

Your money. Your future.

Investments

Expand Premises Fluctuate Risk Taking

Approach Spreadsheet Model

Budget Simple Planner Plan

Figures Targets Spending

Cost a God Say Change

Appropriate Timeframe Results Future Tool

Cash-generating

Increase Savings

Occurrence Scope Comparison

Performance







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Welcome to your future!

Five years after high school, what will you be doing? Will you be okay for money? Will you be happy?

Personal budgeting is the one area of financial literacy that can never be emphasized enough. It is key to financial health, yet it is rarely practiced.

Creating budgets for each phase of your life can help you explore your future and understand how decisions vou make can affect your financial health.

Prepare for your future.

Read the complete instructions on this page before starting.

What you'll need: This workbook, a die, a pencil, and a calculator.

Step 1: Who Are You? - Page 2

Roll the die to discover your profile scenario. This will be used throughout the activity.

Step 2: How Much Do You Earn? - Page 3

Calculate your take home pay, also referred to as "disposable income". This is the remaining income you have to work with for a month to pay for the monthly expenses and savings you'll select in Step 3.

Step 3: Budget Your Monthly Expenses - Pages 4 & 5

Budget the best way to use your monthly take home pay. Use the life decisions page (Page 5) to choose how you want to live and determine how much those decisions will cost. Make sure that you save for a rainy day because stuff can happen! Keep in mind that while money is an important factor in these decisions, your health, happiness, and well-being is also important so try to balance dollars and cents with happiness points.

Step 4: Stuff Happens - Pages 6 - 10

Stuff does happen; unexpected stuff, some positive, some negative. Live your life for four months. Roll the die twice each month to find out what unexpected things can happen to you. Read and record the effect of these unexpected events on your monthly finances and happiness. For simplicity, average these effects on Page 10 to help you adjust your monthly budget.

Step 5: Step Back and Summarize - Page 11

How well were you able to manage the unexpected? Did you have enough savings to cover the unexpected costs? If not, what adjustments can you make?

Get started...Turn to Page 2 to begin.



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Step 1: Who are you?

Roll the die and check the box beside the profile scenario you will use throughout this activity.

You attended community college to pursue a degree in broadcasting. You are now working full-time at a local radio station. You supplement your income by doing promotional work for local organizations on the side.

You decided to get a job in construction, starting as a labourer and working for a bunch of different crews. Wanting to move up, you attended a community college to get your in-class courses. Now you are enrolled in an electrician's apprenticeship program.

You went to the University of Waterloo for the AFM and MAcc programs. You were hired by the accounting firm you last worked at as a co-op student. You've successfully passed the CFE and are now completing the remaining months of your required work experience for the CPA designation.

You followed your dream and became a musician while working part-time for a retail store. You were good, got a recording contract and did a few videos. You didn't earn much even though you did a lot of gigs. After a few years, your record company moved on. Now you are the manager of the retail store.

You completed the Arts and Business Regular program at the University of Waterloo and then completed a Bachelors of Education. Now you are completing a short term teaching contract, covering parental leave, and you are hoping to secure a full-time role for the next school year.

You and your buddy Mark started your own landscaping business. After a few years, you went to community college part-time to earn a marketing degree. Now, bitten by the education bug, you are taking horticultural courses, paying for them yourself as you continue to grow your garden business while working full-time for a landscaping supply store.



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Step 2: How much do you earn?

Calculate your take home pay. Round up to the nearest hundred.

SCENARIOS 1, 3, AND 5	ENARIOS 1, 3, AND 5		SCENARIOS 2, 4, AND 6		
A Gross Annual Salary:	\$50,000	* +100	A Gross Annual Salary:	\$35,000	* +100
B Deduct CPP:	(\$2,302)	♥ -10	B Deduct CPP:	(\$1,559)	♥ -10
C Deduct EI:	(\$830)	♥ -10	C Deduct EI:	(\$581)	♥ -10
D Deduct Tax:	(\$8,000)	♥ -10	D Deduct Tax:	(\$4,415)	♥ -10
E NET Annual Salary: (A – B – C – D)		* +70	E NET Annual Salary: (A – B – C – D)		◆ +70
NET Annual Salary as a percentage of Gross Annual Salary (E ÷ A × 100)			NET Annual Salary as a percentage of Gross Annual Salary (E ÷ A × 100)		
F Monthly take home pay (Line E ÷ 12 months) & Total Happiness points		* +70	F Monthly take home pay (Line E ÷ 12 months) & Total Happiness points		* +70
	Transfer	Line F to	Line 17 on Page 4.		

Definitions:

CPP (Line B) = The Canada Pension Plan is a government pension plan that provides contributors and their families with partial replacement of earnings in the event of retirement, disability or death. Learn more at www. canada.ca/en/services/benefits/publicpensions/cpp.hmtl.

EI (Line C) = Employment Insurance is a government social program that provides contributors with temporary benefits for workers who lose their job, have a baby, become ill or have to care for someone who has become ill. Learn more at www.canada.ca/en/services/benefits/ei.html.

Tax (Line D) = Federal and Provincial taxes every working Canadian pays.

Take home pay (Line F) = The money you have per month to cover all your costs, expenses, debt payment, and

savings (also referred to as disposable income).

DID YOU KNOW?

In 2018, an individual can earn approximately \$11,800 before paying Federal tax. This is referred to as the Federal "Basic Personal Amount".

DID YOU KNOW?

Taxes are calculated as a % of your income - a tax rate. These rates increase as your income increases. You can find out what tax you'll pay at different levels of income by using the Government of Canada's Payroll Deduction Online Calculator at www.canada.ca/en/revenue-agency/services/eservices/e-services/e-services-businesses/payroll-deductions-online-calculator.html.



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Step 3: Budget your monthly expenses. Decide how you want to live.

You have some tough decisions to make! How to use your take home pay is an important decision. You can spend, save, invest or donate. Your ability to do each of these will depend on your personal situation and will vary throughout your lifetime. Using the Chart on Page 5, make one life decision for each category below and update the table with the cost and happiness points. Sum up your total costs and compare it to Line 17 and then decide how much you'll save each month. After Savings, you'll need to leave yourself a cushion for unexpcted events. Use the Adjusted Choices column to make different decisions until you you have a cushion you're comortable with.

MONTHLY EXPENSES	-	ECISIONS ICE #1		ECISIONS D CHOICES
	COSTS	HAPPINESS	COSTS	HAPPINESS
1 Living arrangements	 			
2 Groceries				
3 Transportation				
4 SmartPhone				
5 Internet				
6 Movies, Shows, Music				
7 Exercise				
8 Shopping				
9 Entertainment & Social				
10 Tenants insurance				
11 Health insurance				
12 Vacation savings				
13 Debt payment				
14 Total Expenses & Happiness (Add Lines 1 to 13)				
15 Savings (Example: Savings Account or RRSP)				
16 Total Expenses, Savings & Happiness (Line 14 + 15)				
17 Monthly Take Home Pay & Happiness: Line F Page 3		* +70		* +70
18 Cushion for unexpected expenses (Line 17 - 16)				



RE YOU A SPENDER?

Look for ways to save money easily by making automatic deposits from your pay cheque into a saving account or RRSP. The money will never end up in your chequing account to entice you to spend it!



ARE YOU A SAVER?

Look for ways to save smarter and make sure you are not foregoing too many needs to save for a rainy day that might not come. Treat yourself every now and then!





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LIVING ARRANGEMENTS	COST	HAPPINESS	EXERCISE	COST	HAPPINESS
At home	\$200	+5	No exercise	\$0	-5
Rent with a friend	\$800	+10	Gym membership	\$50	+10
Rent on your own	\$1,500	+20	Gym + other sport activities	\$150	+20
GROCERIES	COST	HAPPINESS	SHOPPING	COST	HAPPINESS
Salads, burgers + pasta	\$200	+5	A few sale items	\$100	+5
+ fresh veggies or fish	\$300	+10	+ basic item + 1 outfit	\$250	+10
+ organic veggies & meat	\$400	+15	+ basic items + 2 outfits	\$400	+15
TRANSPORTATION	COST	HAPPINESS	ENTERTAINMENT/SOCIAL	COST	HAPPINESS
Cycle/walk/taxis	\$100	+10	A few lunches + odd movie	\$100	+5
Metro pass/taxis	\$200	+15	Busy weekends (eating out + movies)	\$250	+10
Car/gas/insurance	\$600	+20	Busy weekends + a few events (concerts, sports, etc)	\$500	+20
SMARTPHONE	COST	HAPPINESS	TENANTS INSURANCE	COST	HAPPINESS
Basic cell pkg (talk & text)	\$30	+5	No insurance (Living at home)	\$0	-5
Premium cell pkg (2GB data)	\$75	+10	Basic recovery: fire & theft	\$25	+5
Deluxe cell pkg (4GB data)	\$100	+15	Basic recovery + total replacement of electronics	\$40	+10
INTERNET	COST	HAPPINESS	HEALTH INSURANCE	COST	HAPPINESS
No internet	\$0	-5	No additional health	\$0	-5
Basic pkg (limited data)	\$40	+5	Additional coverage	\$25	+5
Deluxe pkg (unlimited data)	\$80	+10	Additional including disability*	\$100	+10
MOVIES, SHOWS, MUSIC	COST	HAPPINESS	VACATION SAVINGS	COST	HAPPINESS
None	\$0	-5	No vacation savings	\$0	-5
One of: Netflix, Crave TV, Apple Music or Spotify (only if you pay for internet service and/or cell pkg with data)	\$15	+5	1-week vacation, all-inclusive	\$100	+5
Two of: Netflix, Crave TV, Apple Music or Spotify (only if you pay for internet service and/or cell pkg with data)	\$30	+10	2-week vacation, all-inclusive	\$200	+15
DEBT PAYMENT	COST	HAPPINESS	SAVINGS	COST	HAPPINESS
Scenarios 1, 3, & 5 (Total: \$50,000)	\$500	-10	Scenarios 1, 3, and 5	\$100	+5
Scenarios 2, 4, & 6 (Total: \$10,000)	\$100	-10	Scenarios 2, 4, and 6	\$50	+5
Additional debt payments	\$50	+5 (For each \$50 repaid)	Additional savings	\$50	+5 (For each \$50 saved)

^{*} Disability insurance coverage will replace lost income in the event you are injured and are unable to work.





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Step 4: Stuff happens!

Unexpected things happen while you live your life. Roll the die twice per month for four months. Circle the results of each roll and record the effects (income, cost and happiness points) at the bottom of each page.

+	INCOME	X	COST	•	HAPPINESS POINTS
	IIICONE	**	CO31	•	HAFFINESSFORMS

SEPTEMB	ER – ROLL #1			
You have to take a course to maintain your position at work.	Your grandfather becomes ill and you have to travel to see him.	You must attend a work charity event.		
∑ X \$500 ♥ -10	∑ X \$600 ♥ -20	∑ X \$50 ♥ +5		
You work extra hard at work and get overtime pay. NOTE: if your personal scenario is 1, 3, or 5, overtime is an expected part of your job. You do not receive overtime pay. Record -10 happiness points only.	You visit a friend's cottage on a long weekend.	A family member gives you money on your BDay. ♣\$100 ◆+10		
SEPTEMBER – ROLL #2				
You fall ill and lose a week of work. NOTE: If you are Scenario 1, 3, or 5, your benefits include sick pay so the cost to you is \$0. Record -15 happiness points only.	You get an unexpected tax rebate.	Your laptop needs repair.		
You get carried away on a phone call to a friend in Hong Kong.	You have to move.	Your work is rewarded with a bonus.		
∷ X \$200 ♥ +5	※ \$500 ♥ -15	⊞ + \$500 ♥ +20		

STUFF HAPPENS!	INCOME/COSTS (+/-)	HAPPINESS
A September – Roll #1		
B September – Roll #2		
SEPTEMBER UNEXPECTED COSTS (A + B)		



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Step 4: Stuff happens!

INCOME X COST ♥ HAPPINESS POINTS

	OCTOBER – ROLL #1	
Car accident! You pay an insurance deductible of \$100 to repair your car. NOTE: If you did not select the living choice on page 5 to own a car, this event has no impact on you.	You receive a gift card from a friend. ♣\$100 ♥+10	Your apartment was broken into and your laptop was stolen. NOTE: If you made the living choice on page 5 to purchase tenants insurance, reduce the cost to \$100, equal to the deductible.
□ × \$100 • -15		∑ × \$500 ♥ -15
You have a loyalty rewards card and when you go to make a purchase, discover you have points to use towards your purchase.	Your work is rewarded with a bonus.	It's your best friend's birthday. You go out to celebrate and buy your friend a nice gift.
∷ + \$50 ♥ +10	≅ + \$500 ♥ +20	■ × \$200 + 5
	OCTOBER – ROLL #2	
You work extra hard at work and get overtime pay. NOTE: if your personal Scenario is 1, 3, or 5, overtime is an expected part of your job. You do not receive overtime pay. Record -10 happiness points only. ♣\$250 ◆-10	You must attend a work charity event.	You visit a friend's cottage on a long weekend. ☑ ¥\$200 ♥+10
The weather has been terrible this week. You take an UBER/Taxi each day. NOTE: If you made the living choice on page 5 to own a car, this event does not apply to you.	You have to take a course to maintain your position at work.	You have been asked to be in a friend's wedding. ★\$600 ◆+10

STUFF HAPPENS!	INCOME/COSTS (+/-)	HAPPINESS
C October – Roll #1		
D October – Roll #2		
OCTOBER UNEXPECTED COSTS (C + D)		



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Step 4: Stuff happens!

+ INCOME X COST ♥ HAPPINESS POINTS

	NOVEMBER – ROLL #1	
You visit a friend's cottage on a long weekend.	You injure yourself while playing Frisbee football and have to go see a physiotherapist. NOTE: If you made a living choice on page 5 to purchase additional health insurance. The cost is \$0. Record -10 happiness points only.	You work extra hard at work and get overtime pay. NOTE: if your personal Scenario is 1, 3, or 5, overtime is an expected part of your job. You do not receive overtime pay. Record -10 happiness points only. ♣\$250 ◆-10
Your grandfather becomes ill and you have to travel to see him.	You must attend a work charity event. ☼ ★ \$50 • +5	You lost your eyeglasses and need a new pair. NOTE: If you made a living choice page 5 to purchase additional health insurance, reduce the cost to \$200 which is the amount over and above what your health plan will cover. ★\$500 ♥-10
It's your mother's birthday and you buy her a nice gift and take her out to her favourite restaurant for lunch.	NOVEMBER – ROLL #2 You fall ill and lose a week of work. NOTE: If you are Scenario 1, 3, or 5, your benefits include sick pay so the cost to you is \$0. Record -15 happiness points only.	Your work is rewarded with a bonus.
You have to move. ※ \$500 ♥ -15	A friend recently purchased a car and offers you a ride several times this month saving you transportation costs. ★\$100 ◆+10	Your friend asks you to look after their dog while they are on vacation. They give you a gift card as a thank-you. ♣\$200 ◆+10

STUFF HAPPENS!	INCOME/COSTS (+/-)	HAPPINESS
E November – Roll #1		
F November – Roll #2		
NOVEMBER UNEXPECTED COSTS (E + F)		



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Step 4: Stuff happens!

INCOME X COST ♥ HAPPINESS POINTS

	DECEMBER – ROLL #1	
Your friend has tickets to a concert you really want to go to and has offered to sell you a ticket.	You work extra hard at work and get overtime pay. NOTE: if your personal Scenario is 1, 3, or 5, overtime is an expected part of your job. You do not receive overtime pay. Record -10 happiness points only. ♣\$250 ♣-10	Oops! You binge watched too many shows this month and went over your data limit! NOTE: This event does not apply to you if you made the living choice on page 5 to purchase the Deluxe internet pkg.
A family member gives you a gift.	The holidays are approaching and you need to buy gifts for your friends and family.	Your work rewarded you with a bonus. +\$500 +20
You have big plans for New Year's Eve!	You participate in a gift exchange at work.	Your apartment was broken into and your laptop was stolen. NOTE: If you made the living choice on page 5 to purchase tenants insurance, reduce the cost to \$100, equal to the deductible.
You have to take a course to maintain your position at work.	Your grandfather becomes ill and you have to travel to see him.	Your laptop needs repair. X \$100 ♥ -10

STUFF HAPPENS!	INCOME/COSTS (+/-)	HAPPINESS
G December – Roll #1		
H December – Roll #2		
DECEMBER UNEXPECTED COSTS (G + H)		



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Step 4: Stuff happens!

Unexpected things happen while you live your life. Summarize how these unexpected events have affected your monthly budget and spending.

STUFF HAPPENS – SUMMARY	INCOME/COSTS (+/-)	HAPPINESS
1 September – Total (A + B, Page 6)		
2 October – Total (C + D, Page 7)		
3 November – Total (E + F, Page 8)		
4 December – Total (G + H, Page 9)		
J TOTAL MONTHLY AVERAGE		
(Lines $1 + 2 + 3 + 4$) ÷ 4		



DID YOU KNOW?

Better safe than sorry! It's a good idea to have an emergency savings fund to help manage the unexpected! Having 3 to 6 months of take home pay in your emergency fund is recommended. Check out RBC's Emergency Fund Calculator at www.rbcroyalbank.com/savingsspot/emergency.html

CALCULATE YOUR EMERGENCY FUND					
Monthly take home pay (Line F, Page 3)					
	× 3				
Emergency Fund					

Insurance is another way to prepare for the unexpected!

You can purchase insurance for different life choices. Examples include:

- **)** Car insurance if you are hurt in an accident or your car is damaged.
- **)** Tenant or house insurance if your property is stolen or damaged by fire or flood.
- Additional health insurance to cover medical costs like prescriptions, dental, eyeglasses, physiotherapy, etc. that are not covered by OHIP.
- Life insurance, critical illness insurance, disability insurance, etc.

Insurance needs will vary at different stages in your life.



DID YOU KNOW?

All residents of Ontario are covered by OHIP. OHIP covers basic medical costs such as a visit to your doctor or the emergency room and eye exams for kids under 18. Learn more about OHIP at http://www.health.gov.on.ca/en/ common/system/





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Step 5: How did you fair?

It's time to step back and take a look at your financial health. Were you able to manage those unexpected events? Summarize your financial decisions below by completing the chart.

HOW DID YO	U DO?	TOTAL	HAPPINESS		
A	Monthly take home pay (Line F, page 3)		* +70		
В	Total expenses, Adjusted Choices (Line 14, page 4)				
C(A - B)	Net monthly take home pay before unexpected events				
D	Stuff Happens – monthly average (+/-) (Line J, page 10)				
E (C + D)	Net monthly take home pay before savings				
F	Savings (Line 15, page 4)				
G (E – F)	Net monthly take home pay / Calculate total happiness points by adding $A + B + D + F$				
HOW DID YOU DO?					
If E and G are negative	Uh Oh! Time to rethink some of your decisions so you can better prepare for the unexpected and start saving for the future.				
If E is positive but G is negative	Not bad! The living choices you've made have left you enough savings to cover the unexpected. But what about the future? Take a look at your decisions and see what changes you could make to help you save for your future.				
If E and G are positive	Great job! You've made some smart financial decisions and are starting to build up your savings. Over time, you'll have enough savings to perhaps buy a car or put a down payment on a house, make a special purchase or even better, start investing and getting your money to work for you!				
	MONEY ISN'T THE ENTIRE PICTURE!				
Your happiness, health and well-being also contribute towards a bright future. How did you fare on the happiness scale?					
Step back and take a look at the decisions you've made. Are you being too cautious and not ensuring your basic needs are met? Did you experience a period of bad luck with STUFF HAPPENS? Are some of your wants just out of reach at the moment? Don't worry! You can make different choices. You can set some goals and develop a plan. Perhaps you'll decide to go back to school, change careers, or go after a promotion at work. Perhaps you can find short term cost savings that can help you save for that special (big) purchase. The great news is that you are in control and now you have the knowledge and understanding of your finances to make smart money decisions going forward.					
> 0	You're happy – congratulations! But don't stop there – step back and take a look at the decisions you've made. Your goal will be to find a good balance of financial health and mental health. The great news is that you are in control and now have the knowledge and understanding of your finances to continue making smart money decisions going forward.				



Financial Literacy in the Classroom Your money. Your future.

Spend, Save, Invest, Donate

In addition to the spend, save, invest decisions you made in this activity, when making choices about how to use your take home pay, you can also choose to donate.

According to Statistics Canada, over 80% of Canadians make financial donations to charitable or non-profit organizations and over 40% of Canadians donate their time to these organizations.

Give yourself a pat on the back! Youth, aged 15-19, are more likely to do some volunteer work (66%) than individuals in other age categories.

When it comes to donating, there are a few terms you should know:

- **Non-profit organization** is a type of organization that is created for a purpose other than generating a profit. All money raised or received by the organization is used to pay for the costs of carrying out its purpose.
- **Charitable organizations** are similar to non-profit organizations in that they are also created for a purpose other than generating a profit. However, these organizations have special status as a charity that they must apply and register for.

Learn more at https://www.canada.ca/en/revenue-agency/services/charities-giving/giving-charity-informationdonors/about-registered-charities/what-difference-between-a-registered-charity-a-non-profit-organization.html.

- Charitable donation is a financial contribution to a charitable organization for which you can receive a charitable donation tax receipt. To be considered a charitable tax credit (see below), a charitable donation tax receipt must include a valid charitable registration number.
- Charitable tax credit is the tax savings associated with making a charitable donation. In Ontario, tax payers receive 5.05% tax savings on the first \$200 of donations and 11.16% on donations above \$200.

Take some time to research charities and non-profit organizations in your area. If you haven't yet completed your 40 hours of community service, now is the time to start thinking about where you'd like to donate your time. Experiencing first hand the great work that these organizations do may lead you to become a passionate advocate and supporter of the causes that matter the most to you.

> "Canadians contribute both money and time to improve the well-being of their communities."

> > Statistics Canada



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Want to learn more about careers in finance and accounting?

Explore the University of Waterloo's School of Accounting and Finance programs

Begin your research into university studies early in Grade 11 and/or 12 to find your right fit. Plan to attend the Ontario Universities Fair (September in Toronto) and Waterloo's Fall Open House event (November at the University of Waterloo) to learn how you can become a business or finance leader and work anywhere in the world.

Experience Matters!

Explore your options in the fields of accounting and finance through the Accounting and Financial Management (AFM) program at the University of Waterloo. The AFM program is your direct route to a CPA, CFA, CBV, and/or CIA professional designation. A truly integrative program, you'll build skills through a focused curriculum, co- and extra-curricular experiences, and 16 months of paid co-op.

In AFM, you'll gain foundational strength in the areas of accounting, finance, and business beginning in Year 1 and throughout your undergraduate program. Combine the AFM program with the 8-month Master of Accounting (MAcc) to gain all the courses you'll need to lead you directly to the CPA Common Final Exam (CFE) upon graduation. Learn more at uwaterloo.ca/saf/why-afm.

Professional Recognition

- The AFM + MAcc have received the highest level of national accreditation through CPA Canada
- **)** The AFM program is accredited through the CFA University Affiliation Program
- The AFM program has received partnership status from the Institute of Internal Auditors (IIA)





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