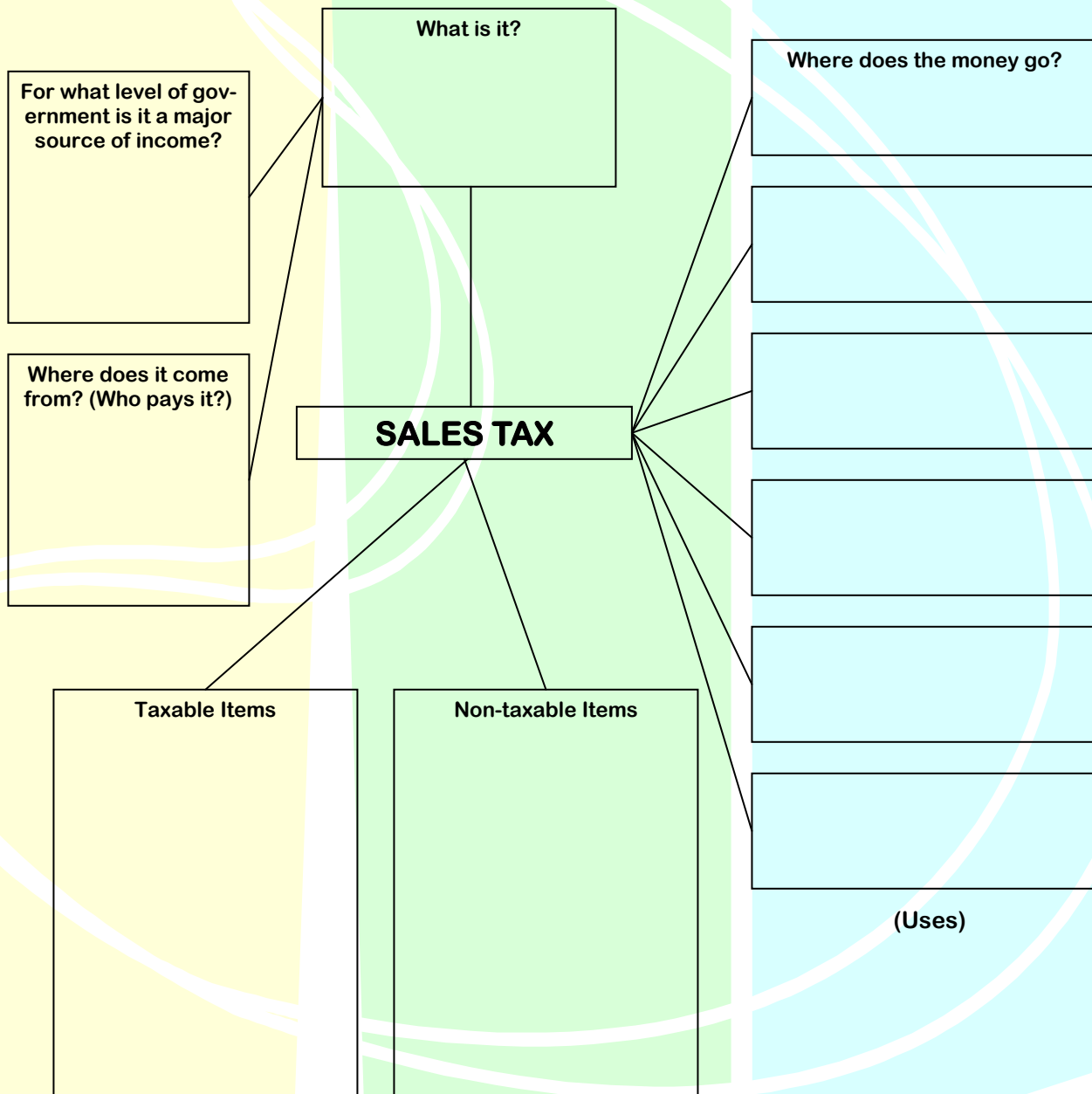
Taxes affect us all. Because of sales tax, we have additional cost on nearly everything we purchase. Our income is reduced by the amount of income tax we owe. Property, such as a house or condominium, will also be taxed. We also pay taxes on utilities such as electricity, cable and telephone service. What is all that money used for? Taxes provide the funds for the services we expect from the government. The roads we travel on, the schools we attend, the police and fire protection we have available, the armed forces that protect our country, the social security money paid to our grandparents and the parks we play in are all funded with tax money.

Why do I need to know about taxes?

In the future when you start working and making major purchases, you need to understand how taxes will affect you. When you go shopping, you have to pay taxes on most items you buy. At Finance Park, you will be required to pay income tax on the money you receive in wages, therefore you must be able to calculate your **Net Monthly Income (NMI)** or exactly how much of your income you'll have left to spend after taxes.

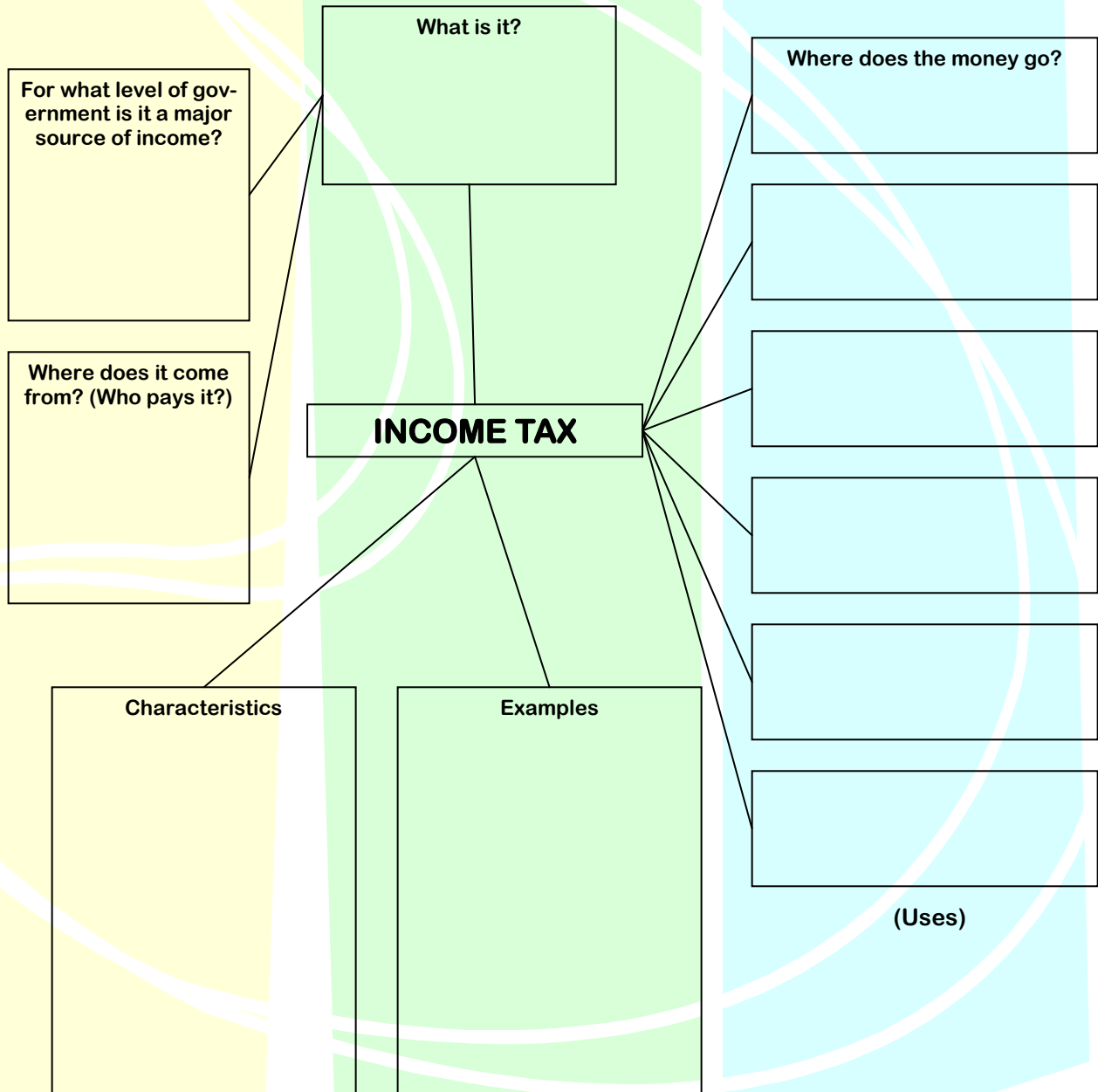
Sales Tax

Directions: Use the article “The Tax Cycle” from the Stavros Times to complete this concept definition map.



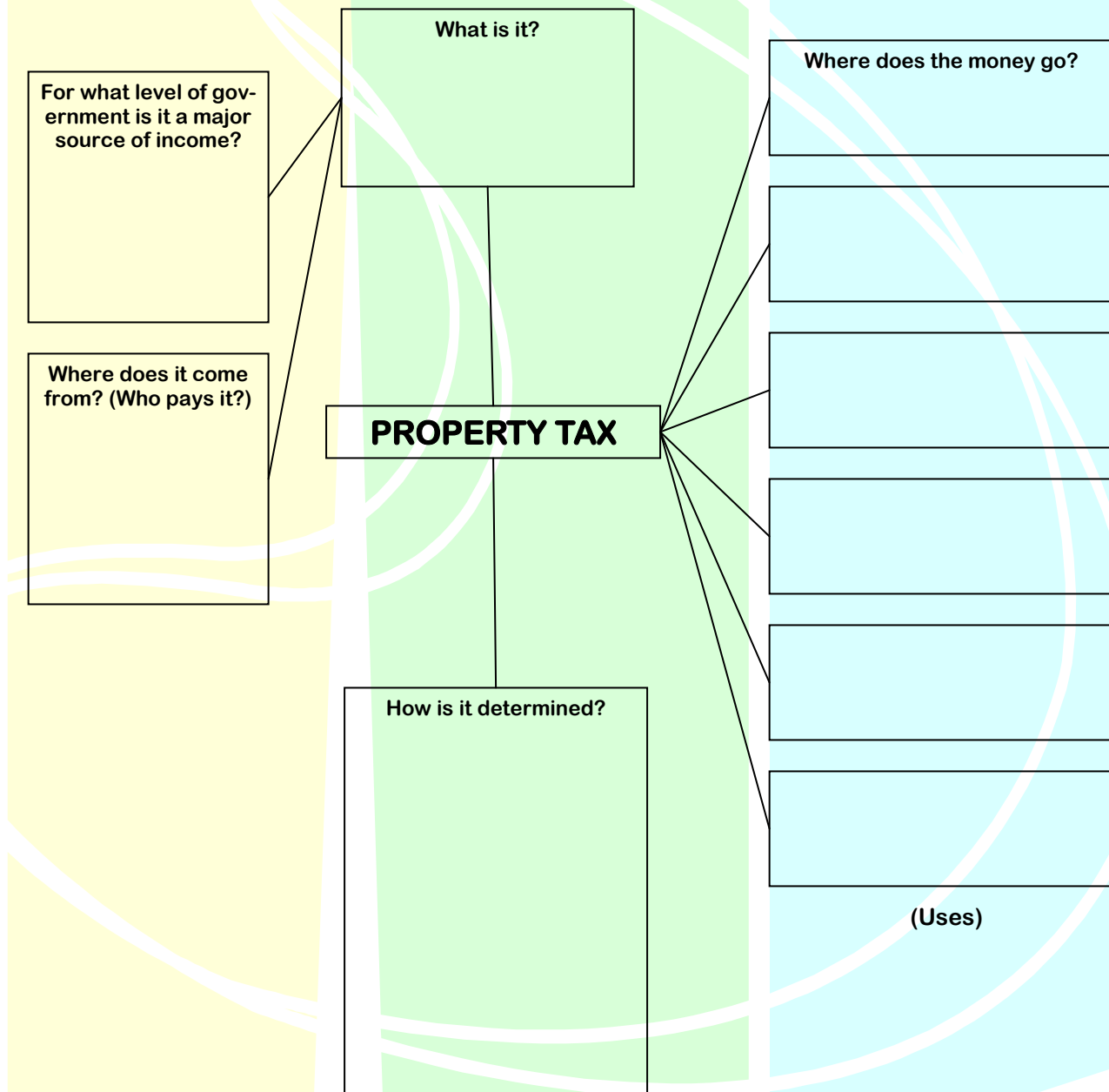
Income Tax

Directions: Use the article "The Tax Cycle" from the Stavros Times to complete this concept definition map.



Property Tax

Directions: Use the article "The Tax Cycle" from the Stavros Times to complete this concept definition map.



Where Is All My Money?


Directions: Read the following scenario and complete the pay stubs below. Use the stubs to help calculate the amount of the employee's total check. Complete the checks for the correct amount. Answer the questions for each example.

Bob, Margaret and Trevor had been working for Josh Mahoney, at The Handy Corner Convenience Store, for over a year now and all had worked up to a good salary. They received a pay-check every week.

One day during an afternoon break, they discussed the amount of their paychecks after the taxes were deducted. All expressed surprise at the amount of money they actually had left to take home. They thought they would bring home more than they did. Where did it all go? Do you know?

EXAMPLE A

Employee Name: Bob Randall	Pay Period April 18 — 24, 2010
Weekly Salary:	\$ 187.50
Federal Tax Withheld	\$ 18.08
Social Security Tax Withheld	\$ 16.36
Medicare Tax	\$ 3.06
Total Deductions	\$ 37.50
Net Pay: (weekly salary minus total deductions)	\$ _____

Handy Corner Convenience Store 1234 State Street Finance Park, EV 12345		002
		April 30, 2010
PAY TO THE ORDER OF _____	\$ <input type="text"/>	
		DOLLARS
Bank of America Finance Park Pinellas County, Florida	NOT NEGOTIABLE SAMPLE—VOID	
For: <u>Payroll</u>	<u>Josh Mahoney</u>	
[:000 000:]	12345678	Account Number <u>79</u> 19607:]

1. What is the name of Bob Randall's employer? _____
2. How much did Bob earn before taxes? _____
3. How much is Bob's take home pay? _____
4. Why was his actual take home pay so much less than what he earned?


5. List Bob's deductions. _____

Where Is All My Money?

Directions: Complete the pay stubs below. Use the stubs to help calculate the amount of the employee's total check. Complete the checks for the correct amount. Answer the questions for each example.

EXAMPLE B

Employee Name: Margaret Bratter		Pay Period April 18 — 24, 2010
Weekly Salary:	\$ 193.66	
Federal Tax Withheld	\$ 18.87	
Social Security Tax Withheld	\$ 16.58	
Medicare Tax	\$ 3.18	
Total Deductions	\$ 38.63	
Net Pay: (weekly salary minus total deductions)		\$ _____

Handy Corner Convenience Store 1234 State Street Finance Park, EV 12345			058
		April 30, 2010	
PAY TO THE ORDER OF _____		\$ <input type="text"/>	
			DOLLARS
Bank of America Finance Park Pinellas County, Florida		NOT NEGOTIABLE SAMPLE—VOID	
For: <u>Payroll</u>		<u>Josh Mahoney</u>	
		Account Number <u>79</u>	
[:000 000 :]	12345678	19607 :]	


- How much did Margaret earn before taxes? _____
- How much is Margaret's take home pay? _____
- List Margaret's deductions. _____

Where Is All My Money?

Directions: Complete the pay stubs below. Use the stubs to help calculate the amount of the employee's total check. Complete the checks for the correct amount. Answer the questions for each example.

EXAMPLE C

Employee Name: Trevor Mann		Pay Period April 18 — 24, 2010
Weekly Salary:	\$ 125.32	
Federal Tax Withheld	\$ 16.59	
Social Security Tax Withheld	\$ 14.77	
Medicare Tax	\$ 2.18	
Total Deductions	\$ 33.54	
Net Pay: (weekly salary minus total deductions)		\$ _____

Handy Corner Convenience Store 1234 State Street Finance Park, EV 12345			064
		April 30, 2010	
PAY TO THE ORDER OF _____		\$ <input type="text"/>	
			DOLLARS
Bank of America Finance Park Pinellas County, Florida		NOT NEGOTIABLE SAMPLE—VOID	
For: <u>Payroll</u>		<u>Josh Mahoney</u>	
		Account Number <u>79</u>	
[.000 000:]	12345678	19607:]	

- How much did Trevor earn before taxes? _____
- How much is Trevor's take home pay? _____
- List Trevor's deductions. _____

Sales Receipt Analysis

Directions: Examine the two sample sales receipts below. Compute the sales tax and final cost for the items found at the bottom of the page.

Each state determines its own sales tax rate. The state of Florida currently charges 6% sales tax rate. In addition, our county charges 1% sales tax (Penny for Pinellas law). Therefore in Pinellas County, consumers pay a total of 7% sales tax. Some items are taxable and some are non-taxable (tax exempt). Sales tax is only charged on taxable items.

TAXABLE ITEMS		NON-TAXABLE ITEMS	
Publix Clearwater, FL 33773 Receipt # 302780 6/30/10 8:21 P.M.		Publix Clearwater, FL 33773 Receipt # 302780 6/30/10 8:21 P.M.	
Diapers	\$ 7.99	Bread	\$ 1.09
Toothpaste	\$ 1.99	Can of Soup	\$.69
Deodorant	\$ 2.29	1 gal ice cream	\$ 2.50
Beach ball	\$ 4.39	Oranges	\$ 5.29
Camera film	\$ 2.75	Ground beef	\$ 6.39
Window cleaner	\$ 2.19	Frozen pizza	\$ 3.99
Spiral notebook	\$ 1.99	Apple juice	\$.99
SUBTOTAL	\$23.59	SUBTOTAL	\$20.94
Sales Tax	\$ 1.65	Sales Tax	\$ 0.00
TOTAL	\$25.24	TOTAL	\$20.94

To compute sales tax:

- Convert the % to a decimal. Ex: 7% = .07
- Multiply the **Subtotal** of the bill by .07. Ex: $\$23.59 \times .07 = \1.65
- Add the computed **Sales Tax** to the **Subtotal** for a **Total** which the consumer pays.
Ex: $\$23.59 + \$1.65 = \$25.24$

1. Deodorant	7% Sales Tax = \$	Final Price = \$
2. Window cleaner	7% Sales Tax = \$	Final Price = \$
3. Camera film	7% Sales Tax = \$	Final Price = \$
4. Diapers	7% Sales Tax = \$	Final Price = \$
5. Spiral notebook	7% Sales Tax = \$	Final Price = \$

- If a car cost \$ 8,099.00, what would 7% sales tax be on the car? \$ _____
- What would the total cost for this car be (including sales tax)? \$ _____

Sales Receipt Analysis

Additional Practice

Directions: Figure out the sales tax and final price for the following: (Round off answers to nearest cent.)

	Item	Price	Sales Tax	Total Price
1.	Deodorant	\$ 2.19		
2.	Domino's Pizza	\$ 13.99		
3.	Flowers	\$ 35.79		
4.	Xbox	\$299.99		
5.	CD	\$ 14.98		
6.	4 pack of gum	\$.53		
7.	Super Bowl Tee-shirt	\$ 24.99		
8.	Basketball	\$ 18.59		
9.	Pants and shirt	\$ 79.82		
10.	Washing Machine	\$579.99		
11.	Bike	\$139.99		
12.	Toothbrush	\$ 2.39		
13.	McDonald's Combo Meal	\$ 4.79		
14.	Calculator	\$ 10.00		
15.	Socks	\$ 5.99		
16.	DVD Player	\$ 89.99		
17.	Laptop computer	\$1,299.99		
18.	Lamp	\$ 14.95		
19.	Scooter	\$ 44.88		
20.	20 oz soda	\$ 1.09		

Social Security

Directions: Read the information found on the back of the large Social Security card to assist you in answering the following questions.

1. What is Social Security?

2. What is the primary goal of Social Security?

3. Who pays Social Security?

4. What is another name for Social Security?

5. What happens to the money between the time a worker pays into the trust fund and the time when he/she collects benefits from the fund?

6. What is the purpose of a Social Security number?

7. When and how will Social Security be beneficial to you?

8. What is Medicare?

NMI Calculation Practice

Directions: Using the following information, calculate each person's NMI. Round to the nearest dollar.

1. Stephanie graduated from college and got her first job earning an annual salary of \$25,000.



GAI	\$
GMI (GAI divided by 12)	\$
Monthly Federal Income Tax	\$ 259.00
Monthly Social Security (FICA)	\$ 132.00
Monthly Medicare	\$ 26.00
Total Monthly Deductions	\$
Stephanie's NMI = (GMI minus deductions)	\$

2. Darren was able to land a job at the town recreation center after school 3 days a week and on weekends. He will make \$2,700.00 if he works the whole year.

GAI	\$
GMI (GAI divided by 12)	\$
Monthly Federal Income Tax	\$ 23.00
Monthly Social Security (FICA)	\$ 18.00
Monthly Medicare	\$ 4.00
Total Monthly Deductions	\$
Darren's NMI = (GMI minus deductions)	\$

3. Jeremy is working his way through college with two jobs. He will be earning \$13,000 a year if he continues to work both jobs.

GAI	\$
GMI (GAI divided by 12)	\$
Monthly Federal Income Tax	\$ 129.00
Monthly Social Security (FICA)	\$ 67.00
Monthly Medicare	\$ 16.00
Total Monthly Deductions	\$
Jeremy's NMI = (GMI minus deductions)	\$



4. Corinthia will work as a medical assistant for her family doctor. Her salary will be \$29,000 a year.



GAI	\$	
GMI (GAI divided by 12)	\$	
Monthly Federal Income Tax		\$ 352.00
Monthly Social Security (FICA)		\$ 150.00
Monthly Medicare		\$ 35.00
Total Monthly Deductions	\$	
Corinthia's NMI = (GMI minus deductions)	\$	

5. Richie was able to land a job at the city golf course after school 4 days a week and on weekends. He will make \$3,000 if he works the whole year.



GAI	\$	
GMI (GAI divided by 12)	\$	
Monthly Federal Income Tax		\$ 24.00
Monthly Social Security (FICA)		\$ 19.00
Monthly Medicare		\$ 5.00
Total Monthly Deductions	\$	
Richie's NMI = (GMI minus deductions)	\$	



6. Stefan is working full time and attending college in the evenings. He will be earning \$18,000 a year if he continues to work full time.

GAI	\$	
GMI (GAI divided by 12)	\$	
Monthly Federal Income Tax		\$135.00
Monthly Social Security (FICA)		\$ 70.00
Monthly Medicare		\$ 19.00
Total Monthly Deductions	\$	
Jeremy's NMI = (GMI minus deductions)	\$	

Budgeting Student Overview

What I need to know about budgets?

A budget is a plan for spending money, an outline of planned expenditures for a specific time period. As you can imagine, the budget for the federal government is larger and more complicated than the budget your family might have. But they both have categories for spending and amounts of money that can be used in each of those categories. For this unit, you need to know the difference between income and expenses. You will also learn what common categories are in a household budget, how to calculate the amount of money that can be spent in each category and how your goals and the items you want to buy affect your budget decisions.

Who uses a budget?

Any time a person tries to figure out if they have enough money to buy something or tries to decide how to spend their money, they are practicing elements of budgeting. The federal government uses a budget, your school has a budget, the hair salon by your house has a budget, the committee to plan a field trip has a budget and most households have a budget. Any person, organization, business or institution that needs to decide how to spend money uses a budget.

Where would I find a budget?

Many families have a written budget showing the amount of money to be spent in each of the categories such as rent, utilities, food, clothing, etc. Other people keep exact records of all their expenses and income, adjusting their budget frequently. Still others have a vague idea of where their money goes and keep a budget of sorts in their head.

How does a person plan a budget?

Budgets are personal and unique to each individual. There are many decisions people have to make when coming up with a budget. Some people choose to spend a greater portion of their money on a car while others choose an older car and spend more money on clothes or the place they live. Some of these decisions influence other decisions. For example, if you choose to buy a large house, then your electric bill will also be larger. If you have a lot of medical expenses, you probably don't have as much money to spend on recreation or vacations. Budgets must also be flexible. When a person's income changes, the budget should also change.



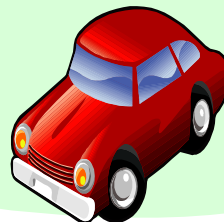
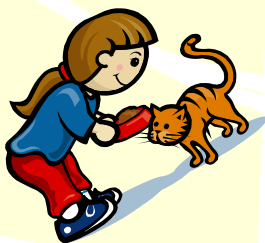
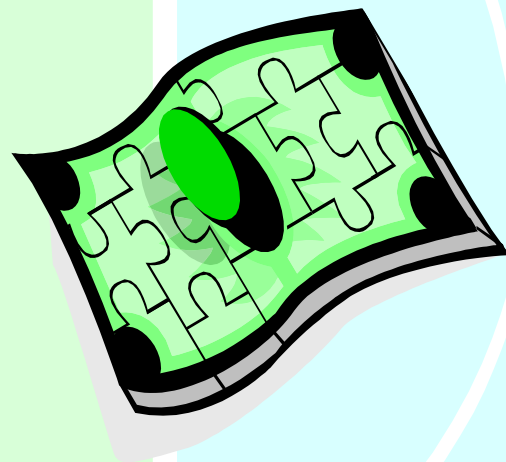
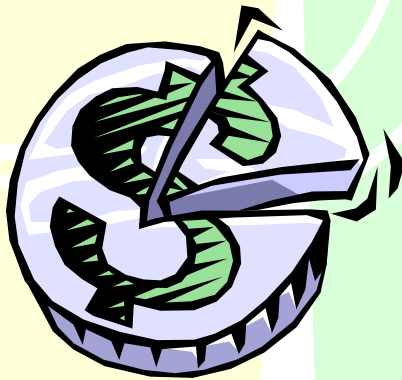
Budgeting Student Overview

Why do I need to know about budgeting?

Sooner or later you will have to plan your own budget. Learning what categories are included in most personal budgets and the percentages of income people usually spend in each category will prepare you for this task. To secure a sound financial future, planning is a must and budgeting is a very important part of this planning.

When would I use a budget?

Whenever you have to plan how to spend money, you are budgeting. As you take on more responsibilities including a job, a car, a place to live, pets, possessions and a family, you will need to determine how much money you have to spend on each of these categories. In preparation for these future responsibilities, you will practice creating a household budget during class and at Finance Park.



User Friendly Budgeting

Directions: After viewing “User Friendly Budgeting,” answer the following questions.

1. What financial mistakes did Rachael make after she first graduated?

2. What were her short and long term goals?

3. What advice did Tony give Rachael about withholding allowances on income tax?

4. What is spendable income?

5. What 3 financial “rules of thumb” did Tony suggest?

6. List 5 ways Rachael was able to trim spending.

7. Why did Tony suggest that Rachael avoid cutting her budget too severely?

8. List the 2 most important components, or parts, of any budget.

A Case Study

Directions: Read the case study below and answer the questions.

Barbara is a member of the marching band and a sophomore at Enterprise High School. She has a part-time job working twenty hours a week at Publix for \$5.15 an hour. Her gross monthly income is \$412.00, and take-home pay is \$329.60 a month. In addition, she also earns \$60 a month in extra income.

Barbara's parents gave her a 2000 Escort, and Barbara pays State Farm for her auto insurance which is \$70.00 a month. Her gas and car repairs cost her \$60.00 a month.

In 3 weeks, Barbara will be giving a surprise birthday party for her friend Sarah. This party will cost Barbara \$50.00, but she also plans on buying \$50.00 worth of clothes to wear to the party, and her gift for Sarah will cost \$35.00.

She needs to start saving for the holidays, which are in four months, and it usually costs around \$150.00 for gifts. Barbara has to replace her MP3 player which is broken, and this will cost her \$79.00.

Even though Barbara's parents have promised to help pay for her college tuition, she knows she will have to pay for her room, board and books. Room and board will cost her \$650.00 for each semester at the state university, and her books will be \$300.00 for each semester. She wants to save enough for the first year's expenses. She will leave for college in 2 1/2 years (30 months).

1. What is Barbara's net monthly income? _____

2. How much are Barbara's regular monthly expenses? _____

3. How much does Barbara have left over after she pays her regular monthly expenses?

4. Complete the Goal Planning Chart below:

Goal Planning Chart

	GOALS
Short Term Goals (less than 1 year)	_____
Long Term Goals (more than 1 year)	_____

5. If the party Barbara is giving will cost a total of \$135.00, how much money will she have left over this month for other expenses? _____

6. How much does Barbara need to save every month for the next four months to have enough money to do her holiday shopping? _____

7. How much does Barbara need to save each month to pay her portion of her first year of college, assuming she has 2 1/2 years (30 months) before starting? _____

8. Complete Barbara's monthly budget:

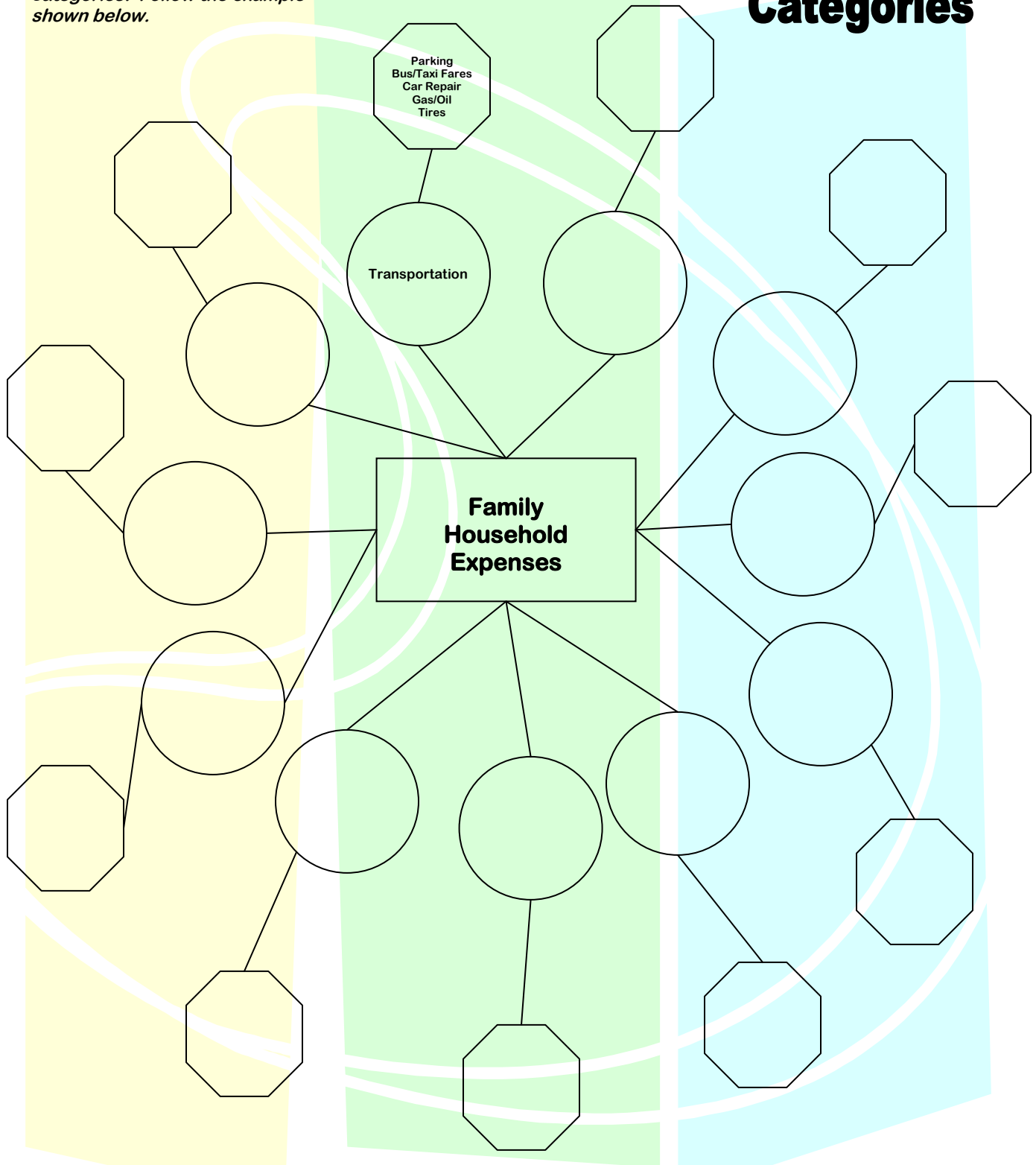
Net Monthly Income (NMI)	\$ _____
Expenses:	
Car Insurance	\$ _____
Car Repairs	\$ _____
Party/Clothes/Gift	\$ _____
Holiday Shopping (Monthly Savings)	\$ _____
College Fund (Monthly Savings)	\$ _____
Total Expenses	\$ _____
Balance remaining (difference between NMI & Total Expenses)	\$ _____

9. Will Barbara have enough money to replace her MP3 player this month? _____

10. How much money does Barbara have for miscellaneous spending this month? _____

Budget Categories

Directions: Complete the inner circles and outer octagons as you brainstorm and discuss typical budget categories. Follow the example shown below.



Budget Wise

Directions: Review the budgets of Reggie, Anna and Sam. Then answer the questions below in detail.

	Reggie	Anna	Sam
Net Monthly Income	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
Expenses			
Rent	\$ 600.00	\$ 600.00	\$ 800.00
Transportation	\$ 50.00 (bus fare)	\$ 400.00 (sports car)	\$ 100.00 (motorcycle)
Savings	\$ 50.00	\$ 100.00	\$ 50.00
Utilities	\$ 150.00	\$ 100.00	\$ 300.00
Clothes	\$ 150.00	\$ 150.00	\$ 150.00
Entertainment	\$ 500.00	\$ 250.00	\$ 200.00
Total Expenses	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00

- When Sam decides to rent a 2 bedroom apartment, what other category of his budget will be directly affected?

- What tradeoffs (opportunity costs) did Anna have to make after choosing to own an expensive sports car?

- Which category is consistent in all 3 of these budgets ?

- Why do you think Reggie chose to spend \$50.00 for transportation by riding the bus?

- Other than rent, what budget category seems to be a top priority for Reggie?

- Other than rent, what budget category seems to be a top priority for Anna?

- What budget categories would be important to you if you planned a personal budget?

- What tradeoffs (opportunity costs) would you make if you planned your personal budget today?

Budget Wise II

Additional Practice

Directions: This is a copy of Melissa's budget sheet for the past seven months. Complete the chart below and answer the following questions. (Round off to nearest dollar.)

ITEM	SEP	OCT	NOV	DEC	JAN	FEB	MAR
INCOME ITEMS							
Part-time Job	\$740	\$615	\$670	\$720	\$740	\$861	\$740
Miscellaneous (Gifts, etc.)	\$50			\$300			
GROSS INCOME	\$	\$	\$	\$	\$	\$	\$
DEDUCTIONS							
Federal Income Tax	\$67	\$55	\$60	\$65	\$67	\$78	\$67
Social Security	\$37	\$31	\$34	\$36	\$37	\$43	\$37
Medicare	\$10	\$8	\$9	\$10	\$10	\$12	\$10
TOTAL DEDUCTIONS	\$	\$	\$	\$	\$	\$	\$
NET MONTHLY INCOME	\$	\$	\$	\$	\$	\$	\$
EXPENSE ITEMS							
Rent	\$150	\$150	\$150	\$150	\$150	\$150	\$150
Telephone	\$10	\$18	\$25	\$30	\$15	\$10	\$15
Cell Phone	\$42	\$42	\$57	\$123	\$42	\$42	\$63
Cable Television	\$7	\$7	\$7	\$7	\$7	\$7	\$7
Internet Access	\$5	\$5	\$5	\$5	\$5	\$5	\$5
Groceries	\$116	\$136	\$221	\$242	\$120	\$109	\$117
Entertainment (Eating Out, Movies, Etc.)	\$100	\$80	\$120	\$150	\$80	\$80	\$80
Total Expenses	\$	\$	\$	\$	\$	\$	\$

1. What was Melissa's average Gross Monthly Income? \$ _____
2. What was Melissa's average Net Monthly Income? \$ _____
3. What was her average telephone bill? \$ _____ Average cell phone bill? \$ _____
Average grocery bill? \$ _____ Average amount Melissa paid for entertainment for a month? \$ _____
4. What was Melissa's average Total Expenses? \$ _____
5. What is the difference in her average Net Monthly Income and her average Total Expenses? \$ _____
6. Which month did Melissa spend the most money? _____ How much did she have left after she deducted all her expenses for that month? \$ _____

The Art Of Budgeting

Directions: Read the following information about Laurie's financial situation. Using this information, record Laurie's planned and actual budget figures on the next page. Finally, compare the two budgets and answer the questions found at the bottom.

Laurie's Planned Income and Expenses

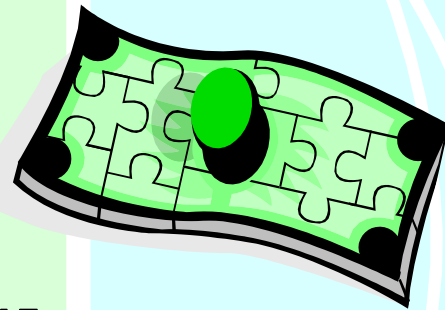
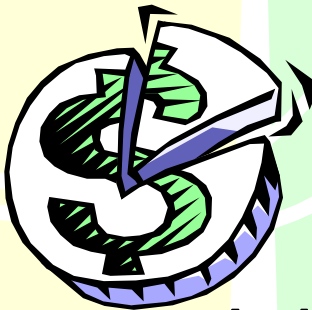
Laurie works part-time at a bookstore and part-time for a veterinarian. Her **Net Monthly Income** from the bookstore is **\$500.00** and her **Net Monthly Income** from the veterinarian is **\$900.00**.

Planned Primary Expenses

\$175.00 for rent (she shares an apartment with two friends)
 \$200.00 for car payment
 \$240.00 for car insurance
 \$50.00 for gas & oil
 \$100.00 for food
 \$ 25.00 into savings

Planned Secondary Expenses

\$60.00 for clothes
 \$100.00 for school
 \$50.00 for entertainment
 \$50.00 for personal & household items



Laurie's Actual Income and Expenses

Laurie works part-time at a bookstore and part-time for a veterinarian. Her **Net Monthly Income** from the bookstore is **\$500.00** and her **Net Monthly Income** from the veterinarian is **\$900.00**. Laurie earned **\$100** for the overtime she worked.

Actual Primary Expenses

\$175.00 for rent
 \$200.00 for car payment
 \$240.00 for car insurance
 \$60.00 for gas & oil
 \$140.00 for food
 \$ 50.00 into savings

Actual Secondary Expenses

\$20.00 for parking & bridge tolls
 \$185.00 for car repairs
 \$90.00 for a pair of shoes
 \$60.00 for entertainment
 \$80.00 for personal items
 \$30.00 for a birthday present
 \$160.00 for a speeding ticket

Income:	Planned	Actual
Bookstore	\$	\$
Veterinarian	\$	\$
Other	\$	\$
Total Income	\$	\$
Expenses:		
Rent	\$	\$
Transportation		
Car Payment	\$	\$
Car Insurance	\$	\$
Gas & Oil	\$	\$
Parking & Tolls	\$	\$
Repairs	\$	\$
Food	\$	\$
School	\$	\$
Clothing	\$	\$
Entertainment	\$	\$
Personal Items	\$	\$
Miscellaneous (present)	\$	\$
Miscellaneous (ticket)	\$	\$
Total Monthly Expenses	\$	\$



How Does Laurie's Budget Look Now

1. What is the difference between Laurie's planned expense and her actual expense? _____
2. In what areas did she overspend? _____
3. Where did she get the extra money to spend? _____
4. Which budget areas seemed to cost her the most? _____
5. How much money did she have at the end of the month to put into savings or into school costs?

Spending Plan

Directions: Use the article “The Dillon Dilemma” in the *Stavros Times*, to help you alter the Dillon’s monthly budget below. They must change their variable expenses to accommodate the \$300.00 they want to save each month for the next year. You should show examples of changes they could make with their budget.

	<u>Before</u>	<u>After</u>
Total Income (both)	\$2,500.00	\$2,500.00
<u>Fixed Expenses</u>		
Housing	\$525.00	\$525.00
Health Insurance	\$ 55.00	\$ 55.00
Life and disability insurance	\$ 50.00	\$ 50.00
Renter’s Insurance	\$ 25.00	\$ 25.00
Automobile Insurance	\$100.00	\$100.00
Loan Payment	\$100.00	\$100.00
Savings (withheld from pay)	\$100.00	\$400.00
Retirement	\$100.00	\$100.00
<u>Total Fixed Expenses</u>	\$1,055.00	\$1,355.00
<u>Variable Expenses</u>		
Food/Home	\$265.00	_____
Food/restaurant	\$ 85.00	_____
Utilities	\$155.00	_____
Automobile gas, oil, etc.	\$ 90.00	_____
Medical	\$ 50.00	_____
Child care	\$280.00	_____
Clothing	\$ 40.00	_____
Gift and contributions	\$50.00	_____
Magazines/newspapers	\$ 40.00	_____
Personal care	\$ 50.00	_____
Entertainment	\$ 80.00	_____
Vacation	\$100.00	_____
Credit Card	\$ 70.00	_____
Miscellaneous/personal	\$ 50.00	_____
<u>Total Variable Expenses</u>	\$1,445.00	\$1,145.00
<u>Total Expenses</u>	\$2,500.00	\$2,500.00



Work Plan

Directions: In preparation for your day at Finance Park, your group will work to create an **Actual Budget**. You will share ideas, compile information and make decisions.

Do the following:

- Receive a **Life Situation Card** to learn your occupation, income, marital status, family size, investment information and miles you travel to and from work.
- Use the classified and food sections of the newspaper along with catalogs, magazines, internet and any other appropriate advertisements for your budget research.
- Cut out any advertisements, including prices, to be used as proof of the items purchased. Keep all proofs in envelopes or Ziploc bags so you don't misplace them while working.
- When a final purchase decision has been made, attach all proofs to a sheet of paper. This will become your Proof Sheet.

Common sense rules:

- If a price is \$.50 or over, round it up to the next dollar. If a price is less than \$.50, stay at that dollar amount. (Example: \$2.59 becomes \$3.00 \$2.45 becomes \$2.00)
- All children are school age, therefore there are no child care expenses.
- You cannot borrow money from other people.
- You cannot use social service benefits. (For example: welfare or EBT.)
- Always use pencil.
- You must stay within the minimum and maximum amounts for each budget category.
- You cannot spend more money than you have in your **Net Monthly Income**.
- Use a calculator and beware of careless math errors, as they could have a major impact on the outcome of your **Actual Budget**.

For assessment purposes, all final packets, whether group or individual, should be arranged in the following order.

- Life Profile
- Personal Investment Report
- Actual Budget
- Net Monthly Income
- Budget Guidelines
- Established Expenses
- Home Buyer or Home Renter
- Transportation Fixed Expenses
- Transportation Variable Expenses

- Home Improvement & Furniture
- Grocery List
- Food Expenditures
- Clothing & Accessories
- Entertainment & Recreation
- Cable & Eating Out

• Created Proof Sheets Listed Below

- Housing 😊
- Transportation 😊
- Home Improvement & Furniture 😊
- Food, Household & Grooming 😊
- Clothing & Accessories 😊
- Entertainment & Recreation 😊

Checklist

Directions: Follow the steps below as your group completes this simulation. You will be completing Workbook pages 74 - 97. Place a check-mark beside each item as it is completed.

- _____ 1. Complete items 1-8 on the Life Profile.
 - Use the information found on the Life Situation Card to complete items 1-6.
 - Describing the Opportunity and Challenge Cards given to you by the teacher and the amount of money they involve (items 7 & 8). Not every group will receive one. These cards describe opportunities and challenges happening to you which will have an impact on your budget.
- _____ 2. Complete **Net Monthly Income**.
- _____ 3. Study and discuss **Typical Family Budget**.
- _____ 4. Complete Step 1 and Step 2 on your “Guidelines” and “Actual Budget”.
- _____ 5. Complete **Established Expenses** page to determine insurance, medical, savings and charity expense. The budget figures for these categories are already established and you are required to pay them. The **Challenge Card** should also be recorded on this page if you are instructed to do so.
- _____ 6. Read and discuss **Investment Portfolio**.
- _____ 7. Complete the **Personal Investment Report** daily by using the **Stock Tables** received from your teacher.
- _____ 8. Read and discuss **Housing**. You may not live at home with your parents. The instructions for your housing decisions are on this sheet. You must use the classified section of the newspaper or internet along with real estate magazines for your housing research.
- _____ 9. Complete the **Home Buyer or Home Renter** sheet. Choose one option.
- _____ 10. Create your **Housing Proof** sheet by attaching the housing advertisement cut from the newspaper or magazine as “**Proof of Purchase or Rent**.” Remember to record your final housing costs on Step 3 of your **Guidelines and Actual Budget** sheet.
- _____ 11. Complete the **Utilities** sheet to determine the utilities expenses. Follow the directions carefully. Remember to record each cost on your **Actual Budget**.
- _____ 12. Complete **Transportation Fixed Expenses**. You must find the automobile of your choice in the classified section of the newspaper or automotive magazines. There is no company car provided.
- _____ 13. Complete **Transportation Variable Expenses**.
- _____ 14. Create your **Transportation Proof** sheet by attaching the auto advertisement cut from the newspaper or magazine as “**Proof of Purchase**.” Remember to put your fixed and variable transportation costs on your **Actual Budget**.
- _____ 15. Complete **Home Improvement & Furniture** as you replace and update items in your home.

Checklist

- _____ 16. Create your Home Improvement & Furniture Proof sheet by attaching at least five proofs of purchase for items purchased for your home. Use catalogs, flyers, newspaper advertisements and other available resources.
- _____ 17. Read and discuss Food, Household & Grooming carefully and thoroughly. There will be no free meals because you work in a restaurant.
- _____ 18. Plan and prepare the Grocery List sheet based on your family's needs.
- _____ 19. Complete the Food Expenditures sheet to compute your total food cost for your Actual Budget.
- _____ 20. Create your Food, Household & Grooming Proof sheet by attaching proof of at least 8-10 items purchased from the grocery store. Use catalogs, flyers, newspaper ads and other available resources. You may also use coupons and grocery receipts for this proof.
- _____ 21. Complete Clothing & Accessories.
- _____ 22. Create your Clothing & Accessories Proof sheet to verify purchases made for your family. Use catalogs, newspaper advertisements, store flyers, receipts and other available resources.
- _____ 23. Complete Entertainment and Recreation to verify purchases made for your family. Remember to choose age appropriate activities and at least one free activity.
- _____ 24. Complete Cable & Eating Out which are considered other entertainment expenses.
- _____ 25. Create your Entertainment & Recreation Proof sheet, page by attaching proof of your entertainment expenses which must include one free activity. Your proofs may come from newspaper, magazines, ticket stubs, receipts and other appropriate resources.
- _____ 26. After completing the Personal Investment Report answer the questions at the bottom.
- _____ 27. Step 3 on your "Guidelines" and "Actual Budget" sheet is completed.
- _____ 28. Complete the remainder of the Life Profile by completing all items and answering all questions.
- _____ 29. Prepare your final worksheets as instructed by the teacher to be turned in for assessment, by completing all items and answering all questions.

Life Profile

Directions: This Life Profile will be worked on at different times during your budget simulation. Complete items 1-6 below with information found on the Life Situation Card. Complete items 7-8 with information from the Opportunity/Challenge Cards given to you by the teacher.

1. Marital Status Single Married
2. Children None One Two
3. Gross Annual Salary \$ _____
4. Your Occupation _____
5. Miles driven to and from work _____
6. In which three (3) companies are you a stock holder and how many shares of each do you have?

Stock	Number of Shares

7. Describe the Challenge Card your group received and the amount of the challenge.
 _____ \$ _____
8. Describe the Opportunity Card your group received and the amount of the opportunity.
 _____ \$ _____

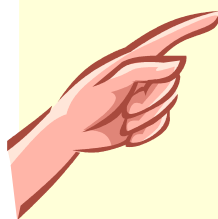
Directions: The following questions cannot be answered until the entire budget process is completed. Be certain to answer all the questions below.

9. Home Own Rent
10. Automobile Model _____ Year _____
11. What forms of entertainment and recreation do you enjoy? _____
12. What is the final value of your entire stock portfolio? \$ _____

Budget Summary

- Net Monthly Income \$ _____
- Total Monthly Expenses \$ _____
- Balance Remaining After Paying All Expenses
 (Net monthly income minus total monthly expenses) \$

Net Monthly Income (NMI)



Directions: Using the skills learned and your GAI as stated on your *Life Situation Card*, calculate your NMI. Use the *Federal Income Tax, Social Security Tax* and *Medicare Tax* amounts found on your *Life Situation Card*. Round all amounts to the nearest dollar.

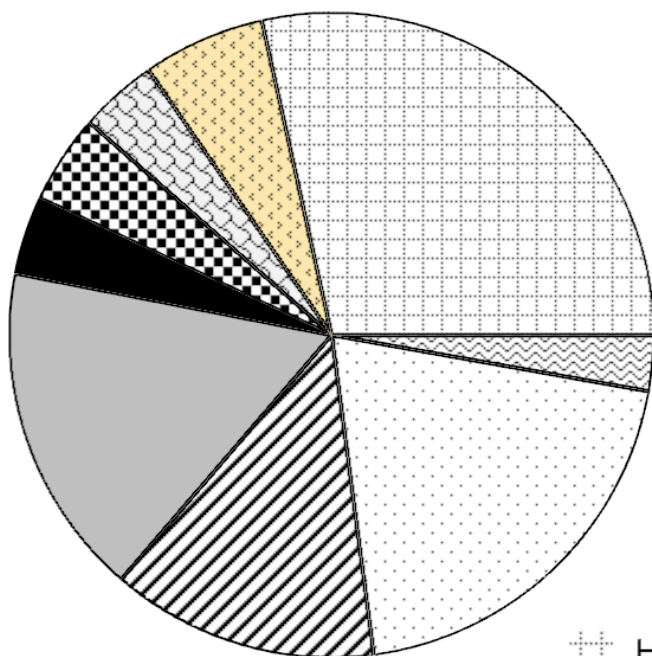
1. Gross Annual Income (from Life Situation Card)	\$ _____	(1)
2. Gross Monthly Income (divide line 1 by 12 months)	\$ _____	(2)
3. Monthly Federal Income Taxes (from Life Situation Card)	\$ _____	(3)
4. Monthly Social Security Taxes (from Life Situation Card)	\$ _____	(4)
5. Monthly Medicare Taxes (from Life Situation Card)	\$ _____	(5)
6. Total Monthly Tax Bill (total of lines 3,4 and 5)	\$ _____	(6)
7. Monthly Income (line 2 minus line 6)	\$ _____	(7)
8. Additional monthly income, if any (from Opportunity Card)	\$ _____	(8)
9. NET MONTHLY INCOME OR NMI (add lines 7 and 8)	\$ _____	(9)










Transfer the **NMI** from line 9 to the **NMI** space provided on the “Guidelines” and “Actual Budget” Sheet.

Typical Family Budget

Directions: Below you will find a circle graph depicting the budget categories of a typical American family. In the legend, you will also find the corresponding percentage of income spent in each category. Read and study this graph and accompanying legend to understand how income is divided between needs and wants. You will be using these same percentages when you begin to create your own **BUDGET GUIDELINES**.

Typical Family Budget



-  Housing 18% - 33%
-  Savings 1% - 10%
-  Health 1% - 6%
-  Home Imp. 3% - 7%
-  Entertainment 2% - 5%
-  Trans - fixed 15% - 19%
-  Utilities 4% - 20%
-  Food 16% - 20%
-  Trans - Variable 1% - 4%



NAME _____

ACCOUNT # _____

“GUIDELINES” and “ACTUAL BUDGET”

Directions: Complete STEP 1 and STEP 2 below by determining the correct minimum and maximum guideline amounts. Be sure to round off the amounts to the nearest dollar.

(1) Net Monthly Income _____

(From Your NMI Sheet)

Step 3

Complete this section as you complete your proof sheets. Be sure this amount is between your minimum and maximum.

Step 1

Step 2

<u>Expenses</u>	<u>Minimum</u>	<u>Amount To Be Paid</u>	<u>Maximum</u>
(2) Housing	\$.00 18%	\$ _____ (2)	\$.00 24%
(3) Electricity	\$.00 3%	\$ _____ (3)	\$.00 7%
(4) Telephone	\$.00 1%	\$ _____ (4)	\$.00 5%
(5) Sewer/Water	\$.00 1%	\$ _____ (5)	\$.00 5%
(6) Transportation (Fixed)	\$.00 12%	\$ _____ (6)	\$.00 19%
(7) Transportation (Variable)	\$.00 1%	\$ _____ (7)	\$.00 9%
(8) Food, Household & Grooming	\$.00 16%	\$ _____ (8)	\$.00 20%
(9) Clothing & Accessories	\$.00 3%	\$ _____ (9)	\$.00 7%
(10) Savings	\$.00 1%	\$ _____ (10)	\$.00 Your % Choice
(11) Insurance	\$.00 3%	\$ _____ (11)	\$.00 7%
(12) Home Imp. & Furniture	\$.00 3%	\$ _____ (12)	\$.00 7%
(13) Entertainment & Recreation	\$.00 2%	\$ _____ (13)	\$.00 5%
(14) Cable	\$.00 1%	\$ _____ (14)	\$.00 4%
(15) Health, Life, Medical	\$.00 1%	\$ _____ (15)	\$.00 6%
(16) Eating Out	\$.00 1%	\$ _____ (16)	\$.00 5%
(17) Charity	\$.00 0%	\$ _____ (17)	\$.00 Your % Choice
(18) Challenge Card	\$ //	\$ _____ (18)	\$ //
		\$ _____ (19)	
		TOTAL AMOUNT SPENT (Add lines 2 through 18)	
		BALANCE REMAINING AT END OF MONTH (Subtract line 19 from line 1)	
		\$ _____	



Established Expenses

Directions: Some of the expenses you will pay have already been established for your life situation. Based upon the information from your Life Situation Card and the information given below, calculate the dollar amount you will need for each budget category.

A. Health and Life Insurance (employer pays a portion)	
Each adult \$ 25.00 per month	
Each child \$ 15.00 per month	
Total Health and Life Insurance	\$ _____ (1)
Medical and Dental Expense	
Each adult \$30.00 per month	
Each child \$15.00 per month	
Total Medical and Dental	\$ _____ (2)
Total Health, Life, Medical & Dental (Total of Lines 1 & 2)	\$ _____ (3)
Savings/Investment - Plan Your Future (PYF)	
A wise consumer saves and invests a fixed amount for future needs and wants (college education, large purchases, etc.). You are required to save for your future. Start with 1% of your NMI, you may increase later.	
Total PYF	\$ _____ (4)
C. Charity	
It is considered a duty of a good citizen to contribute to charities and/or religious affiliations. Plan on contributing at least 1% of your NMI for this expense.	
Total Charity	\$ _____ (5)
D. Challenge Card	
Describes your challenging situation. If the card instructs you to do so, enter the amount it will cost you on line 6.	
Total Challenge Card	\$ _____ (6)

Write the amounts from lines 3, 4, 5, and 6 on your "Guidelines" and "Actual Budget" worksheet.

Investment Portfolio



Many people think investing is only for the rich. Nothing could be farther from the truth. Starting a savings and investment plan is a difficult step, but the earlier one begins investing, the more money they will earn over their lifetime, or before retirement. Time is money!

A stock's value can change at any moment depending on the market and other conditions. The market report (stock tables), available on numerous Internet financial sites and printed daily in the "Business" section of the newspaper, keep investors up to date on what's happening in the investment market.

Like most Americans today, you have been paying attention to your financial future. Whether you were fortunate enough to receive your investment portfolio from a family inheritance gift or you saved and invested wisely is not important. What is important is that you have taken the responsibility to begin building your stock portfolio.

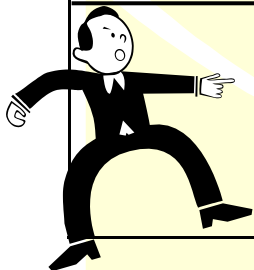
You received information about your stock portfolio on your Life Situation Card. For five days during this simulation, you will receive Stock Tables showing the value of your stock. You must determine the value of each of your stocks and record these values on the Personal Investment Report. At the end of the five days, you will be able to see the growth or decline of your total portfolio. Remember, to determine the total value of your stock each day, you must multiply the number of shares you own by the price at the close of that day.

TO DETERMINE VALUE OF STOCK

Formula

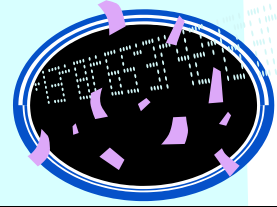
$$\text{Number of Shares} \times \text{Closing Price} = \text{Total Value of Stock}$$

EXAMPLE	Name of Stock	# Of Shares		Closing price per share		Total Value
	Auto Nation	70	X	\$46.50	=	\$3,255.00 (1)
	Progress Energy	50	X	\$43.25	=	\$2,162.50 (2)
	Raymond James	50	X	\$19.75	=	\$ 987.50 (3)
	Total Value Of Portfolio					\$6,405.00



Personal Investment Report

Directions: Complete this Personal Investment Report using the information given on the Stock Tables. After determining the stock's value for five days, be sure to calculate the total value of your portfolio for each day. Answer the questions at the bottom of the page.



Stock Abbreviation	# of Shares	Price Per Share Day 1	Total Value Day 1	Price Per Share Day 2	Total Value Day 2	Price Per Share Day 3	Total Value Day 3	Price Per Share Day 4	Total Value Day 4	Price Per Share Day 5	Total Value Day 5
<u>Example</u> AutoNatn	5	46	230	47	235	47	235	48	240	49	245
TOTAL PORTFOLIO VALUE Not including sample											

1. What was the total value of your stock portfolio Day 1? \$ _____
2. Which day did your stock portfolio have the highest value? _____
How much was it worth? \$ _____
3. Which stock was worth the most on Day 5? _____
4. What was the highest price per share for the week? Give the name of the stock and price.
Name of the stock: _____ \$ _____
5. What was the total value of your stock portfolio on Day 5? \$ _____
6. What was the difference in the total value of your stock portfolio between Day 1 and Day 5?
\$ _____

Housing

One of the basic necessities for which we must use part of our income is shelter or housing. The housing category requires a large part of our income. Therefore, it is usually one of the first categories planned for when creating a budget. Whether in our budget practice or in real life, before you can begin to search for housing, you must first know how much money is available for you to spend. Before you begin your housing research, be sure you know your housing budget guidelines found on the “Guidelines” and “Actual Budget” worksheet. Remember to keep the cost between your minimum and maximum guidelines.

During this budget planning practice, based on prior knowledge, you will use newspaper ads, magazines and internet to research and decide which type of housing you can afford. Once your decision has been made, you will cut out the ad and place it on the Housing Proof sheet you are going to create.

The two options available to you are to rent or to buy. You may not rent or buy tents or recreational vehicles. Also, be sure your final housing selection is adequate for the entire family and located in the Tampa Bay area. As you begin looking for your housing, keep the following in mind:

- Will you rent or buy?
- If you are single and choose to live alone, you may rent/own a 1BR, an efficiency or a studio apartment.
- If you are single and wish to cut down your housing and utility costs, you may choose to live with a maximum of two roommates. If this is what you choose, you will need adequate space.
- Whether you rent or buy, the size and “energy efficiency” of your housing will affect your future utility bills.

Miscellaneous Abbreviations used when Home/Apartment Hunting

a/c-air conditioning	furn-furnished	pvt-private
ba-bathroom	kit-kitchen	rm-room
blk-block	lge-large	sec. dep.-security deposit required
cac-central air conditioning	m-male only	se-southeast
dec-decorated	m/f-male or female	sw-southwest
effy-efficiency apt.	ne-northeast	utils-utilities
+elec-price plus electricity	pkg-parking	utils inc.- utilities included in price
f- female only	price+-price plus utilities	unfurn-unfurnished
fplc-fireplace	prof-professional type job required	w/- with

Home Buyer

Buy if you can! In the real world, owning a home is a common goal for most adults. (A home can include a house, a condo or a townhouse.) Check advertisements for lower priced homes if your salary is low, then do some figuring. You may be able to afford it, and if there is any way, you should try to buy. If you purchase a home, you will receive tax advantages at income tax time. It is wise to invest in a home.



When purchasing a home, one almost always has to make a down payment (a large cash deposit to be turned over at the time of the sale). This deposit is then deducted from the price of the home to determine how much you must borrow from a bank. In this budget practice, assume you have saved \$5,000 for a down payment. This down payment may not be used for anything else.

After deducting the \$5,000 down payment, you must secure a mortgage loan for the remaining balance and pay it off in monthly installments. These monthly loan payments, called “mortgage payments”, include interest and sometimes will include your home owner’s insurance and property taxes.

Directions: After locating the house that you would like to purchase, compute your monthly mortgage payment below.

$$\text{Loan amount} \div 180 \text{ (months)} = \text{Monthly Mortgage Payment}$$

Example: You want to buy a \$90,000 home.

- Deduct the \$5,000 down payment. Your mortgage is now \$85,000.
- Divide \$85,000 by 180.
- You monthly mortgage payment is \$472.

1. Cost of condo, house, townhouse	\$	_____	(1)
2. Down payment	\$	5,000	(2)
3. Loan amount (subtract line 2 from line 1)	\$	_____	(3)
4. Monthly Mortgage Payment (Divide line 3 by 180)	\$	_____	(4)

If you are single and sharing housing with:

- 1 roommate, divide line 4 by 2 and enter that amount on line 5.
- 2 roommates, divide line 4 by 3 and enter that amount on line 5.

If no roommate, enter the amount from line 4 on line 5.

5. Adjusted Monthly Mortgage payment	\$	_____	(5)
--------------------------------------	----	-------	-----

(Be sure this amount is within your budget guidelines.)

Write the amount from line 5 on the Housing line of your “Guidelines” and “Actual Budget” worksheet.

Home Renter



If you have decided to rent, you have several options available to you. You may rent an apartment, condo, town home or house. Be certain your choice fits your family size and the cost is between your minimum and maximum guidelines for housing. Also, remember the size of your rental choice will affect the cost of your electricity and water.

Reminder

You may decide to have one or two roommates. If you have roommates, you must have separate bedrooms for each person living with you.

Examples

- If you live alone, you may rent a 1 bedroom property.
- If you have 1 roommate, you must rent at least a 2 bedroom property.
- If you have 2 roommates, you must rent at least a 3 bedroom property.

Directions: After locating the apartment, house, condo or townhouse you want to rent, compute your total rent payment below.



1. Rental amount of apartment, house, condo, townhouse \$ _____ (1)

If you are single and renting a room to:

- 1 roommate, divide line 1 by 2 and enter that amount on line 2.
- 2 roommates, divide line 1 by 3 and enter that amount on line 2.
- If you live alone, enter the amount from line 1 on line 2.

2. Total Rent Amount \$ _____ (2)

Write the amount from line 2 on the Housing line of your "Guidelines" and "Actual Budget" worksheet.

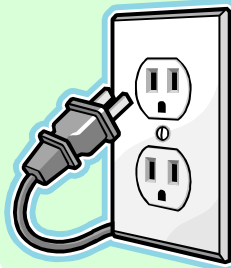
Utilities

Directions: Utility bills differ for everyone because the size and energy efficiency of each home is different. Whether you own or rent your home, you are to use the formula below to calculate your electric and sewer/water bills. This formula is for this simulation only. You have decisions to make within your group regarding your utility bills. Remember if you have one roommate, divide all utility bills by 2. (Children are NOT considered roommates.)

Electricity

If your mortgage payment is between:

\$200	\$300
\$301	\$400
\$401	\$600
\$601	\$750
\$751	\$900
\$901	\$1,050+



Electric Payment

\$ 50.00
\$ 70.00
\$100.00
\$135.00
\$165.00
\$200.00

TOTAL ELECTRIC PAYMENT

\$ _____

Write this amount on the Electricity line of your "Guidelines" and "Actual Budget" worksheet.

Sewer/Water

If your mortgage payment is between:

\$200	\$300
\$301	\$400
\$401	\$600
\$601	\$750
\$751	\$900
\$901	\$1,050+



Sewer/Water Payment

\$ 25.00
\$ 30.00
\$ 35.00
\$ 40.00
\$ 45.00
\$ 65.00

TOTAL SEWER/WATER PAYMENT

\$ _____

Write this amount on the Sewer/Water line of your "Guidelines" and "Actual Budget" worksheet.

Telephone Service

One Phone	\$30
Two Phones	\$40

Three Phones

\$45

Internet Line

\$30



TOTAL TELEPHONE PAYMENT

\$ _____

Write this amount on the Telephone line of your "Guidelines" and "Actual Budget" worksheet.

Transportation Fixed Expenses

AUTOMOBILE PAYMENT

Everyone must own one car for this simulation. You may buy a new car or a used car, and you must use a newspaper, magazine or website to locate your car. Remember to save your ad as proof of purchase. When selecting your automobile, be realistic. Match the car to your needs as well as your wants. For example, if you have a family of four, a sports car is not a realistic choice. Try to purchase the newest car you can afford to keep the maintenance costs down.



You will buy your car using credit. You will secure a car loan from the bank and will pay for your car in monthly installments which will include interest charges. Assume you have a down payment of \$ 5,000. **New cars will be financed over 5 years (60 months) and used cars will be financed for 3 years (36 months).** Use the following formula to determine your monthly car payment. **Remember these figures are for this simulation unit only.**

- | | | |
|---|----------------|-----|
| 1. Purchase price | \$ _____ | (1) |
| 2. Down payment | \$ _____ 5,000 | (2) |
| 3. Amount financed <i>(subtract line 2 from line 1)</i> | \$ _____ | (3) |
| 4. Monthly Payment <i>(Divide line 3 by 60 [new car] or by 36 [used car])</i> | \$ _____ | (4) |

AUTO INTEREST CHART

Monthly Car Payment	Monthly Interest	Monthly Car Payment	Monthly Interest
\$101-\$200	\$10	\$501-\$600	\$50
\$201-\$300	\$20	\$601-\$700	\$60
\$301-\$400	\$30	\$701-\$800	\$70
\$401-\$500	\$40	\$801— Up	\$80

- | | | |
|--|----------|-----|
| 5. Monthly interest <i>(use Auto Interest Chart)</i> | \$ _____ | (5) |
| 6. Car payment <i>(add line 4 and line 5)</i> | \$ _____ | (6) |

ADDITIONAL EXPENSES

Your automobile expenses are not over yet. To use your car legally, you must pay for insurance, registration, tags and taxes. You must classify your car as either Fuel Efficient or Not Fuel Efficient. Use the following code to determine the classification of your car.

FUEL EFFICIENT (FE) - small sized such as Civic, Focus, Prius, Sentra, Scion, etc.

NOT FUEL EFFICIENT (NFE) - full sized, high performance, luxury, such as station wagon, van, mini-van, V-6, V-8, sports car, truck, family sedan, sport utility, pick-ups, etc.

Use the following information to determine the registration, tax and tag costs.

Additional Charges

Efficiency	Registration, Tax and Tags
Fuel Efficient (FE)	\$20 per month
Not Fuel Efficient (NFE)	\$25 per month

- | | | |
|--|----------|-----|
| 7. Registration, tax and tags | \$ _____ | (7) |
| 8. Total Fixed Transportation Costs <i>(add lines 6 and 7)</i> | \$ _____ | (8) |

Write the amount from line 8 on the Transportation Fixed line of your "Guidelines" and "Actual Budget" worksheet.

Transportation Variable Expenses

In addition to your car payment and insurance, you must purchase fuel for your car. Your next step is to calculate your fuel costs.



Directions: Check your Life Profile Page and determine the miles you drive to and from work daily. Locate the distance in the Fuel Cost Chart below and determine your monthly mileage. Match the miles driven with the age and efficiency of your auto to determine your estimated fuel cost.

FUEL COST CHART									
Miles Driven to Work Daily	Estimated Total Miles Per Month	Auto Age 16 - 20		Auto Age 11 - 15		Auto Age 6 - 10		Auto Age Up to 5 years	
		FE	NFE	FE	NFE	FE	NFE	FE	NFE
01 - 10	700	\$70	\$100	\$60	\$90	\$50	\$80	\$40	\$70
11 - 20	800	\$80	\$110	\$70	\$100	\$60	\$90	\$50	\$80
21 - 30	900	\$90	\$120	\$80	\$110	\$70	\$100	\$60	\$90
31 - 40	1000	\$100	\$130	\$90	\$120	\$80	\$110	\$70	\$100

To keep your vehicle in good repair, you must set aside money for maintenance. Even a new car with warranty will have some maintenance costs.

Directions: Use the chart below to identify your maintenance costs.



MAINTENANCE CHART	
AGE OF AUTOMOBILE	MONTHLY MAINTENANCE
Up to one year old	\$30
1 - 5 years old	\$35
6 - 10 years old	\$40
11-14 years old	\$55
15 + years old	\$85

1. Monthly fuel cost \$ _____ (1)
2. Monthly maintenance cost \$ _____ (2)
3. Total Variable Transportation Expenses \$ _____ (3)
(add line 1 and line 2)

Write the amount from line 3 on the Transportation Variable line of your "Guidelines" and "Actual Budget" worksheet.

Insurance Expenses

Directions: Use your housing and fixed transportation payments along with the charts below to calculate your insurance payment. You will be combining both homeowner (renter) and auto insurance into one payment.

If your housing payment is between:	Your home/renters insurance payment is:
\$200 - \$300	\$10
\$301 - \$400	\$20
\$401 - \$500	\$30
\$501 - \$600	\$40
\$601 - \$700	\$50
\$701 - \$800	\$60
\$801 - \$900	\$70
\$901 - \$1000	\$80
\$1001 - \$1100	\$90
\$1101 - and up	\$100

Home insurance is based on many factors, such as renting, owning, location and property value. Use your monthly housing payment to determine your home/ renter insurance cost.



Auto insurance is based on many factors, such as make, model, age of the vehicle. Use your monthly fixed automotive payment to determine your car insurance cost.



If your fixed automotive payment is between:	Your car insurance payment is:
\$200 - \$300	\$20
\$301 - \$400	\$35
\$401 - \$500	\$45
\$501 - \$600	\$60
\$601 - \$700	\$65
\$701 - \$800	\$80
\$801 - \$900	\$85
\$901 - up	\$100

Home/Renters Insurance Payment: \$ _____ (1)

Car Insurance Payment: \$ _____ (2)

Total Insurance Payment: \$ _____ (3)

Write the amount from line 3 on the Insurance line of your "Guidelines" and "Actual Budget" worksheet.

Home Improvement & Furniture

Directions: Even though you have your basic furnishings, appliances and extras, it is often necessary to replace or update these items. You are required to purchase at least five items. These purchases will be made on credit, therefore you will repay the debt plus interest over a two year period. Remember your monthly payment must stay within your minimum and maximum guidelines for home improvement & furniture. Use catalogs, flyers, newspaper ads, internet and other resources to find the price and possibly pictures of your items. Make a list of items you are interested in buying. Use the pictures, prices and ads as proof of your purchase.



ITEM	COST

Total cost \$ _____ (1)

Monthly payment \$ _____ (2)

(Divide line 1 by 24 months)

Directions: Use the Monthly Interest Chart to find the interest payments which are based on your Monthly Payment (line 2).

Monthly Interest Charge			
Monthly Payment	Interest Charge	Monthly Payment	Interest Charge
\$40 - \$60	\$5	\$241 - \$260	\$25
\$61 - \$80	\$7	\$261 - \$280	\$27
\$81 - \$100	\$9	\$281 - \$300	\$29
\$101 - \$120	\$11	\$301 - \$320	\$31
\$121 - \$140	\$13	\$321 - \$340	\$35
\$141 - \$160	\$15	\$341 - \$360	\$37
\$161 - \$180	\$17	\$361 - \$380	\$39
\$181 - \$200	\$19	\$381 - \$400	\$41
\$201 - \$220	\$21	\$401 - \$420	\$43
\$221 - \$240	\$23	\$421 - \$440	\$45

Monthly interest charge \$ _____ (3)

Total Monthly Home Improvement & Furniture Cost \$ _____ (4)

(Add lines 2 and 3)

Write the amount from line 4 on the Home Improvement & Furniture line of your "Guidelines" and "Actual Budget" worksheet.

Food, Household & Grooming

Directions: Before you can finalize your food, household and grooming category, you must make a grocery list and purchase your groceries. Do the following:



1. Make a Grocery List identifying your food needs by:
 - remembering, if you have children, their dietary needs will be slightly different from yours.
 - watching your own diet carefully since you are between 25 and 35 years old and probably eat differently than you did as a teenager.
 - including beverages for all meals.
 - assuming that you already have staples such as sugar, flour, spices and salt.
 - adding at least three household or grooming items such as soap, paper towels and shampoo.
 - adding all perishables and foods that are eaten regularly such as bread, milk, meat and snacks.
2. Save a minimum of 8 - 10 required grocery proofs. You may show grocery purchases with grocery receipts, food ads or flyers. Be sure to highlight your purchases on receipts or ads. You may use coupons for individual items you purchase, but be sure you highlight the items on your shopping list and attach the coupon.

It is common for people to eat out sometimes. However, singles probably eat out more than married people. Any meals eaten out Monday through Friday must be budgeted in this grocery section. Any meals eaten out Saturday and Sunday will be addressed on the Eating Out page.



Cost of Meals Eaten Out

Business lunches (Monday - Friday)	\$8.00 per person per lunch
School lunches (Monday - Friday)	\$2.00 per person
Breakfast (Monday - Friday)	\$4.00 per person
Family/single dinner (Monday - Friday)	\$12.00 per adult; \$5.00 per child



Remember, you may not use special stores, price clubs or commissaries to buy your food. You may also want to ask your parents and other adults for advice. They've had experience and can be a big help.

Food Expenditures

Directions: Record below all weekday meals (Monday - Friday) that are "eaten out" or "brought in." Multiply the cost per person by the # of meals to determine the total cost. Week-end meals are included in entertainment.

Type of Meal	Cost Per Person	# of Meals	Total
Business lunches	\$8.00	X	=
School lunches	\$2.00	X	=
Breakfast Out	\$4.00	X	=
Dinner Out (adult)	\$12.00	X	=
Dinner Out (children)	\$5.00	X	=
Total Cost of Meals Out			\$

Directions: Compute your monthly Food, Household & Grooming expenses.

1. Total Weekly Grocery Purchases from Grocery List \$_____ (1)
2. Total cost of Meals "Eaten Out" weekly (see chart above) \$_____ (2)
3. Total Food Cost for one week (add lines 1 and 2) \$_____ (3)
4. Total Monthly Food, Household & Grooming Expenses \$_____ (4)
(multiply line 3 by 4 weeks)



Write the amount from line 4 on the Food, Household and Grooming line of your "Guidelines" and "Actual Budget" worksheet.

Clothing & Accessories

You and your family already have a basic wardrobe, but you do need to update these wardrobes. You must purchase the following items and add their cost to your monthly budget.



Directions: List each purchased item with its price in the chart below. Total your purchases for the month. Remember, you must show proof of your purchases and prices from catalogs, newspaper ads, store flyers, store receipts, etc. These proofs should be attached to a blank sheet of paper.

Single With One Child
 Adult Casual Pants
 One Pair of Child's School Shoes
 One Child's Outfit

Single With No Child
 One Pair of Jeans
 One Pair of Work Shoes

Married With No Children
 One Pair of Men's Casual Slacks
 Two Pairs of Earrings
 Men's Tee-Shirts
 One Woman's Purse

Married With Two Children
 Men's Casual Slacks & Tee-Shirts
 One Pair of Women's Jeans
 One Pair of Child's Shoes
 One Child's Outfit



Item	#	Cost Per Item	Total Price

Sub Total \$ _____ (1)
 Add together all the amounts in the Total Price Column

7% Sales Tax \$ _____ (2)
 (Multiply SubTotal by 7%)

Total Clothing & Accessories Expenses \$ _____ (3)
 Add together lines 1 and 2

Write the amount from line 3 on the Clothing & Accessories line of your "Guidelines" and "Actual Budget" worksheet.

Entertainment & Recreation

Directions: You are required to set aside money for entertainment and recreation. When planning for this budget category, do the following:

- Match selected activities to your age bracket (25 - 35).
- Choose at least four activities for the month.
- Include at least one free activity.
- Use the "Weekend" section of your local paper to find free activities.
- Do NOT include video arcades and walking around the mall.
- If you are married with children, you must plan at least one evening out per month without the children. You pay a babysitter \$5.00 an hour for one child and \$7.00 an hour for two children.
- Eating out on Saturday and/or Sunday and cable television are considered entertainment expenses but are included on a separate worksheet for this simulation.

Here is a list of suggested activities you may include. You may add any ideas of your own.

- amusement parks
- hobbies
- movies
- concerts
- theater
- hikes



- parties (at home)
- dinner parties
- BBQ's
- museums
- sporting events
- dancing

Proofs are required. Proof may include items such as ticket stubs, receipts from hobby purchases or movie rentals, articles from newspapers, and other resources. Remember, you must use at least one free activity. Do not include "eating out" on this page.

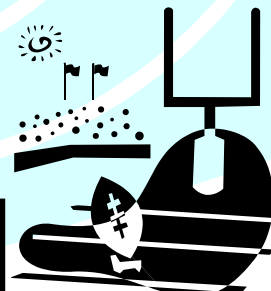
ACTIVITY	COST
1.	\$ (1)
2.	\$ (2)
3.	\$ (3)
4.	\$ (4)

Total Monthly Entertainment & Recreation Expense
(add together lines 1 through 4)

\$ _____ (5)



Write the amount from line 5 on the Entertainment & Recreation line of your "Guidelines" and "Actual Budget" worksheet.



Cable & Eating Out

Cable Service



Directions: *Subscribing to cable service is considered an entertainment expense. Use the following cable service price charts to assist you in selecting the type of service you desire and can afford. Then calculate the total monthly cable bill.*

Standard Service	
Standard Service	\$32.00
Sales Tax 7%	\$ 2.24
Franchise Fee	\$ 1.60

OR

Deluxe Package	
Standard Service	\$32.00
HBO & Cinemax	\$10.95
Sales Tax 7%	\$ 3.00
Franchise Fee	\$ 1.60

Total Monthly Cable Expense \$ _____

Write this amount on the Cable line of your "Guidelines" and "Actual Budget" worksheet.



Eating Out

Directions: *Eating out on weekends is an entertainment expense. Use these prices and the table below to calculate your monthly eating out cost. Remember, you must include all family members and you must stay between your minimum and maximum guidelines.*

Meal	Price per Adult	Price per Child
Sat./Sun. Breakfast	\$6.00	\$4.00
Sat./Sun. Brunch	\$12.00	\$6.00
Sat./Sun. Lunch	\$8.00	\$5.00
Sat./Sun. Dinner	\$20.00	\$7.00
**Above prices includes tax		

Meal	Cost of Adult Meals	Number of Child's Meals	15% Tip	Total Amount Of Meal
Sat./Sun. Breakfast				
Sat./Sun. Brunch				
Sat./Sun. Lunch				
Sat./Sun. Dinner				

Total Cost of Eating Out \$ _____

Write this amount on the Eating Out line of your "Guidelines" and "Actual Budget" worksheet.



First Credit Card

By L.C. Wilson

Many things mark a young person's entry into adulthood: your first job, getting your driver's license, registering to vote and obtaining your first credit card. Perhaps you haven't given much thought to credit cards, but your understanding of them can have a big impact on your future.

Credit cards offer a variety of benefits, among them the convenience of not carrying cash, making payments over time and building a credit history. Credit history, in particular, can serve you well over your lifetime. The way you handle your credit today may be used by a variety of people later in your life.

Banks will check your credit history to determine whether you qualify for a car loan or mortgage, employers may use your credit history as a measure of trustworthiness before they hire you and landlords often check credit before renting you an apartment.

But for all of these benefits, misusing credit cards can get you into trouble that will last for years. That's why it is important to understand credit cards and how to use them.

The Basics

There are four basic things you should know about any credit card: the annual fee, the annual percentage rate (APR), how interest (sometimes called finance charge) is calculated, and what other fees are charged.

The annual fee is just as it sounds, a fee you pay every year for the privilege of using the card. Many companies offer cards with no annual fee, which means you can usually use the card for free as long as you pay off the entire balance before the due date.

Interest on credit cards can be tricky. It can usually be avoided by paying off the entire balance each month between the time you receive your statement and the due date (also known as the grace period). If you choose to carry a balance, you will have to also pay interest, which is calculated using annual percentage rate (APR).

Interest is not applied annually, but monthly. Most credit card companies charge interest based on each day's balance multiplied by a daily periodic rate (your APR divided by the 365 days in a year). So, if you don't pay anything all year, you will pay monthly interest on not only your original purchase, but also on all the interest you didn't pay as it was charged. This is what is known as compounding, and means that a \$100 purchase in January at 10% APR will cost you \$10.47 in interest by the end of the year (not \$10, as you might expect).

Late fees

In addition to interest, credit card companies may charge you extra when you pay your bill late or make purchases higher than your credit limit will allow. The credit card companies print the due date directly on your monthly bill. This is the date by which they have to receive your payment for it to be considered on time. To avoid a late fee, you need to mail your check well before the due date. Similarly, you are responsible for keeping your balance under your credit limit (also printed on your monthly bill). You may not be aware of it, but usually, you will be allowed to charge just beyond your limit. When this happens, you will likely be charged an over limit fee.

The most important thing to remember is that a credit card is not free money. Everything you charge will have to be paid back, and with interest, unless you pay your entire balance before the due date. That's why you should consider what you can afford to pay back before you make any purchase. People who charge beyond their means end up with substantial credit problems, and spend a great deal of time digging out of debt. The better option is to use your credit card wisely, build a good credit history, and enjoy the many benefits a credit card has to offer.

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Self Reflection

Directions: Complete the rubric below as you reflect on your learning process during this Finance Park unit. Be honest with yourself. Then answer the questions below in journal entry form to reflect on your success as a learner. Use extra paper if needed.

	Seldom	Some-times	Often
Did you enjoy the Finance Park Curriculum?			
Did you take part in classroom discussions?			
Did you work independently?			
Did you develop a spirit of teamwork in group activities?			
Did you have confidence in your own abilities?			
Did you realize any learning weakness you want to strengthen?			
Did you have pride in your work?			
Did you seek additional resources on money management throughout the learning process?			
Did you talk to others (family, friends, classmates) about what you were learning in the curriculum?			
Can you apply ideas from the curriculum to your own life?			

1. Why do you think you were required to study the Finance Park curriculum?

2. What money management predictions did you make before studying the curriculum, and were they correct?

3. What clues did you find throughout the learning process that helped you to manage your money?

4. Evaluate your understanding of the budget process by summarizing the strategies and processes you want to use in the future when you manage your money.

Student - Parent Conference Form

Directions: Meet with your parents or guardian and review this conference form together. After you complete the student portion, have your parent(s) complete the parent section at the bottom.

Student Section

Three things I learned during the Finance Park unit are: _____

Two things I'm proud of concerning the Finance Park unit: _____

One thing I will continue to work on is: _____

Parent Section

After discussing with you about the Finance Park experience, I have learned: _____

I am proud of: _____

I will help you reach your goals by: _____

Student Signature

Parent Signature

Name: _____

Posttest

Directions: Read and follow the instructions given for each section. You will need a calculator for certain sections of this test.

Choose the best answer for the question. Write the letter that corresponds with your answer on the line provided.

1. ____ An example of a financial institution is
 - A. a department store.
 - B. a bank.
 - C. a school.
 - D. none of the above.

2. ____ When you use a debit card you
 - A. buy now, pay later.
 - B. buy now, pay now.
 - C. buy now, pay never.
 - D. buy now, pay forever.

3. ____ A debit card is just another name for a credit card.
 - A. True
 - B. False

4. ____ When you use a credit card you
 - A. buy now, pay later.
 - B. buy now, pay now.
 - C. buy now, pay never.
 - D. buy now, pay forever.

5. ____ When you use a debit card the money comes directly out of your checking account.
 - A. True
 - B. False

6. ____ Financial trust extended to a person by a lender is called
 - A. budget.
 - B. interest.
 - C. credit.
 - D. stock.

7. ____ The three variables which affect saving money are:
 - A. amount, interest and money.
 - B. amount, interest and time.
 - C. amount, stocks and time.
 - D. none of the above.

8. ____ A disadvantage of credit is
- A. it allows one to track expenditures.
 - B. it allows for impulse spending.
 - C. it allows one to establish credit.
 - D. it allows one to buy now and pay later.
9. ____ When a financial institution lends money they charge the borrower interest.
- A. True
 - B. False
10. ____ Using your calculator, determine the value of the following stock portfolio.

90 shares of Publix (PUSH) at \$39 per share

\$

35 shares of Progress Energy (ProgrssEn) at \$38 per share

\$

10 shares of Raymond James (RJamesFn) at \$20 per share

\$

16 shares of Black & Decker Corp. (BDK) at \$46 per share

\$

110 shares of Franklin Templeton (Ben) at \$59 per share

\$

Total Value of Portfolio

\$

- A. \$ 12,266.00
- B. \$ 12,866.00
- C. \$ 11,266.00
- D. \$ 11,496.00

Market report: Use the market report below to answer the following 2 questions.

HIGH	LOW	STOCK	SALES (100's)	CLOSE	NET
51	34	AutoNatn	1589	50	3
36	14	DomRes	689	15	-2
88	44	RJamesFn	123568	78	1
67	38	BDK	86245	43	NC

11. Which stock had the highest closing price? _____
12. Which stock had the largest increase in value from the previous day? _____
13. ____ What are the three main types of taxes we pay in Florida?
- A. federal income taxes, state income taxes and property taxes
 - B. state income taxes, sales taxes and property taxes
 - C. federal income taxes, sales taxes and state income taxes
 - D. sales taxes, property taxes and federal income taxes

14. ____ When you shop at a grocery store which item is nontaxable?
A. soap
B. make-up
C. milk
D. garbage bags
15. ____ What is social security?
A. A private insurance system used by only the rich
B. A family-based social insurance system
C. The amount of money someone has
D. None of the above
16. ____ The percent of sales tax paid is the same in all states.
A. True
B. False
17. ____ The purpose of taxes is
A. for road improvements.
B. to support government.
C. for retirement benefits.
D. all of the above
18. ____ Who pays taxes?
A. anyone who has a job
B. anyone who purchases items
C. anyone who owns property
D. all of the above
19. ____ Who pays money into Social Security?
A. employees
B. self-employed people
C. employers
D. all of the above
20. ____ People 65 and older can receive health coverage through a program called Social Security.
A. True
B. False
21. ____ Federal, Social Security and Medicare are all types of state taxes.
A. True
B. False
22. ____ Sales tax in the State of Florida is 6%?
A. True
B. False
23. ____ On what area of a typical family budget do people spend most of their income?
A. food
B. housing
C. transportation
D. utilities

24. If a person makes \$5.00 per hour, works 20 hours per week and has total weekly deductions of \$28.75, what is his/her net pay? _____

25. _____ An itemized summary of probable expenditures and income for a given period of time is called a
- A. budget.
 - B. interest.
 - C. credit.
 - D. investment.

Read the profile below. Answer the following questions using the information given in the profile. Round your answers to the nearest dollar.

Gina is a single woman who lives by herself and is a district manager for a chain of home improvement stores. She earns a gross annual income of \$55,000.00. She pays \$1,040.00 a month for federal income taxes, \$475.00 a month for social security, and \$200.00 a month for Medicare.

Gina has several regular monthly fixed expenses. She drives a 2007 Ford Expedition and pays \$466.00 per month for her payment. She also pays \$117.00 per month for car insurance. Gina currently rents a 2 bedroom apartment for \$985.00 per month. Her health insurance is \$95.00 per month and she puts \$200.00 a month into her savings account.

Gina also has several regular variable expenses. One of these is her food bill which normally runs about \$249.00 a month. She also spends about \$145.00 a month on gasoline for her car. Approximately \$260.00 per month is spent on entertainment.

Gina is currently contemplating the purchase of a new mountain bike and a new television for her apartment. Eventually, she hopes to save enough money to put a down payment on a new home.

Gina decided to buy the bike now but to save up for the television. She spends \$295.00 on the bike. She knows the television she wants will cost \$1,000.00. She decided to buy the television in six months.

26. What is Gina's gross annual income? _____

27. What is Gina's gross monthly income? _____

28. How much in deductions is taken from Gina's monthly pay? _____

29. What is Gina's net monthly income? _____

30. What is the total cost of Gina's monthly fixed expenses? _____

31. What is the total cost of Gina's monthly variable expenses? _____

32. How much money does Gina have left from her monthly pay after she pays her fixed and variable expenses?

Career Planning

Student Overview

The state of Florida requires a career and education planning course, with 30 required competencies, for middle school promotion. The content of this course includes the following:

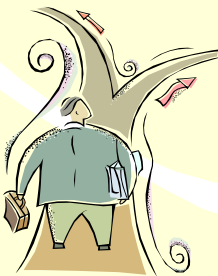
- self-awareness to include interests, values, skills, learning styles, etc.
- goal-setting and decision-making process
- exploring careers/career clusters and educational requirements
- postsecondary education and training opportunities
- workplace skills such as communication, teamwork, problem solving, time management and computer knowledge
- applying for a job and identifying employee rights

The purpose of this unit is to increase self-awareness and develop skills to successfully plan for high school, postsecondary education and the workplace. You are required, by law, to plan your 9th grade courses using the Electronic Personal Education Planner (ePEP).

You will be accessing the Finance Park Career Planning page at:

www.myvirtualmentor.net

This website has links that will direct you to sites you will use throughout your high school years as well as sites you can access at home to explore and research with your parents.



Who's Got Skills?



Skills	How do I use this skill at school?	How do I use this skill in _____?
Communication Skills: such as giving presentations, listening, writing reports		
Problem Solving: such as analyzing information, solving problems, applying solutions, making decisions		
Knowing How To Learn: such as asking questions, using resources, researching		
Responsibility: such as meeting deadlines, following a schedule, being on time, leadership		
Creative Thinking: such as learning how others have been creative, imagining, looking at different points of view		
Interpersonal Skills: such as getting along with others, working on a team, respecting others, negotiating		
Personal Skills: such as making ethical choices, motivation, reliable, courteous, enthusiasm, working independently		
Self-Management: such as scheduling your day, setting priorities, being flexible, positive attitude, organization		
Computers: such as using a keyboard, choosing software, using email, using the internet		

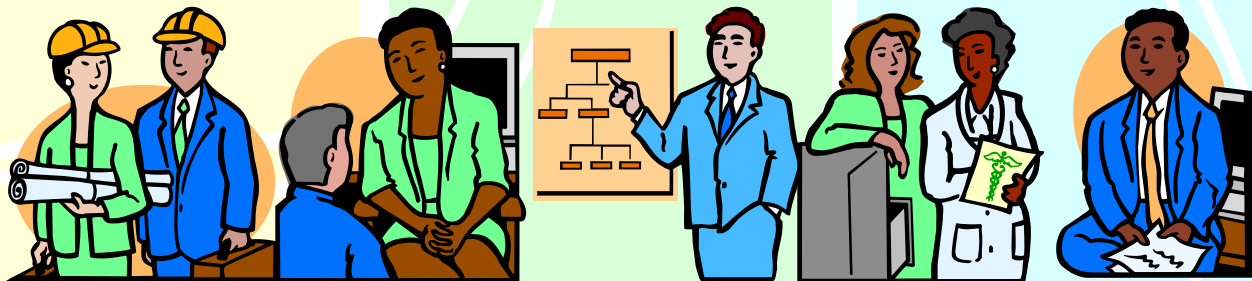
Assess, Explore, Plan With Florida Choices Planner

www.flchoices.org

Part 1 of Lesson 2: Create a Portfolio and Assess with the Interest Profiler

For first time users:

- Select **Create a new portfolio** in the student section and fill in the information as requested.
- Select **CHOICES PLANNER** from *Your Tools* screen.
- From the welcome page, click on the blue **WORK** tab at the top.
- Select the **Interest Profiler** on the right side of the **WORK** page.
- Choose **Start answering questions**.
- On *Your Top Interest Areas* screen, your results are displayed.
- Select **Check out careers matching your interests**.



Part 2 of Lesson 2: Explore

- In the **Student Sign In** section, type in your portfolio name and password.
- Go back to the **Interest Profiler**, select **See your results now** and **Check out careers matching your interests**.
- Select the title of a career that interests you and use tabs on the top left to explore labor market information.
- Choose the **Add to Portfolio** link at the top right of the page and save the three careers that you find most interesting.
- Once you have decided on your top career choice, identify the career cluster on the occupational report.

Career Information Worksheet

Name: _____ Date: _____

Career Title: _____

Brief career description: _____

Some specific job tasks: _____

Skills or personality traits needed: _____

Education required - specific degrees, certification: _____

Time needed to complete education: _____

Salary range: _____

Employment outlook: _____

Three reasons I think I would enjoy this career:

1. _____

2. _____

3. _____

Three questions I have about this career:

1. _____

2. _____

3. _____

Electronic Personal Education Planner

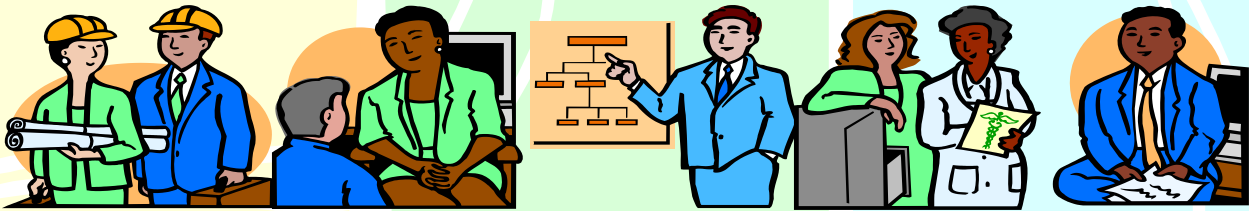
www.facts.org

Part 1 of Lesson 5: Create an ePEP Account

From the www.facts.org web site, click on the “*ePEP and High School Evaluations*” button on the right side of the home page.

For first time users:

- Select “*New User? Create Login ID and Password.*”
- Create a login ID and password. Record these in a secure location.
- Complete profile information page. To complete this section enter the following information: student’s name as it appears on school records, date of birth and a 10-digit Florida student identification number.
- Complete the ePEP settings information page.
- Reference one or more of the sample academic plans based on the 16 Career Clusters. These are located on the “Programs of Study” tab on the ePEP.
- Begin building an ePEP by adding the required number of courses to each subject area. Be sure to add the required courses for the Major Area of Interest and graduation plan.



Part 2 of Lesson 5: Finish your ePEP

- Use the log-in and password created in the previous session to access ePEP.
- Review the planned classes then add, delete or change as necessary.
- Continue to plan 24 (or 18) courses that meet all of the requirements indicated by the ePEP. When complete, no red notes should be visible in the comment section.
- Print out the plan.
- Share the plan with parents or guardians and get feedback.
- Follow the school’s procedure for getting signatures and filing the plan.

Students should review and update their plans annually.



Types of Financial Aid for College or Technical School

Student Grants: A financial gift that does not need to be paid back. Most government student grant awards are based on the financial need of the student.

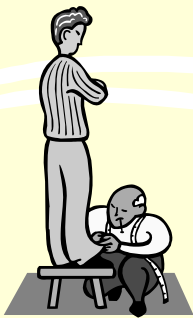
College Scholarships: A financial gift that does not need to be paid back. College scholarships are awarded based on a variety of criteria, including academic excellence, demonstrated talent, race, religion, group affiliations, state of residence, etc. Scholarships can also be awarded on the basis of need.

Student Loans: Money that is borrowed from the government, bank, credit union or other lender that must be paid back (usually accompanied by interest charges).

Internships: Short term work experiences that can provide either money or college credit or both. Internships can be either paid or unpaid.

Work-Study: Campus-based programs through which students are paid a government subsidized wage to work. These are typically allocated for students who have demonstrated financial need.

Alternative methods: A way to repay federal loans through alternative means such as community service programs like AmeriCorps or tax deductions and relief.



State of Florida Scholarships and Grants

Merit program: The Florida Bright Futures Scholarship rewards high school graduates for their academic achievement.

Need programs: The largest is the Florida Student Assistance Grant. Awards are based upon the student's family income as reported on the Free Application for Federal Student Aid (FAFSA). The Florida Work Experience Program helps to employ students in occupations that complement their career goals.

Tuition Assistance programs: The William L. Boyd, IV, Florida Resident Access Grant and the Access to Better Learning in Education Grant provide grants to assist with the cost of tuition and fees at eligible private non-profit and for-profit Florida postsecondary institutions.

Americans with Disabilities Act and Labor Laws

The Americans with Disabilities Act (ADA) was legislation passed by the United States Congress in 1990 to prohibit discrimination against people with disabilities. An individual is “disabled” if he or she has a physical or mental impairment that limits one or more aspects of their life, has a record of such impairment or is regarded as having such impairment. Life activities include walking, speaking, breathing, seeing, hearing, working, caring for oneself or performing tasks that uses one's hands. Other people who are protected under ADA in certain circumstances include parents of a disabled person and people subjected to retaliation for assisting people with disabilities.

The ADA is divided into five titles:

EMPLOYMENT: Businesses must provide reasonable accommodations to individuals with disabilities in all aspects of employment. Employment aspects may include the application process, hiring, wages and benefits. Possible changes include modifying job responsibilities, altering the layout of work areas or modifying equipment. This provision only applies to a business with 15 or more employees.

PUBLIC SERVICES: State and local government cannot deny services to people with disabilities. They must provide the same programs or activities which are available to people without disabilities to those with disabilities. In addition, public transportation systems, such as buses and subways, must be accessible to individuals with disabilities. This applies to all sizes of state and local governments and all businesses, regardless of the number of employees.

PUBLIC ACCOMMODATIONS: All new construction and modifications must be accessible to individuals with disabilities. For existing facilities, barriers to services and/or access must be removed if possible. Public accommodations include facilities such as restaurants, hotels, grocery stores and retail stores.

TELECOMMUNICATIONS: Companies offering telephone service to the general public must have telephone relay service to individuals who use telecommunication devices for the deaf (TDDs) or similar devices.

MISCELLANEOUS: Includes a provision protecting the disabled or those attempting to aid people with disabilities from retaliation while asserting their rights under the ADA.

There are many government agencies such as the Equal Employment Opportunity Commission (EEOC), the Department of Justice (DOJ), Department of Transportation (DOT) and the Federal Communications Commission (FCC), which enforce different parts of the ADA. The laws enforced by the EEOC provide five basic rights for job applicants and employees who work in the United States. The laws apply to applicants and employees, regardless of their citizenship or work authorization status. Full-time, part-time, seasonal and temporary employees are protected as well. You have the right to:

WORK FREE OF DISCRIMINATION: Your employer cannot make job decisions because of your race, color, religion, gender, national origin, disability (including pregnancy) or age (40 or older). This applies to all types of job decisions, including hiring, firing, promotions, training, wages and benefits.

WORK FREE OF HARASSMENT: You have a right to work in an environment free of harassment based on color, race, religion, gender, national origin, disability (including pregnancy) or age (40 or older).

COMPLAIN ABOUT JOB DISCRIMINATION WITHOUT PUNISHMENT: You have the right to complain about treatment that you believe is illegal job discrimination. Your employer cannot punish you, treat you differently or harass you if you report discrimination or help someone else report job discrimination. This is called your right to be protected from retaliation.

REQUEST WORKPLACE CHANGES FOR YOUR RELIGION OR DISABILITY: You have the right to request reasonable changes to your workplace because of religious beliefs or medical condition. Although your employer does not have to grant every request, they should carefully consider whether the request is possible.

KEEP MEDICAL INFORMATION PRIVATE: You have the right to keep any medical information you share with your employer private. Your employer should not discuss your medical information unless it is imperative others need to know. The EEOC strictly limits what an employer can ask you about your health.

You may have additional rights under federal, state or local laws or under your company's own policies. For example, there are laws that require employers to pay you minimum wage and to provide you a safe work environment.

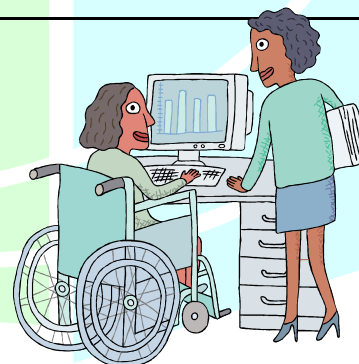
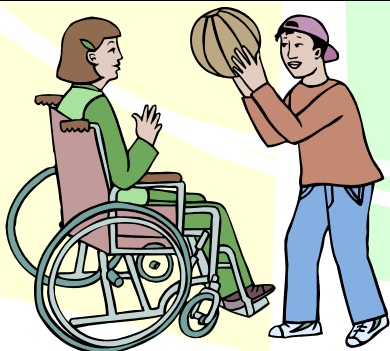


ADA Legislation



DIRECTIONS: Use the information found at the top of workbook page 115 to assist you in identifying the title that regulates the accommodation for the disabled.

Accommodation for disabled	ADA Title
Reading information to a sight impaired co-worker	
Buses with wheelchair lifts	
Employees at a self service gas station pumping gas	
Lower a desk for a employee in a wheelchair	
Crossing signals that beep	
Moving a meeting downstairs in a building with no elevator	
Adding a wider door and elevator to a school being renovated	
Same health insurance regardless of disability	
Individual Education Plans for school children	
TDD operators	
Special Olympics	



Equal Employment Opportunity

DIRECTIONS: Use the information found at the bottom of workbook page 115 to assist you in completing the scenarios below.

1. Tyler has worked at a clothing store for eight months and has received good performance reviews from his manager. Three weeks ago, Tyler's girlfriend stopped by the store. Since then, the manager has been watching Tyler closely. Today, the manager fired Tyler, explaining that sales were down. A co-worker told Tyler that the manager was looking for a reason to fire Tyler because the manager disapproved of his interracial relationship. Tyler is Caucasian and his girlfriend is African-American. Explain if this treatment is legal or not.

2. Ralph and Maria went to an employment agency to find temporary jobs for the summer. The agency refers Maria to work as a front desk receptionist at a law firm. The agency tells Ralph that it cannot refer him for the receptionist position because the company requested a young lady. Did the employment agency discriminate against Ralph? Defend your answer.

3. Nicole, a cashier at a sporting goods store, requests adaptive equipment for the cash register because of her visual impairment. Sarah, Nicole's manager, orders the items Nicole requests. That afternoon, while chatting with one of Nicole's co-workers, Sarah mentions that she had to order Nicole special equipment because she has trouble seeing the numeric keys. The co-worker is surprised and said she didn't know Nicole was "blind as a bat." The next day, Nicole's co-workers called her Batgirl, flapped their arms and squinted when they saw her. When Nicole tells Sarah, she immediately corrects the problem and her co-workers make no further comments about her visual impairment. Explain whether Sarah handled the situation properly.

4. Tracey recently graduated from high school and began work as a shift manager at a video store. She does not get along with Desi, a 55 year-old employee who works at the store part-time. During a meeting, she gave Desi a cane and walker as a joke. On another occasion, Tracey said Desi needed an afternoon nap because he was an "old geezer." After several months, Tracey decides to fire Desi because she wants to hire a younger employee who can relate better to the store's teen customers. Explain why Sarah can or cannot do this.

Unit 5: Career Planning



Job Application Form

APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS

Last Name		First Name		Middle Initial	Maiden Name
Address			Home Phone ()		
City	State	Zip	Cell Phone ()		
Date of Birth		Social Security # XXX - XX - _____		Do you have proof of residency? Yes No	
Position applied for			Salary desired		
How many hours can you work weekly?			Can you work nights and/or weekends?		
Employment desired ____ Full-Time Only ____ Part-Time Only ____ Full/Part			Available start date		
Type of School	Name of School	Location	Number of Years Completed	Major & Degree	
High School					
College					
Bus. or Trade School					
Professional School					
Do you have a Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No			What is your means of transportation to work?		
Have you had any accidents/moving violations in the past three years <input type="checkbox"/> No <input type="checkbox"/> Yes (explain: _____)			Have you ever been convicted of a crime? <input type="checkbox"/> No <input type="checkbox"/> Yes (explain: _____)		

Please list two references other than relatives or previous employers.

Name	Name
Address	Address
Contact phone number	Contact phone number
Years known	Years Known
Relationship	Relationship

Unit 5: Career Planning

Work experience Please list your work experience for the past five years beginning with your most recent job. Attach additional sheets if necessary.

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment Dates	Pay or Salary
	Your last job title		

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions you earned while employed by this company.

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment Dates	Pay or Salary
	Your last job title		

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions you earned while employed by this company.

May we contact your present employer? Yes No

Signature _____

Sample Resume

Jane Smith

12100 Main Street, Largo, Florida 33770
(727) 588-0000
smithjane@yahoo.com

Personal information is presented here. Be sure to include an email address.

Career Focus

Writer/Editor responsibilities with a magazine, PR firm, book publisher or newspaper.

A short description of the position being sought.

Experience Summary

A short summary of overall skills and abilities.

- Experienced in writing feature articles, short stories, biographies, essays, editorial pieces, press releases, research reports, and creative print/radio ad copy.
- Well versed in copyediting, transcription/editing of interviews, and proofreading, most recently as assistant editor for a business periodical.
- Strong technical command of the English language; familiarity with virtually all writing styles; serious commitment to excellence in the printed and published word.
- Competent researcher, interviewer, and reporter.

Education

List all degrees obtained and any programs currently in progress.

M.A., Journalism - News Editorial Option, Elm University, Los Angeles 1992
B.A., English, Elm University, Los Angeles 1989

Professional Experience

List previous job experience with responsibilities and duties.

Assistant Editor – Lucerne Publishing, San Francisco, CA 6/93 - Present

- Edit, rewrite, and proofread all articles for California’s leading business periodical, a bi-weekly publication targeting executives and entrepreneurs.
- Work with guest writers (many of whom have no formal training in writing) to organize and refine articles.
- Assist with copywriting and advertising layout.

Writer, Newsroom - MSFT Radio, San Ramon, CA 9/92 - 6/93

- Wrote newscasts as intern with #1 rated station and 5th most listened to station in the U.S. Developed contacts with city officials, congressmen, and business leaders.
- Monitored newswire for national ground-breaking stories and developed local angles.
- Accompanied reporters on assignments.
- Fielded calls from listeners on news line.
- Operated equipment (reel-to-reel tape, switchboard).

Reporter – Proseware, Inc., Long Beach, CA 2/92 - 5/92

- Authored several front page articles and covered a variety of writing assignments.
- Additionally assisted with editorial functions including final editing.

List any extra skills, certifications and awards received that may be relevant to job search.

Computer Skills

WordPerfect • Microsoft Word • PageMaker • Ventura Publisher • IBM and Macintosh Systems

Writing Samples & References Available

Do's and Don'ts of Job Interviewing



DO:

1. Dress appropriately; err on the side of being conservative to show you take the interview seriously. (Length of skirts and dresses should be a little below the knee, dress slacks should be pressed and your belt should match your shoes)
2. Wear minimal jewelry.
3. Know the exact time and location for your interview.
4. Arrive early; at least 10 minutes prior to the interview start time.
5. Treat all people you encounter with courtesy and respect. Secretaries and receptionists also have first impressions and frequently share their opinions with the interviewers.
6. Offer a firm handshake.
7. Show a positive attitude during the interview.
8. Maintain good eye contact during the interview.
9. Respond to questions and back up your statements about yourself with specific examples whenever possible. Ask for clarification if you don't understand a question.
10. Be thorough in your responses but don't ramble on forever. Be concise in your wording.
11. Be honest and be yourself. Dishonesty gets discovered.
12. Have intelligent questions prepared to ask the interviewer. The interview can be a two-way street. You can ask what kind of employee they are looking for and return with an explanation of how you fit that description.

DON'T:

1. Allow your cell phone to sound during the interview.
2. Take text or take a cell phone call during the interview.
3. Make negative comments about previous employers or others.
4. Falsify application materials or answers to interview questions.
5. Arrive late.
6. Give the impression you are only interested in salary; don't ask about salary and benefit issues until your interviewer brings up the subject.
7. Act as though you would take any job or are desperate for employment.
8. Be unprepared for typical interview questions. You may not be asked all of them in every interview, but being unprepared looks foolish.
9. Refer to the interviewer as "Dude" or use any other slang terminology.
10. Go to extremes with your posture; don't slouch, and don't sit rigidly on the edge of your chair.
11. Chew gum or smell like smoke.
12. Make excuses. Take responsibility for your decisions and your actions.



My Educational Goals

Name _____ Date _____ Period _____

Educational Goals (related to your current school courses or future education)

1. _____
2. _____

Specific steps to achieve your Goal # 1

1. _____
2. _____
3. _____
4. _____
5. _____

Specific steps to achieve your Goal # 2

1. _____
2. _____
3. _____
4. _____
5. _____

Personal Goals (relating to appearance, friends, family, personality, etc.)

1. _____
2. _____

Steps to achieve personal goals

1. _____
2. _____

My Career Goals

Name _____ Date _____ Period _____

Short Term Goal

Steps to reach Short Term Goal

1. _____
2. _____
3. _____
4. _____

Intermediate (middle) Goal

Steps to reach Intermediate Goal

1. _____
2. _____
3. _____
4. _____

Long Term Goal

Steps to reach Long Term Goal

1. _____
2. _____
3. _____
4. _____