



Financial Literacy Toolkit



Adult
Literacy
for Life



wwetb

Bord Oideachais agus Oiliúna
Phoirt Láirge agus Loch Garraun
Waterford and Wexford
Education and Training Board

The men and women of Aiséirí Waterford 2025, took part in this project to develop their financial literacy and develop skills for life.

Through their learning the participants have created and designed all of the tools and tips in this booklet. Their personal experiences and insights shaped the programme and the outcomes shared here.

Two men's groups with a total of 26 participants and two ladies' groups with a total of 16 participants made this collaboration into an immersive and fun experience.

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What our facilitator had to say:

"Facilitating the course was a most rewarding adventure. Like the proverbial box of chocolates Forrest Gump referred to, I was never sure where discussions would take us. Prepared slides were of little use as the participants eagerly shared their concerns, learned experiences and sought out possible solutions and pathways to a more viable financial future. Challenging me along the way to keep pace and find answers to questions I had not thought of.

The honesty, humour and support within the groups was truly exceptional. Teaching quickly became facilitation each time we ran the course. The willingness of the participants to take immediate action on their decisions was remarkable. The discussions, always fruitful, carried out respecting the diversity of opinions and approaches, were hugely beneficial.

Special thanks to Christine and Jenny from Journi Credit Union and Jackie from MABS who delivered lively informative sessions professionally and with empathy for all involved. Thanks to Adult Literacy for Life, CCPC and Waterford and Wexford Education and Training Board (WWETB) for their sponsorship and for the staff in Aiséirí for tolerating some unconventional approaches.

Most of all I would like to express a heartfelt gratitude to everyone that sat around the table in The Mall. The craic was mighty!

Go raibh míle maith agaibh go léir agus go n-eirí an t-ádh libh.'

Paul Lyng

Why we created this booklet

This booklet has been co-created by Aiséirí Progression Programme staff and participants through a Financial Literacy Programme.

We know that managing finances can be overwhelming. We all have to begin somewhere and we hope this booklet can be a starting point for those who need it.

What is financial literacy?

Financial literacy is the ability to manage personal finances and includes skills such as budgeting, saving, and managing debt.

Financial literacy involves the knowledge and behaviours that allow us to make informed financial choices to improve our well-being and achieve our goals.

Who can benefit from using this toolkit?

Anyone!

If you wish to understand your finances more or if you want to make changes to your financial situation but are not sure how to do it – this booklet may offer some solutions.

Financial self assessment tool

Why are you spending?

Why are you saving?

What has worked before for you in terms of saving?

What has disrupted you from saving in the past?

What are my strengths and weaknesses?

Example of strengths: finding bargains

Example of weaknesses: shopping

List five weaknesses. Think about ways you can make these into strengths.

Example:

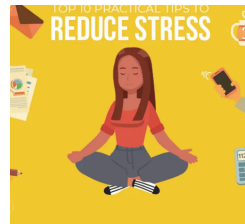
Before you fill in the table below, think about how something could be a strength - if shopping is a weakness - thrifty could be a strength.

Strengths and weaknesses

Weaknesses	Strengths
Buying books	Use the library instead
Taking taxis	Use the bus, walk or cycle
Clothes shopping	Buy from charity shops or swap with friends
Shopping	Be thrifty - find bargains
Buying takeaway coffees	Make coffee at home in a reusable cup and bring it with you

Top ten tips to help you with spending and saving

1. Start using a budget
2. Open a Credit Union account
3. Save a little, even €2 to get started
4. Review your spending
5. Spend mindfully – Know needs versus wants
6. Make a shopping list first
7. Get a Leap Card
8. Tackle debt to ease stress
9. File your tax return online, you might get some tax back
10. Use resource such as MABS, CCPC, and your local credit union



To buy or not to buy? A helpful decision making tool

Have I thought about it for at least 2 weeks?	Yes	No
Does it solve a problem I've noticed?	Yes	No
Do I own something similar?	Yes	No
Where will it be in 5 years?	Used or In use	Not in use
Where will I put it if I buy it?	I have a place in mind	Not sure
How long will I have to work if I buy it?	Not very long	A significant amount of time
Can I be happy and productive without it?	No	Yes
Does buying it support my priorities?	Yes	No
Is this the best way for me to obtain it?	Yes	No
Is it a high-quality item with a reasonable price tag?	Yes	No
What is my current mental state?	Calm and neutral	Alerted by internal and external forces
What is the real reason I am buying it?	An intentional reason	An impulsive reason
Is buying it worth giving up progress to my financial goals?	Yes	No
	Buy	Don't buy

What is budgeting

Budgeting is the process of creating a plan for how you will spend and save your money. Having a budget means you can set money aside for essential needs and savings. Money left over can be used for wants or non-essentials.

Examples of needs :



Examples of wants:



Sample monthly budget

Sample Monthly Budget for November 2025					
	7 Days	7 Days	7 Days	7 Days	28 Days
	Nov 3rd	Nov 10th	Nov 17th	Nov 24th	Total
Cash on Hand Nov 3rd	0.00	23.00	21.00	21.00	41.00
INCOME					
DSP Payment	271.00	271.00	271.00	271.00	1,084.00
TOTAL INCOME	271.00	271.00	271.00	271.00	1,084.00
EXPENSES					
Rent	140.00	140.00	140.00	140.00	560.00
Groceries	45.00	45.00	45.00	45.00	180.00
Leap Card	15.00	15.00	15.00	15.00	60.00
Coffees	20.00	20.00	20.00	20.00	80.00
Cinema Pass	18.00				18.00
Haircut		20.00			20.00
Books			20.00		20.00
Treats	5.00	5.00	5.00	5.00	20.00
Savings	5.00	5.00	5.00	5.00	20.00
TOTAL EXPENSES	248.00	250.00	250.00	230.00	978.00
INCOME LESS EXPENSES FOR MONTH					106.00

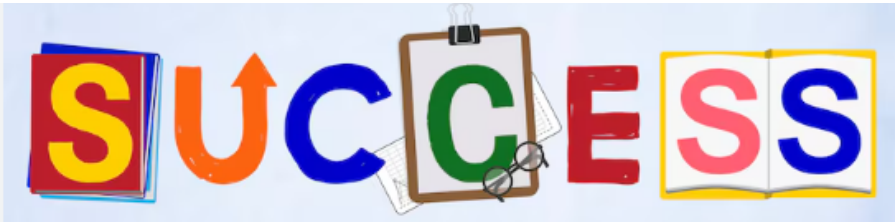
Monthly budget template

Monthly Budget Template					
	7 Days	7 Days	7 Days	7 Days	28 Days
Date					Total
Cash on Hand					
INCOME					
TOTAL INCOME					
EXPENSES					
TOTAL EXPENSES					
INCOME LESS EXPENSES FOR MONTH					

Actions for the week

How this helps:

- It gives you an opportunity to plan your week
- It gives you the opportunity to think about your spending
- Makes you take action, for example open a credit union account, apply for medical card
- It sets achievable short term goals
- It makes you accountable



Sample action plan

Financial action plan for the week.
Open a credit union account
Pay rent
Contact MABS
Start saving small

Financial action plan cards

Financial action plan for the week.

Financial action plan for the week.

Financial action plan for the week.

Useful Contacts

Journi Credit Union

Location: 1 Parnell Street, Waterford

Phone: 051 861 600

MABS,

Location: Maritana Gate, 6B Wallace House, Canada Street, Waterford

Phone: 0818 072 050

Central Credit Register

Contact: myrequest@centralcreditregister.ie

Phone: (01) 224 5500

CCPC- Competition & Consumer Protection

Commission

<https://www.ccpc.ie/>

Phone: (01) 402 5555

Revenue Commissioners- PAYE Section

<https://www.revenue.ie/>

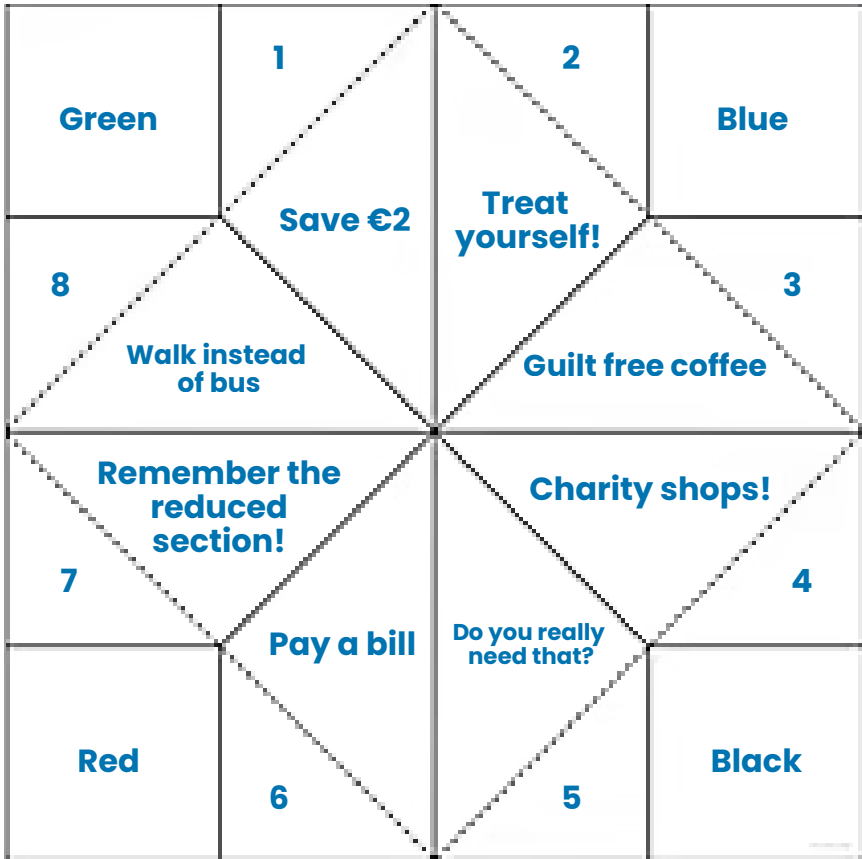
Phone: (01) 738 3636

Citizens Information

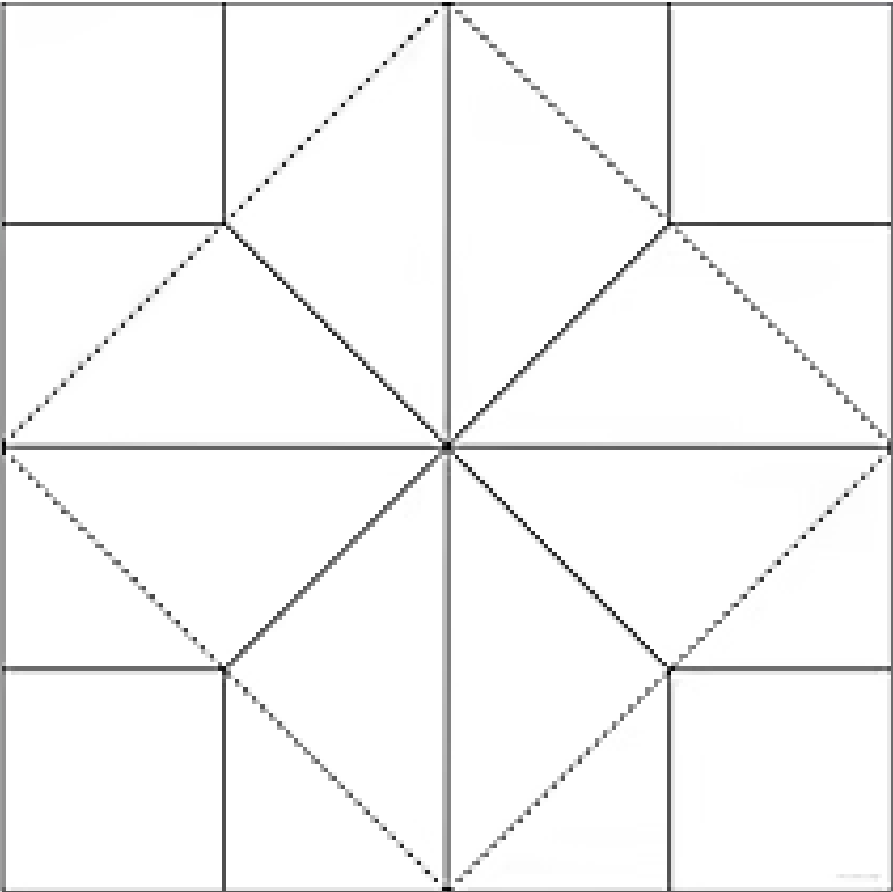
Phone: 0818 07 4000

<https://www.citizensinformation.ie>

Fortune teller tool example



Make your own fortune teller tool



Participants feedback

Money management was brilliant! I learned so much. I have a credit union account now and have started to save, I never would have done this before. Having MABS and the Credit Union come and speak to us was so helpful. I learned that every euro matters. Paul made the whole experience so interesting.

I found money management very helpful on how to save and manage money effectively. I got in contact with MABS to help me pay off my loans.

I felt very motivated to take action on things I have been running from in the past. Having the Credit Union and MABS come and meet with us was great. I would recommend it to anyone struggling with their finances.

A fantastic learning experience where I learned how to budget. I also learned how to manage debt through great first hand advice from MABS and Journi Credit Union.

I found money management so beneficial and practical and a skill I will use for the rest of my life. I'm not afraid over money anymore! And Paul is the absolute best!

Money management with Paul was practical, informative, collaborative and a laugh surprisingly! Paul offers a safe space for discussions and imparted a pile of wisdom on us.

Acknowledgements

Thank you to everyone who participated in The Financial Literacy Programme.

A very special thanks to Paul Lyng who facilitated sessions for our learners throughout. Paul listened to learners' concerns and allowed them to determine what direction each session took.

Thank you to all our learners who participated in the programme and who contributed to this handbook. Without your ideas and input this would not have been possible. More adults will benefit from your learned experiences and have greater financial literacy as a result.

Thank you to our collaborators Journi Credit Union, Waterford for supporting our learners in opening current and savings accounts. Our funders Adult Literacy for Life Collaboration & Innovation Fund and Edel Finan, Regional Literacy Coordinator in WWETB for all the support and resources.





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Coimisiún um
Iomláocht agus
Cosaint Tomhaltóirí
**Competition and
Consumer Protection
Commission**



Rialtas na hÉireann
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