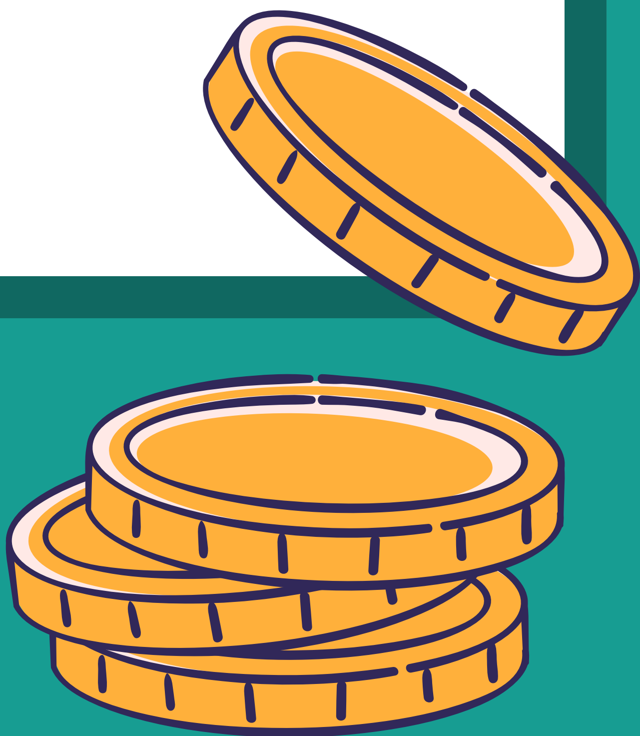
Financial Literacy

Money Management: The Great Balancing Act!



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COLLEGE OF FURTHER
EDUCATION & TRAINING

Welcome to

Financial Literacy

Money Management: The Great Balancing Act.

This workbook is made to help you learn more about your finances. It uses easy words, clear examples, and simple activities. You do not need to be good at math's or reading to use it.

Money is part of everyday life. We use it for food, rent, transport, clothes, and fun. Sometimes money feels hard to understand, but with practice you can learn to manage it well.

In this workbook you think about:

- What shapes your money choices
- Your needs and wants
- Your buying habits
- How to make a simple budget
- Saving and spending wisely
- How to avoid money traps
- Setting money goals
- Where to get help and check your entitlements

This workbook is for you. There are spaces to write, circle, and draw. You can do it on your own, with a tutor, or in a group.

Remember:

- There are no right or wrong answers
- The aim is to learn at your own pace
- Small steps can make a big difference

BY THE END, YOU WILL HAVE MORE CONFIDENCE WITH MONEY AND EVERYDAY CHOICES.

GETTING IN TOUCH WITH YOUR MONEY?

1. Circle what you think your money style is:

saver | spender | planner | impulsive | worrier | confident

2. How did you make your last major money choice?

____

____

____

____

3. Think about your money, your family, and your life. Do you have enough money to meet your needs now and in the future?

Check the box next to the statement that sounds the most like you:

- ☐ My money goes out faster than it comes in. I don't have enough money to pay for all the things I need.
- ☐ I pay my bills, but there's nothing left over. How can I think about saving for the future?
- ☐ I manage to save a bit of money, but I don't think I'm saving enough to meet my future needs an goals.
- ☐ None of the above apply to me. Here's my situation:

____

____

____

If talking about money or managing your money is hard for you right now, there's good news. Managing your money is a skill. That means you can learn, practice, and get better at it the more you work on it.

WHO SHAPES MY MONEY CHOICES?

1. Growing up, the topic of money was __________ (for example, stressful, carefree, not discussed).

2. When I make a major money decision, I tend to talk with ____________ (for example, my parent, a friend).

3. In my life, who makes money decisions that affect me? (For example, me, my partner, my grandparent.)

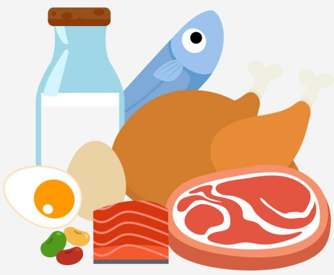
4. Decisions about money are especially hard when _____________ (for example, we have an unexpected expense, or my partner and I don't agree about money).

5. Now that I know this, I can improve my money decisions by _______ (think of something you can do in the next few weeks).

NEEDS VS WANTS

1 Below each item write down whether it is a need or want.

FOOD



CINEMA

MEDICINE

NEW CLOTHES

HOLIDAY

RENT

NEEDS VS WANTS

1. Write down the things you must pay for every month to live and stay safe or healthy.
2. Write down the things you like to have or do, but can live without if money is tight.

Needs:	Wants:

MY BUYING HABITS

Read the items and answer them. There are no right or wrong answers.

1 List some brand-name products that you have used.

List some brand-name products that you have used.

In general, which do you think is true?

- ☐ Brand-name products are better.
- ☐ Generic products are just as good.
- ☐ It depends on the type of product.

Explain your answer:

2 What types of ads get your attention?

- ☐ ads on TV, on the radio, or in online videos
- ☐ print ads in magazines, in newspapers, on fliers or billboards
- ☐ ads on social media- facebook, instagram, tiktok

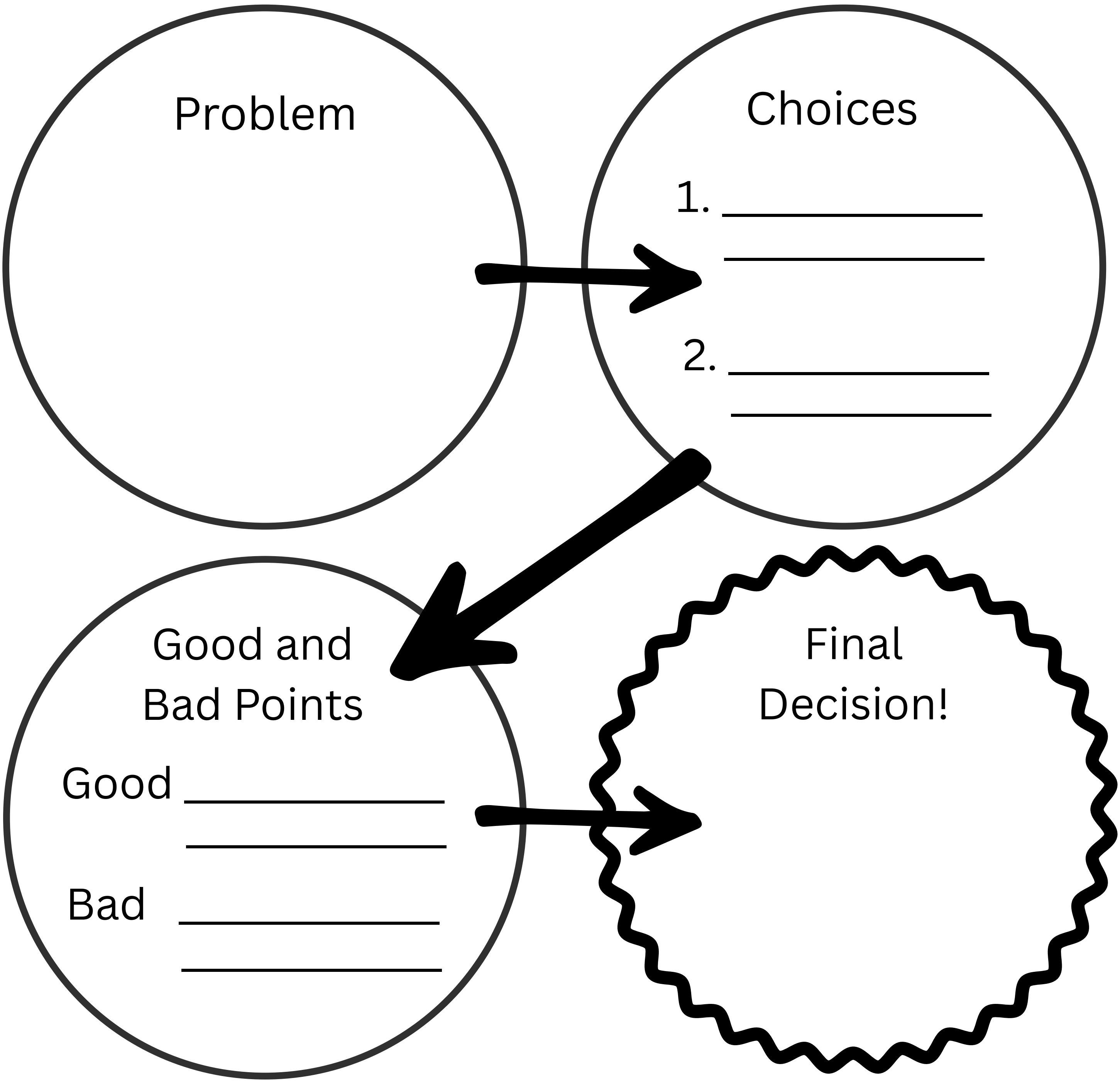
Think about the ads that make you want to buy a product. What are they doing that makes you want a specific product? Tick all that apply.

- ☐ They make the product look good.
- ☐ They show people my age using the product.
- ☐ They have a celebrity talking about the product.
- ☐ They give lots of information or data about the product.

DECISION MAKING

Fill in the circles to help you make the right decisions! Follow these steps:

1. Describe the problem.
2. List the two choices.
3. Evaluate the choices (list the good and bad points about each choice).
4. Make a decision



DAILY MONEY JOURNAL

- Write down every time you spend money — even small things, like a cup of tea or bus fare. This will help you see where your money goes.
- At the end of the day, add up all the money you have spent to see how much you spend every day.

DATE: ____________________

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY

Description	Category	Amount
	Total:	

LIST OF ALL EXPENSES

LIST OF ALL EXPENSES

Housing	Transport	Food	Utilities

Entertainment	Medical/Healthcare	Insurance	Household Items

Personal	Debt	Education	Gifts/Donations

Clothing	Savings	Retirement	Other

EXPENSES

LIST OF ALL EXPENSES

Housing	Transport	Food	Utilities
Mortgage or Rent	Car payments	Groceries	Electricity
Property Taxes	Petrol/Diesel	Restaurants	Gas
Household Repairs	Tyres	Takeaways	Bins
	Parking fees	Pet Food	Phone
	Maintenance/ repairs		Internet

Entertainment	Medical/Healthcare	Insurance	Household Items
Outings	Doctor Fees	Health Insurance	Toiletries
Holidays	Dental Care	Car Insurance	Laundry Detergent
Concerts	Medications	Homeowners/Renters	Cleaning Supplies
Subscriptions	Medical Devices	Life Insurance	Tools
Alcohol/Cigarettes		Disability Insurance	Gardening Supplies

Personal	Debt	Education	Gifts/Donations
Gym Membership	Credit Union Loan	School/College Fees	Birthday
Haircuts	Personal Loan	Children's College	Anniversary
Salon Services	Student Loans	School Supplies	Wedding
Cosmetics	Credit Cards	Childcare Fees	Christmas
Babysitter			Special Occasions

Clothing	Savings	Other	Other
Adults Clothing	Emergency Fund		
Adults Shoes	Big purchases		
Children's Clothing	Retirement		
Children's Shoes	Investments		

Monthly BUDGET PLANNER

MONTH

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC

INCOME

DATE	DESCRIPTION	AMOUNT
	TOTAL:	

LOANS AND DEBTS:

DATE	DESCRIPTION	AMOUNT
	TOTAL:	

SAVINGS

DATE	DESCRIPTION	AMOUNT
	TOTAL:	

Monthly BUDGET PLANNER

LIVING EXPENSES

DESCRIPTION	AMOUNT
TOTAL:	

SUMMARY

TOTAL INCOME	TOTAL EXPENSES	TOTAL SAVING

NOTES

Monthly BUDGET PLANNER

MONTH

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC

INCOME

DATE	DESCRIPTION	AMOUNT
10/10	Wages	€1,600
	Gift	€200
	TOTAL:	€1,800

LOANS AND DEBTS:

DESCRIPTION		AMOUNT
Loans and Debts:		
10/10/25	Mortgage repayments	€700
15/10/25	Credit Union loan	€40
12/10/25	Credit card	€50
		-
	Other	
	TOTAL:	€790

SAVINGS

DATE	DESCRIPTION	AMOUNT
10/10	Car Insurance	€50
10/10	Day trip	€31
	TOTAL:	€81

Monthly BUDGET PLANNER

LIVING EXPENSES

DATE	DESCRIPTION	AMOUNT

Expenses:	
Groceries	€380
Electricity	€120
Phone Bills	€50
Petrol	€80
Car Insurance	€88
Health insurance	€22
Life insurance	€29
Subscriptions and memberships	€35
Doctor Fee	€50
Bin Fees	€25
Birthday Party	€50
TOTAL:	€929

SUMMARY

TOTAL INCOME	TOTAL EXPENSES	TOTAL SAVING
€1800	€1719	€81

NOTES

MY MONEY GOAL

My goal is: ______________________________________

____

____

____

Date to finish: __________________________

Steps to achieving my goal:	
Description:	Time estimate:

Obstlcles that may arise:	How I will respond:

MY MONEY GOAL

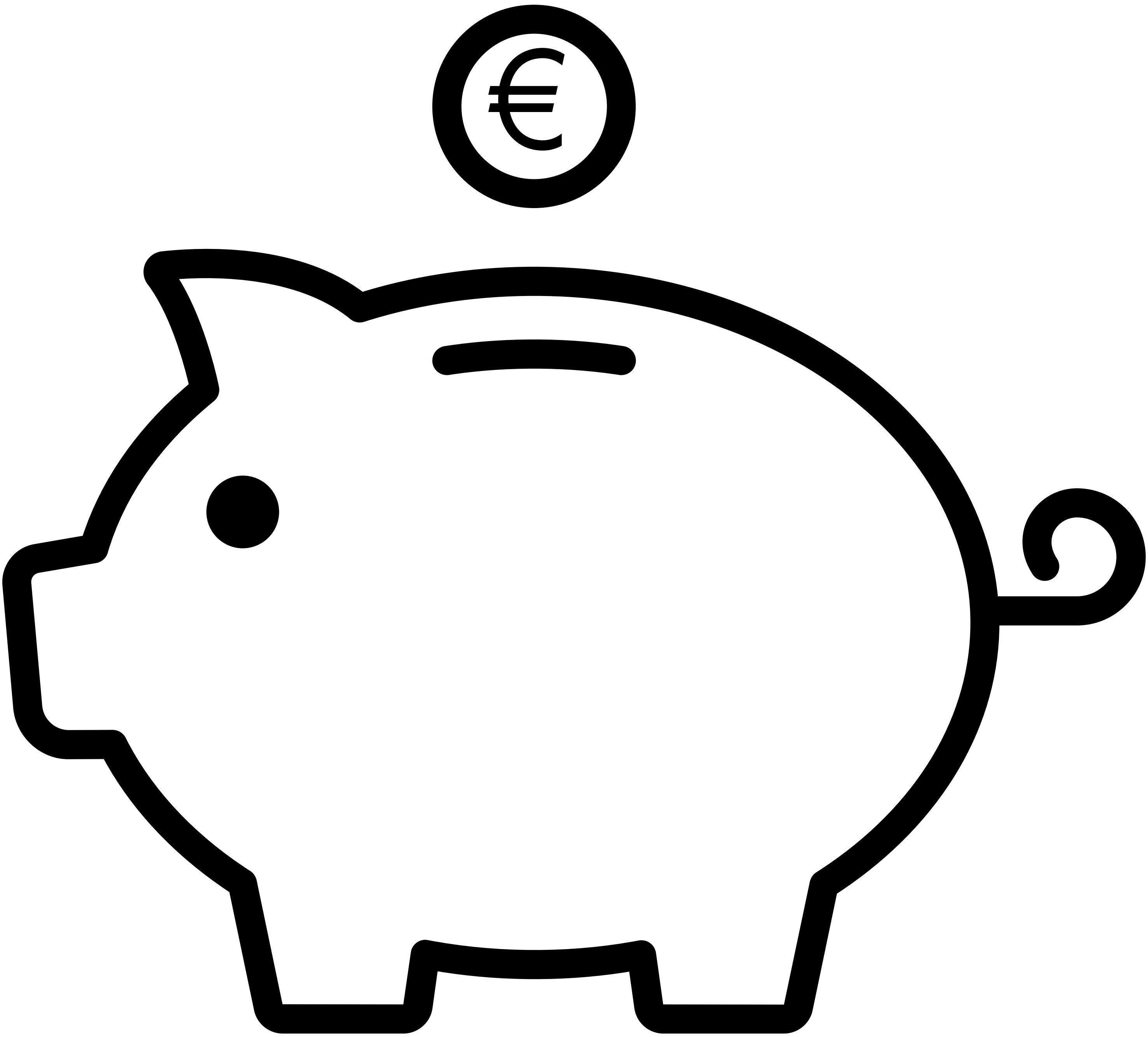
Setting your sights on a new goal? Once you've decided what you're saving for, how much, and by when, you're ready to use this worksheet to look at your budget and commit to a new saving plan.

S	**Specific** What an I going to do? Why is it important to me?
M	**Measurable** How will I measure my success? How will I know when I have achieved my goal?
A	**Attainable** What will I do to achieve this goal? How will I accomplish this goal?
R	**Relevant** Is this goal worthwhile? How will achieving it help me? Does this goal fit my values?
T	**Time-Bound** When will I accomplish my goal? How long will I give myself?

Child's Name: ______________ Date: __________

MY SAVINGS GOAL

Think about something you really want. Draw a picture of the item inside the piggy bank.

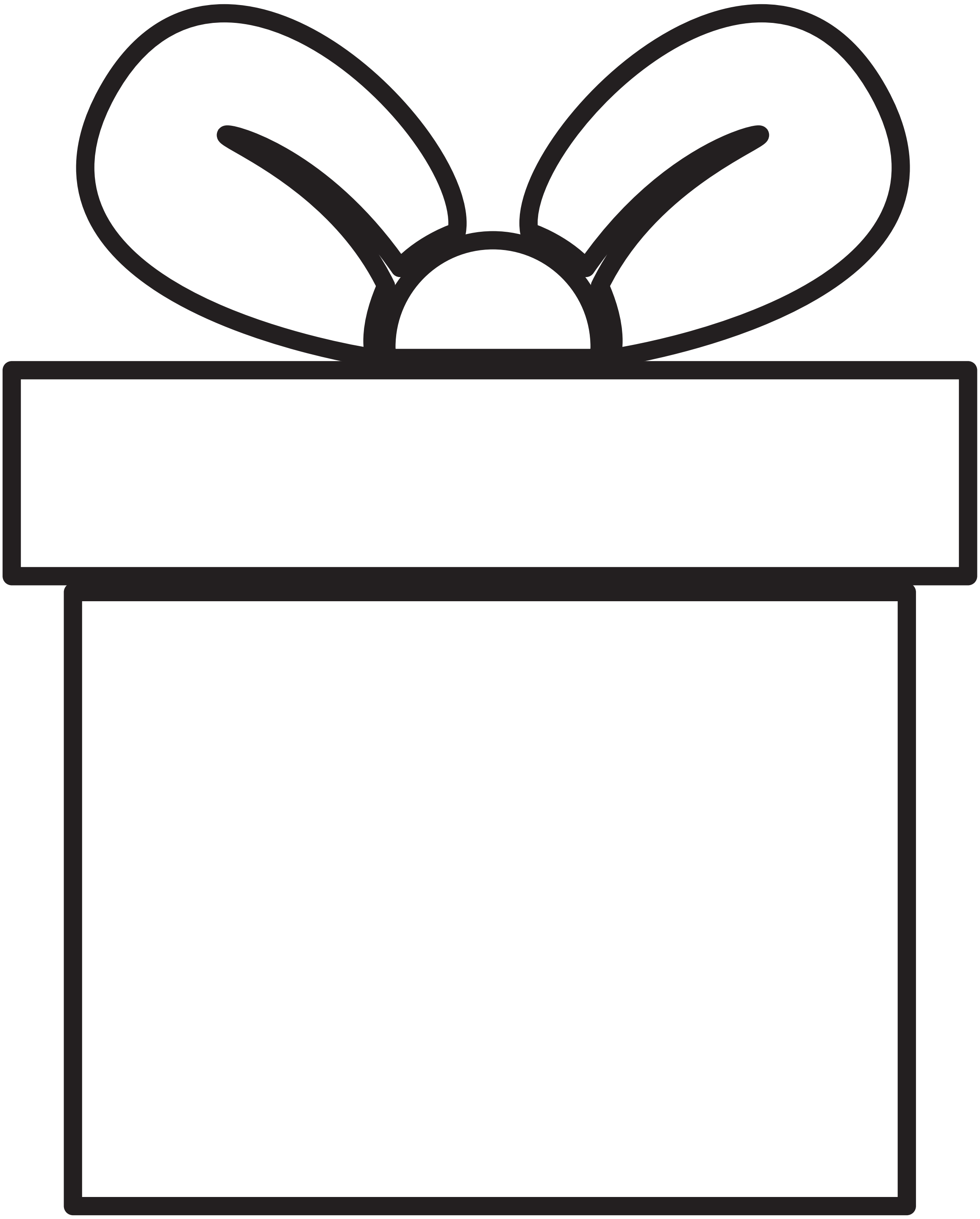


How much money do you think it will cost to buy this item? €_________________

Child's Name: _______________ Date: ___________

MY GIVING GOAL

Think of something you'd like to give someone else such as a family member or friend. Draw it in the gift box below



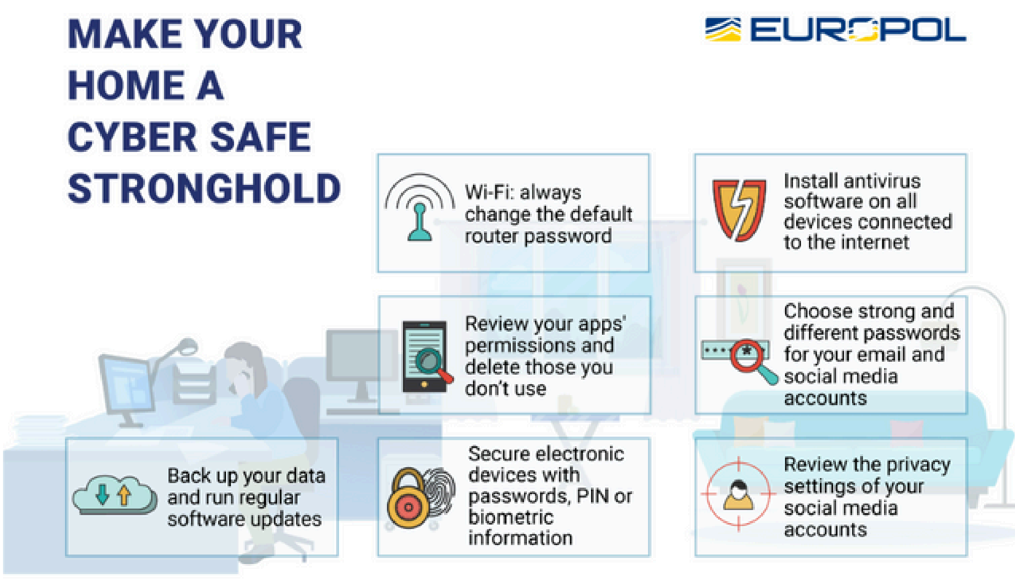
How much money do you think it will cost to buy this item? €___________________

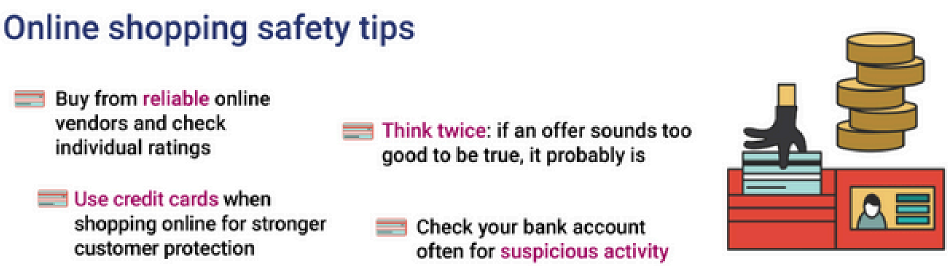
KEEPING TRACK OF FINANCES

Loans and credit cards	Account number	Customer service number
Mortgage		
Home equity loan		
Car loan		
Credit card		
Student loan		
Other:		

Home and utilities	Account number	Customer service number
Rent		
Cable or satellite		
Water		
Electricity		
Phone		
Other:		

Other accounts and insurance	Account number	Customer service number
Homeowners or renters insurance		
Auto insurance		
Medical insurance		
Checking account		
Savings account		
Investment account		
Other:		





Useful Links

- **Euorpol Cyber Scams – https://europol.europa.eu/cyberscams**
- **makeITsecure – makeitsecure.ie**
- **Cyber Aware – www.cyberaware.gov.uk**
- **Take Five – To Stop Fraud – takefive-stopfraud.org.uk**
- **Financial Services Authority UK – fsa.gov.uk**
- **Get Safe Online – getsafeonline.org**
- **Central Bank of Ireland – www.centralbank.ie**
- **ActionFraud UK – www.actionfraud.police.uk**
- **An Garda Síochána – www.garda.ie**

What to do if you are a victim of fraud?

If you suspect you have been the victim of fraud or have noticed unusual activity on your bank account, contact your bank immediately and also report to your local Garda Station. Fraudsters move fast; the quicker you contact your bank to safeguard your accounts the better.

AIB	**Internet Banking Transactions:** From Outside ROI **AIB Debit/Credit Card Transactions:** **iBusiness Banking Transactions:** From Outside ROI Opening Hours: Mon-Fri 08.30 – 17.30	0818 724 724 +353 1 771 2424 01 668 5500 0818 720 000 +353 1 641 4889
Bank of Ireland	**Emergency Contact Freephone:** From Outside ROI Forward suspicious emails to: **Business On Line:** Opening hours: Mon-Fri 08.00-18.00 Closed Saturday, Sunday, Bank Holidays	1800 946 764 +353 56 775 7007 365security@boi.com 0818 818 265 +353 56 775 7007
Permanent tsb	Card related issues From Outside ROI Alternatively the Fraud Dept. Your local branch is also available to deal with any suspected fraud queries	0818 50 24 24 +353 1 2124101 +353 1 6695851
Ulster Bank	Fraud Notifications	1800 245 403
Barclays Private Bank	Fraud Notifications	+353 1 920 3330
KBC Bank Ireland	**Customer Support Team** **Card Fraud – Card Security Team**	1800 93 92 44 1800 93 62 87 alert@kbc.ie
An Post	**Customer Service** **From Outside ROI**	01 705 8000 +353 1 705 8000

You should also report suspected fraud incidents to An Garda Siochana via your local Garda Station. https://www.garda.ie/en/Contact-Us/Station-Directory/