





The Reasons We Are Here

- Learn a process for cash and debt management
 - 4 simple steps
- Review the resources available to you
 - Through the FRS and your Employer
- Create an easy-to-follow action plan
 - Customized to meet your cash flow needs and debt reduction goals




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Tools and Resources




MyFRS.com




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Financial
Guidance Line
866-446-9377




Employee
workshops




Print and e-mail
communications




3




Personal Action Plan



Action Steps	Done

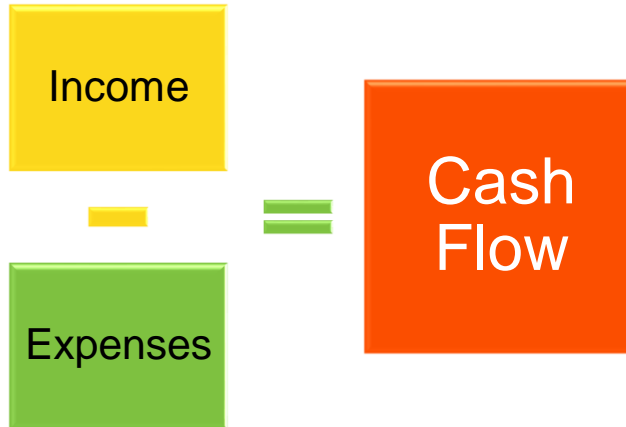


See Appendix H for your own
Personal Action Plan



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What is Your Cash Flow?



See Appendix B for a Cash Flow Worksheet

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Sample Cash Flow Statement

Annual Pay	\$35,000
Interest & Dividends	500
Total Income	\$35,500
Necessary Living Expenses	\$(18,000)
Discretionary Living Expenses	(4,800)
Non-Deductible Debt Repayments	(2,400)
Federal Income and FICA Taxes	(5,500)
Taxable Savings	(2,000)
Tax-Deferred Savings	(2,800)
Total Expenses	\$(35,500)
Annual Net Cash Flow	\$0

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The Cash/Debt Management Process

- Step 1: Evaluate current spending
- Step 2: Deal with shortfalls and debt
- Step 3: Create a spending plan
- Step 4: Review your progress

- Who is spending?
- How much are you spending?
- How are you spending?
- Why are you spending?
- Is spending reflecting your values?

Who Is Spending?

Spouse

Children

Parents

Siblings

Other

You

How Much Are You Spending?

- Account for your total spending
 - Checkbook(s)/Passbook(s)
 - Cash receipts
 - Credit card statements
 - Notebook
 - Electronic organizer
 - Money management software

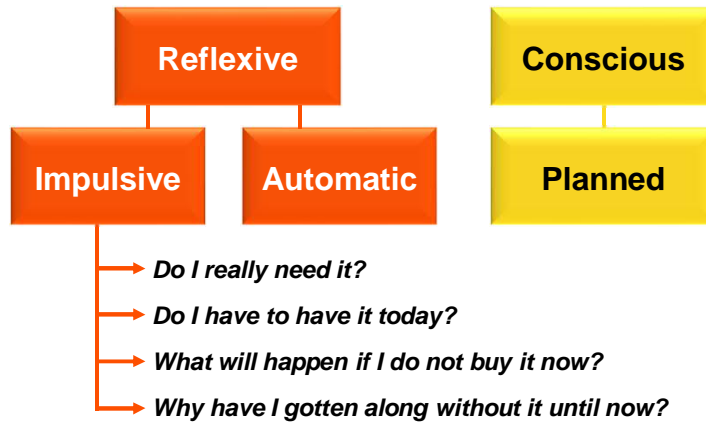


See Appendix C to create your own Spending Worksheet

How Are You Spending?

	Spending Approach	Use For	Don't Use For
Cash	<ul style="list-style-type: none"> • Cash or Check • Debit Card • Electronic Funds Transfer 	<ul style="list-style-type: none"> • Day-to-day expenses • Big ticket items 	<ul style="list-style-type: none"> • Big ticket items you cannot afford over a short period of time – e.g. buying a home
Borrow	<ul style="list-style-type: none"> • Loans • Credit Card 	<ul style="list-style-type: none"> • Big ticket items - e.g. home improvement • Education • Items that can be paid off in 12 months or interest free 12 months same as cash • Pay at work is stable or growing 	<ul style="list-style-type: none"> • Daily expenses • When more important goals are not being met • When you think you could lose your job • When your health is poor or concerned about a change in family's situation
Defer	<ul style="list-style-type: none"> • Before-tax • After-tax 	<ul style="list-style-type: none"> • Big ticket items • Items you do not wish to borrow for • Items you'll want in retirement • If you want to use time and compounding to make items less expensive 	<ul style="list-style-type: none"> • When you are giving up buying items that are more important to you today

Why Are You Spending?



Spending Considerations

- Only spend what you have
- Reserve ATM withdrawals only for budgeted cash amounts and/or emergency cash needs
- Establish an emergency fund
- Use budget envelopes
- Reduce spending amounts



The Cash/Debt Management Process

- Step 1: Evaluate current spending
- Step 2: Deal with shortfalls and debt
- Step 3: Create a spending plan
- Step 4: Review your progress

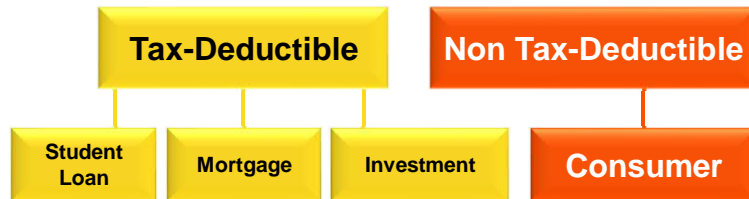
- What type of debt?
- How much debt?
- How much is debt costing you?
- What is your ability to manage debt?

Consequences of Debt

- Interest charges
- Fees
 - Late
 - Overlimit
 - Accrue interest on fees
 - Negative credit consequences
- Stress
- Living paycheck to paycheck



Types of Debt



*Convert non-tax deductible debt to tax deductible debt
Convert both to lower rate debt*



Review your debts and determine which are deductible and nondeductible

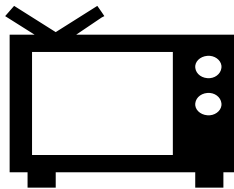
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How Much is Debt Costing You?

How Much Do Your Credit Cards Cost You?

\$1,500
\$60/month



Credit Card Rate

18%

Payoff Time

32
Months

Total Paid

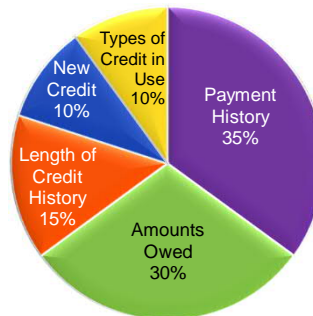
\$1,920

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FICO Credit Risk Score

- Scores range from 300 to 850
- Higher the score, the lower the risk to creditors
- 5 categories of information evaluated
- AnnualCreditReport.com



Visit www.myfico.com to learn how to improve your credit score

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Managing Your Credit Score

- Make payments on time
- Manage available credit
- Low ratio of used/available credit
- Maintain long-running accounts
- Minimize new credit
- Utilize various types of credit
- Ensure data is correct

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What is Your Ability to Manage Debt?

- Consolidate or transfer debt to lower interest rate debt where possible
- Use savings to pay off debt where appropriate
- Pay high interest rate debt first
- Freeze credit cards

Consolidate or Transfer Debt to Lower Interest Rate Debt Where Possible

<i>Cost of Debt</i>			
	Auto Loan	Credit Card	Home Equity
Rate	3.60%	18.00%	4.00%
Tax Effect	(0.00%)	(0.00%)	(0.00%)
Net Rate	3.60%	18.00%	4.00%

Note: Assumes a 24% marginal tax rate and deductions can be itemized on tax return (Schedule A, Form 1040)



Evaluate your opportunities to lower the cost of your debt

Use Savings to Pay Off Debt Where Appropriate

Cost of Debt

	<i>Deductions</i>			<i>Income</i>
	Auto Loan	Credit Card	Mortgage Loan	Investment Earnings
Rate	3.60%	18.00%	4.00%	7.00%
Tax Effect	(0.00%)	(0.00%)	(0.96%)	(1.68%)
Net Rate	3.60%	18.00%	3.04%	5.32%

Note: Assumes a 24% marginal tax rate and deductions can be itemized on tax return (Schedule A, Form 1040)



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Use the debt reduction calculator at www.choosetosave.org

What is Your Ability to Manage Debt?

- Consolidate or transfer debt to lower interest rate debt where possible
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- Pay high interest rate debt first
- Freeze credit cards



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The Cash/Debt Management Process

- Step 1: Evaluate current spending
- Step 2: Deal with shortfalls and debt
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- Step 4: Review your progress

- Increase income
- S.H.R.E.W.D. Spending
- Increase savings
- Use debt wisely



Increase Your Income

- Withhold from paycheck appropriately
- Re-educate yourself (may need to temporarily lower standard of living)
- Collect old debts
- Have a yard sale
- Sell collectibles
- Use savings to pay off high interest rate debt

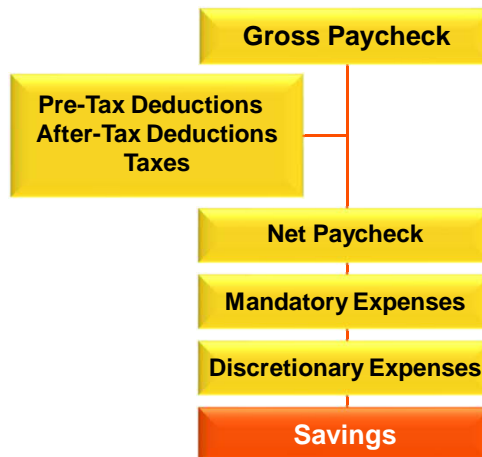
S.H.R.E.W.D. Spending

- S**hift
- H**alt
- R**estructure
- E**xchange
- W**ait
- D**ecrease

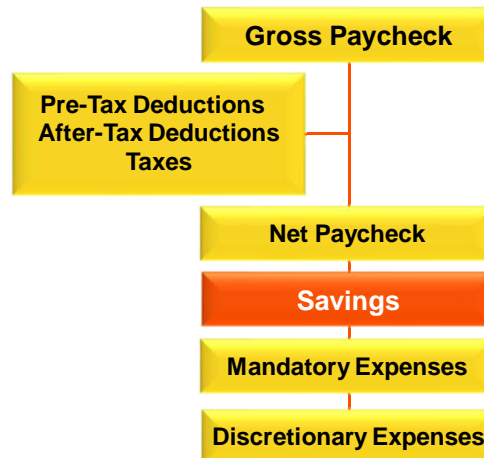


See Appendix D for a detailed list of S.H.R.E.W.D. spending tips

Spending Plans



Spending Plans



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Tips for Your Spending Plan

- Pay yourself first
- Go into debt only as necessary
- Pay fixed monthly expenses with automatic bill pay
- Establish an emergency fund
- Use cash or debit card instead of credit cards
- Set spending limits on discretionary expenses

Make conscious vs. reflexive spending decisions!



See Appendix E for a closer look at how you are spending

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The Cash/Debt Management Process

- Step 1: Evaluate current spending
 - Step 2: Deal with shortfalls and debt
 - Step 3: Create a spending plan
 - Step 4: Review your progress
- Review monthly and annually
 - Have financial goals stayed the same?
 - Are you on track with your spending plan?
 - How has inflation affected your finances?
 - Has your tax situation changed?

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The Reasons We Are Here

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Next Steps: Personal Action Plan



Action Steps	Done



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Questions and Answers



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FINANCIAL GUIDANCE PROGRAM



Taking Control of Your Finances



Taking Control of Your Finances

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A. NOTICE TO ELIGIBLE PARTICIPANTS

Dear Eligible Participant:

Ernst & Young LLP (“EY”) has been engaged to provide financial wellness services to you through this program. We expect that you will find EY’s services to be valuable, but we think it is also important that you understand the scope of these services. The following explains what financial wellness services can and cannot do for you, particularly as regards investment planning.

General Financial Planning Considerations

Here are points to understand regarding your personal financial planning and your participation in financial wellness services:

- EY has prepared certain financial planning materials and is providing other services for your personal use as an eligible participant; such materials may not be shared publicly.
- The financial education program includes historical financial information and well-accepted financial planning strategies. It may also include information on Social Security benefits and your sponsoring organizations benefit plans. This information is based on sources that EY believes to be reliable. However, EY cannot guarantee its accuracy.
- Past performance, which may be referenced in the program, is not a guarantee or even necessarily an indication of future results.
- The financial planning materials you receive will not change or affect your rights under your sponsoring organization’s benefit plans. In all cases, the benefit plan documents will govern.
- As you plan your financial future, you will need to make assumptions about future financial trends (such as inflation and rates of return), laws and regulations, and apply these to your particular circumstances. Your results can be significantly affected by even small changes in your assumptions, your individual circumstances or laws and regulations, as well as the extent to which your assumptions ultimately vary from actual financial conditions. You may need to reevaluate your financial planning strategy and your decisions from time to time to determine if any changes have occurred that would necessitate amendments to your assumptions or plan.
- A financial education program provides only some of the resources for assisting you in preparing your financial planning strategies. Financial education does not provide accounting, tax or legal advice and does not involve recommendation of specific investments.
- You need to decide on your own whether to consult with a financial advisor or other professional regarding your personal circumstances. If you do, please be aware, you may incur additional costs.
- In providing financial education, EY may help you decide on your asset allocation or help you make informed assumptions about rates of return and other investment issues. While EY will help you understand what you need to do, you are responsible for making and acting on these decisions. EY cannot provide you with all information that may be relevant nor can any materials provided address every possible scenario in connection with such decisions.
- Neither EY nor your employer will make any financial planning decisions for you or assume any responsibility for decisions you make.
- EY may provide audit or other accounting services to the investments or service providers discussed. The provision of other services will not be a determining factor whether to discuss or recommend an investment or service provider.

Privacy of Information Provided to EY

In the event EY collects nonpublic personal information about you from you or other sources authorized by you, EY will not disclose such information to third parties, except as permitted by law or as otherwise authorized by you. EY maintains physical, electronic, and procedural safeguards to guard your nonpublic personal information.

Further Considerations

All services are provided “as is,” and there are no warranties of any kind or nature, whether express or implied, including but not limited to warranties of merchantability or fitness for a particular purpose or use. In addition, neither EY nor its affiliates nor any of their partners, officers, directors or employees shall be liable to you for any services performed or omitted or for any errors of judgment, or for consequential, incidental, indirect, punitive or special damages in connection with providing the services described above. Federal securities laws impose liabilities under certain circumstances on certain persons, even those who act in good faith, and therefore nothing in this notice constitutes a waiver or limitation of any rights that you may have under these laws.

If you should have any kind of claim or dispute with EY as a result of this program, these will be resolved in accordance with EY’s Alternative Dispute Resolution Procedures (“Procedures”) in effect on the date of this notice. You may receive a copy of the Procedures by requesting them from the Compliance officer of EY, at the following address:

200 Plaza Drive
Suite 2222
Secaucus, NJ 07094

* * * * *

If, after considering the issues discussed above, you do not want to participate in financial education and counseling in conjunction with this program, please contact your sponsoring organization, as soon as possible.

FOR INFORMATIONAL PURPOSES ONLY

DISCLOSURE STATEMENT

Ernst & Young LLP
Ernst & Young Investment Advisers LLP
Employee Financial Services

07/10/2020

Please note that this disclosure statement provides a summary of the investment advisory services provided by Ernst & Young LLP. Please note that a full copy of Form ADV Part 2 can be located at this link www.adviserinfo.sec.gov/IAPD/Content/Search/iapd_Search.aspx¹

Form ADV Part 2A

Ernst & Young LLP (“EY”), under the supervision of Ernst & Young Investment Advisers LLP (“EYIA”), provides Employee Financial Services (“EFS”), including investment education and counseling services to employees, members of associations, unions or other large groups (“Participants”) pursuant to engagements by corporate employers, pension plan trustees, or other entities formed for the benefit of such Participants (“Sponsors”). Such services are provided through EFS, a functional specialty within the firm’s Tax Department. EYIA is registered with the Securities and Exchange Commission as an investment adviser under the Investment Advisers Act of 1940 (“Advisers Act”) and maintains its main office at 200 Plaza Drive, Suite 2222, Secaucus, NJ 07094 (telephone: 800-273-0588).

Employee Financial Services (“EFS”)

Employee Financial Services provides financial wellness services that educates participants with different learning styles and approaches to financial planning, including via interaction with EY financial planners as well as digital tools. The service offers the convenience of different learning methods and tools (telephone counseling, web-based and mobile tools, group learning, and interaction through social media) providing participants the opportunity to “try out” all the available learning styles to select their preferred one or a combination that best meets their needs. (Please note: these services can be bundled together or sold separately.)

- **Telephone-based financial planning** provides:
 - Unlimited toll-free access to experienced, credentialed and objective EY financial planners
 - EY financial planners who are trained on sponsoring organizations’ benefit plans and programs
 - EY financial planners who provide information and guidance across all areas of financial planning. Common topics include: employer-provided benefit plans, cash flow and debt management, investment planning, education funding, etc.
 - Personalized reports are available on a variety of topics including retirement, asset allocation, cash flow, net worth, education funding, insurance planning, and debt management
- **Financial planning website** offers:
 - A unique and interactive planning experience that grows as the participant’s needs and knowledge level expand
 - Robust resources, including calculators and videos
 - EY financial planner communication through messaging

¹ From this webpage follow these steps to view the most current Form ADV: a) select Firm, b) enter CRD #110921, c) click **Ernst & Young Investment Advisers LLP**, d) Part 2 Brochure link is below.

- Chat feature for help
- Single sign on which allows users to access the EFS website from client sites without further login
- Connection of financial accounts to facilitate information-sharing with EY financial planners (this feature will not be available to clients with independence restrictions)
- Access to a user dashboard which provides participants with the ability to view their personal financial situation, including their aggregation of financial account information if applicable
- Mobile app to allow users to obtain financial education and communicate with EY financial planners
- **Group learning:**
 - Group learning that informs participants about their benefits and comprehensive financial planning. This learning can be delivered as live workshops, live webinars and/or recorded sessions.
 - A list of action items that apply to a participant's personal situation
- **Organization support:**
 - Dedicated EY project manager(s), including periodic service reviews
 - Periodic engagement reports highlighting participant activity
 - Integration of services with other benefit providers to create a cohesive program
 - Assist client with developing communication materials to promote service

As part of the personal financial advisory services EY may prepare personal asset allocation targets (based on modern portfolio theory and using EY's own or other approved financial planning tools) for such Participants after obtaining and evaluating information concerning their individual circumstances provided by each Participant either in conversation with an EY financial planner and/or by completing a questionnaire.

EY does not recommend, and should not be deemed to have recommended, any particular investment as an appropriate investment for the Participants and discussions of various investments should not be construed as such a recommendation.

EY's advisory services also may be offered by a Sponsor to Participants in tandem with the personal advisory services of another registered investment adviser designated by the Sponsor that is not affiliated with EY ("Other Adviser"). In some EFS engagements, the Sponsor contemplates that EY will refer individual Participants to the Other Adviser for specific recommendations and/or implementation of the Participant's investment decisions. Such referrals by EY do not constitute a recommendation of the Other Adviser by EY to Participants, and, in such cases, EY does not perform any quantitative or qualitative screening procedures with respect to the Other Adviser.

EY, in certain circumstances, is contracted solely to help train employees of financial institutions seeking to offer financial and tax planning services to clients. Such services do not involve EY providing advice directly to the clients of such financial institutions, but rather entails training a financial institution's counselors on financial and tax planning topics and such other support as is mutually agreed upon by EY and the financial institution.

All Selections and Investments Are Made Solely by the Participant

EY's investment education and counseling does not include recommendations concerning the purchase or sale of particular investments or particular industry sectors. EY may provide counseling on the purchase or sale in the context of providing tax, compensation and benefits, or estate planning services, but that counseling does not reflect a view as to the intrinsic merits of the

investment. All decisions to invest in or dispose of particular investments are made solely by the Participant in the exercise of his or her own discretion.

Fees

Fees for EFS Services generally are negotiated between EY and the Sponsors of such groups on a case-by-case basis. They usually are based upon (i) a “per capita” eligible participant amount, (ii) a “usage by Participants” amount, (iii) the number of workshops designed and presented by EY, or (iv) other negotiated factors. EY’s fees in such engagements are paid by the Sponsor. Participants may incur expenses for fees to any other investment adviser they may consult and will be responsible for transaction charges imposed by broker-dealers through or with whom they effect transactions for their accounts. Generally, EY’s contracts with Sponsors for services to Participants are terminable by either party in accordance with a specified notice period. If such a contract is terminated at a time other than the end of the quarter, a pro rata portion of any quarterly or other fee paid in advance is refunded.

Investment Advisers

All personal investment advice, and most impersonal investment advice, typically is given only by EY Financial Planners. Financial Planners are persons who spend all or substantial portions of their time on financial planning. Typically, all of these professionals have at least a degree from a four-year college or university and must meet such other standards as EYIA may establish from time to time. Those standards may include participation in continuing education programs each year and maintaining what EY regards as significant involvement in financial counseling engagements. Moreover, financial planners must satisfy applicable State investment adviser representative registration requirements or pass the Series 65 Uniform Investment Adviser Exam of the Financial Industry Regulatory Authority (“FINRA”). In some instances, EY may retain consultants to assist in providing workshops and staffing the telephone-based financial planning service. Generally, consultants are subject to the same requirements as EY Financial Planners. However, consultants are not subject to the same public accounting independence requirements as EY Financial Planners and their continuing education programs differ in some respects.

Monitoring, Reviews and Reports

In the case of EFS engagements that extend beyond one year and involve the provision of personal advisory services to Participants, Participants are asked questions concerning any changes in their relevant individual circumstances. EY will take into account the changed circumstances of any Participant of which it has notice in the event that Participant seeks additional personal advisory services from EY.

Miscellaneous

Clients and prospective clients of EY also should be aware of the following additional information concerning EY and EYIA:

Custody of Securities or Funds. EY does not manage participant accounts on a discretionary basis and does not take custody of participant securities or participant funds.

Other Financial Industry Activities. As noted above, EYIA is responsible for supervising the investment advisory services provided by EY. EY and Ernst & Young (U.S.) are general partners of EYIA. In consideration of EYIA’s supervising the rendering of investment planning services provided by EY, EY provides EYIA with office and filing space, staff and other assistance. All of EYIA’s time is spent supervising the compliance and operations of the investment planning services provided by EY.

Other Business Activities. EY is a public accounting firm which spends substantially all of its time providing accounting, audit, tax, and business advisory services.

Form ADV Part 2B Client Brochure Supplement

Ernst & Young Investment Advisers LLP (“EYIA”)
200 Plaza Drive, Suite 2222, Secaucus, NJ 07094

07/10/2020

EYIA’s investment advice is provided by a team comprised of more than five Supervised Persons and EYIA has provided group supplementary information for the five supervised persons with the most significant responsibility for the day to day advice provided to clients:

(1) Name, (2) year of birth, (3) education and (4) business background for preceding five years:

1. Christopher Williams – Chair, EYIA Board
2. 1970
3. B.A. Political Science, Union College, Schenectady, NY; JD, Albany Law School, Albany, NY
4. 1998 to date, Ernst & Young LLP

1. Glenn H. Hascher, EYIA Board Member
2. 1961
3. B.S., Economics, Rutgers University, New Brunswick, NJ
4. November 1988 to date, Ernst & Young LLP

1. Robert J. Porter, EYIA Board Member
2. 1964
3. B.S., Siena College, Loudonville, NY
4. 1998 to date, Ernst & Young LLP

1. Greg Rosica, EYIA Board Member
2. 1964
3. B.S., Accounting with Honors, M.S., Accounting, University of Florida, Gainesville, FL
4. 2002 to date, Ernst & Young LLP

1. Donald A. Culp, EYIA Chief Compliance Officer
2. 1959
3. B.S.in Accounting, Seton Hall University, M.S. in Taxation Seton Hall University, South Orange, NJ
4. 1988 to date, Ernst & Young LLP

Disciplinary Information for the above: None

Other Business Activities for the above: None

Additional Compensation for the above: None

Supervision: Christopher Williams serves as the Chairman of EYIA and supervises all of the above individuals. He is not subject to any additional supervision as EYIA Board Chairman.

Form CRS: Customer Relationship Summary

Ernst & Young Investment Advisers LLP (“EYIA”)
200 Plaza Drive, Suite 2222, Secaucus, NJ 07094

07/10/2020

Introduction

EYIA is registered with the Securities and Exchange Commission (“SEC”) as an investment adviser. Brokerage and investment advisory services differ, and it is important for you to understand these differences. Free and simple tools are available to research firms and financial professionals at <http://investor.gov/crs>, which also provides educational materials about broker-dealers, investment advisers, and investing.

Please note that we are required to include “Conversation Starter Questions” in Form CRS to help you in your discussions of our investment services with EY financial planners. In addition, these questions can help you compare our services with other providers you may be considering. Certain questions relevant to our services have been answered here. Please address any additional questions you may have with an EY financial planner.

What Investment Services and Advice Can You Provide Me?

We offer investment education and counseling services to employees, members of associations, unions or other large groups (“Participants”) pursuant to engagements by corporate employers, pension plan trustees, or other entities formed for the benefit of such Participants (“Sponsors”). These services include, at a Participant’s request, the following:

- Investment education on various topics including, but not limited to: risk management; asset classes; asset allocation; diversification; dollar cost averaging; rebalancing; market timing; potential implementation strategies; mutual funds/ETFs, and investment-related costs.
- Preparation of personal asset allocation targets (based on modern portfolio theory and using EY’s own or other approved financial planning tools) after obtaining and evaluating information concerning a Participant’s individual circumstances provided either in conversation with an EY financial planner and/or by completing a questionnaire.
- Please note that EY’s investment advisory services may also be offered by a Sponsor to Participants in tandem with the personal advisory services of another registered investment adviser designated by the Sponsor that is not affiliated with EY (“Other Adviser”). In some engagements, the Sponsor contemplates that EY will refer individual Participants to the Other Adviser for specific recommendations and/or implementation of the Participant’s investment decisions. Such referrals by EY do not constitute a recommendation of the Other Adviser by EY to Participants, and, in such cases, EY does not perform any quantitative or qualitative screening procedures with respect to the Other Adviser.

Please note that our investment advisory services do **NOT** include the sale and/or recommendation of any type of investment or insurance product and we do **NOT** manage and/or monitor investments on behalf of Participants. In particular, please note the following:

- **EY’s investment education and counseling does not recommend, and should not be deemed to have recommended, any particular investment as an appropriate investment for a Participant and discussions of various investments should not be construed as such a recommendation.**

- EY's investment education and counseling may provide counseling on the purchase or sale in the context of providing tax, compensation and benefits, or estate planning education services, but that counseling does not reflect a view as to the intrinsic merits of an investment. All decisions to invest in or dispose of particular investments are made solely by the Participant in the exercise of his or her own discretion.

Conversation Starters when speaking with your financial professional:

- Given my financial situation, should I choose an investment advisory service? Why or why not?
- How will you choose investments to recommend to me?
- What is your relevant experience, including your licenses, education and other qualifications? What do these qualifications mean?

What fees will I pay?

EY's fees are paid by the Sponsor. Participants may incur expenses for fees to any other investment adviser they may consult and will be responsible for transaction charges imposed by broker-dealers through or with whom they effect transactions for their accounts.

Conversation Starter when speaking with your financial professional:

- Help me understand how these fees and costs might affect my investments. If I give you \$10,000 to invest, how much will go to fees and costs, and how much will be invested for me?

What are your legal obligations to me when acting as my investment adviser? How else does your firm make money and what conflicts of interest do you have?

When we act as your investment adviser, we have to act in your best interest and not put our interest ahead of yours. The way we make money (EY fees are paid by the Sponsor) does not conflict with your interests does not impact our ability to act in your best interest.

Conversation Starter when speaking with your financial professional:

- How might your conflicts of interest affect me, and how will you address them?

How do your financial professionals make money?

Our financial professionals are compensated on a salaried or hourly basis.

Do your financial professionals have legal or disciplinary history?

No

Visit <http://investor.gov/crs> for a free and simple search tool to research us and our financial professionals.

Conversation Starter when speaking with your financial professional:

- As a financial professional, do you have any disciplinary history? For what type of conduct?

For additional information about our services, please see the rest of this Disclosure Statement and/ or speak with your EY planner. If you would like additional, up-to-date information or a copy of this disclosure, please call 800-273-0588.

Conversation Starter when speaking with your financial professional:

- Who is my primary contact person? Is he or she a representative of an investment-adviser or a broker-dealer? Who can I talk to if I have concerns about how this person is treating me?

B. CASH FLOW WORKSHEET

	Monthly		Annually
<u>Income</u>			
Salary	\$		\$
Bonuses			
Dividends			
Capital gains			
Interest			
Net rents and royalties			
Self-employment income			
Social Security			
Distributions from trusts or partnership			
Pension income			
Other income _____			
Total cash available (A)	\$	(A)	\$

	Monthly		Annually
Expenditures			
Home mortgage (or apartment rent)	\$		\$
Utilities			
Gas/oil			
Electricity			
Water			
Sewer			
Home maintenance			
Property taxes			
Car payments			
Car/commuting expenses			
Maintenance and repairs			
Gas			
Commuting fees/tolls			
Credit card/loan payments			
Insurance premiums			
Life			
Health			
Disability			
Car			
Home			
Liability			
Other			
Income taxes			
Employment taxes (Social Security & Medicare)			
Clothing			
Child care			
Food			
Medical expenses			
Education			
Vacations			
Entertainment			
Alimony			
Charitable contributions			
Gifts			
Personal items			
Savings/investments			
Company savings plans			
Emergency fund			
Investment fund			
Other payments _____			
Total cash expenditures	\$	(B)	\$
Net cash inflow/(outflow)	\$	(A-B)	\$

C. SPENDING WORKSHEET

Spending Worksheet as of _____

You can adapt this spending worksheet to reflect your particular circumstances. The worksheet will help you organize regular expenses as well as those incurred less frequently.

Fixed, variable and discretionary expenses

The spending worksheet breaks out your expenses into three categories – fixed, variable and discretionary. Categorizing your expenses in this matter will help you to determine exactly where you can immediately cut back and where you simply cannot redirect spending right away.

- Fixed required expenses include regular living expenses which remain constant, for example, rent or mortgage payments, tuition, car payments, insurance payments, etc.
- Variable required expenses include expenses incurred regularly, but the amount varies, for example, clothing, groceries, gifts, haircuts, your telephone bill, etc.
- Discretionary expenses are those that you have complete immediate control over, for example, entertainment, books and CDs, decorating, etc.

Often, the lines get blurred over which expenses are fixed, which are variable and which are discretionary. For instance, if a telephone bill remains roughly the same amount each month, it would be a fixed expense. If the telephone bill changes substantially each month, it would be a variable expense. Any amounts represented by special features like call waiting, would be discretionary expenses.

To understand where you can cut spending, write down your expenses and label each one as fixed, variable or discretionary. Suggestion: Make copies of this worksheet and update it as your spending habits change.

Savings	Amount	Fixed	Variable	Discretionary
401(k), 403(b) or 457 account	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Savings Total	\$			

Housing	Amount	Fixed	Variable	Discretionary
Rent	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mortgage	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance fees	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lawn care	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repairs	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home improvements	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Utilities: phone, electric, heat, and water	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Property taxes	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Homeowner's insurance	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Housing Total	\$			

Other housing (home furnishings)	Amount	Fixed	Variable	Discretionary
Bedding: sheets, pillows, blankets, etc.	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kitchen appliances	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cookware	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Decorating	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Furniture	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electronic equipment	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Housing Total	\$			

Food	Amount	Fixed	Variable	Discretionary
Regular grocery shopping	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Restaurant meals	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School lunches	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coffee, vending machines, snacks	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Food Total	\$			

Clothing	Amount	Fixed	Variable	Discretionary
Work clothes	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Casual clothes	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Formal wear	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accessories: handbags, wallets, belts, etc.	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coats	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shoes	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sneakers	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hosiery/socks	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Underwear/sleepwear	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dry cleaning	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School uniforms	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sports clothes	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clothing Total	\$ _____			

Insurance	Amount	Fixed	Variable	Discretionary
Life (Person 1)	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Life (Person 2)	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excess liability	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Long-term care (Person 1)	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Long-term care (Person 2)	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disability (Person 1)	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disability (Person 2)	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insurance Total	\$ _____			

Transportation	Amount	Fixed	Variable	Discretionary
Gas	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tolls	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle insurance	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trains/buses	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loan or lease payments	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Car maintenance, washes, etc.	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transportation Total	\$ _____			

Medical & Dental	Amount	Fixed	Variable	Discretionary
Insurance	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-payments	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amounts not covered	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prescriptions	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over-the-counter medicine	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vision	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medical & Dental Total	\$ _____			

Debt	Amount	Fixed	Variable	Discretionary
Education loans	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home equity loans	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Credit card: balances, interest, etc.	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other personal loans	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mortgage	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Car	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Debt Total	\$ _____			

Children	Amount	Fixed	Variable	Discretionary
Daycare	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuition payments	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Music and dance lessons	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sports	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other after school activities	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Day Camp/ Sleep-away camp	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Allowance	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clothing	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children Total	\$ _____			

Entertainment	Amount	Fixed	Variable	Discretionary
Movies, videos	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Theater	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amusement parks	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Music CDs/music downloads	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Books	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subscriptions/dues	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cable T.V.	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vacations	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Entertainment Total	\$ _____			

Gifts	Amount	Fixed	Variable	Discretionary
Holidays	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Birthdays	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anniversaries	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mother's Day/Father's Day	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Valentine's Day	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Weddings	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bridal showers	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
House warming	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Charities	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gifts Total	\$ _____			

Personal	Amount	Fixed	Variable	Discretionary
Haircuts	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special hair styling	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manicures/pedicures	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cosmetics	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contact lens fluid	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health club	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Total	\$ _____			

Pets	Amount	Fixed	Variable	Discretionary
Food	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supplies	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Boarding	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grooming	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Veterinarian bills	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pets Total	\$ _____			

Taxes	Amount	Fixed	Variable	Discretionary
Federal income taxes	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
State taxes	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Local taxes	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Security taxes	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taxes Total	\$ _____			

Miscellaneous	Amount	Fixed	Variable	Discretionary
Bank fees	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual credit card fees	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Luggage	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travel	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Miscellaneous Total	\$ _____			

D. S.H.R.E.W.D. SPENDING TIPS

S.H.R.E.W.D. Household Spending	
Shift	<ul style="list-style-type: none"> • Purchase front-load clothes washer • Purchase curtains to alleviate heating/cooling • Install plastic storm-windows • Caulk window and door frames • Weather-strip doors • Use low-watt light bulbs when possible
Halt	<ul style="list-style-type: none"> • Don't purchase cordless phones (take advantage of warranties if you do) • Don't let the hot water run while shaving or rinsing dishes • Don't daydream while staring at an open fridge • Don't let the water run while brushing your teeth • Turn outdoor lights off overnight
Restructure	<ul style="list-style-type: none"> • Purchase checks from manufacturer rather than from bank • Run the dishwasher, clothes washer and clothes dryer only when full • Cook as many things in the oven at one time as possible and open the oven door as little as possible
Exchange	<ul style="list-style-type: none"> • Use fans instead of air conditioners
Wait	
Decrease	<ul style="list-style-type: none"> • Purchase items at an estate sale/auction or yard sale • Turn lights and the TV off when you leave the room • Set thermostat to 68 degrees and lower to 60 degrees at night and when no one is in the house • Place an insulation blanket on your water heater • Keep radiators and air outlets clean • Dust the coils on the refrigerator
S.H.R.E.W.D. Dining Out Spending	
Shift	<ul style="list-style-type: none"> • Pay cash when dining out
Halt	<ul style="list-style-type: none"> • Avoid restaurants in tourist areas
Restructure	
Exchange	<ul style="list-style-type: none"> • Form a dinner club with friends
Wait	
Decrease	<ul style="list-style-type: none"> • Order restaurant specials • Do not over tip • Limit drinks to one per person • Pack a lunch for school or work • Eat at home whenever possible

S.H.R.E.W.D. Clothing Spending	
Shift	<ul style="list-style-type: none"> • Bring only the cash needed to purchase the clothes on your list
Halt	<ul style="list-style-type: none"> • Avoid malls • Avoid trendy fashions
Restructure	
Exchange	<ul style="list-style-type: none"> • Buy clothes that can mix and match • Buy quality
Wait	<ul style="list-style-type: none"> • Shop the change of season sales
Decrease	<ul style="list-style-type: none"> • Return clothes that will not be worn • Shop at outlets <ul style="list-style-type: none"> ◦ Discount, Factory, or Irregular • Shop with a written list • Always try clothes on before you buy

S.H.R.E.W.D. Food Spending		S.H.R.E.W.D. Auto Spending	
Shift	<ul style="list-style-type: none"> • Plan a weekly menu 	Shift	
Halt	<ul style="list-style-type: none"> • Avoid junk foods 	Halt	<ul style="list-style-type: none"> • Avoid car dealers for specialty work
Restructure		Restructure	
Exchange	<ul style="list-style-type: none"> • Buy the store brand 	Exchange	<ul style="list-style-type: none"> • Downsize cars for fuel-efficient vehicle
Wait		Wait	<ul style="list-style-type: none"> • Drive current car longer
Decrease	<ul style="list-style-type: none"> • Compare prices/check unit values • Clip coupons • Avoid convenience stores • Shop the specials • Buy non-food items at a discount store • Shop with a written list • Bring only the cash needed to purchase groceries on your list • Shop alone • Shop once a week to avoid impulse buys • Double-check grocery cart before check-out • Eat before you shop 	Decrease	<ul style="list-style-type: none"> • Comparison shop • Purchase lower-octane gas • Use public transportation, car pool, bike or walk • Shop for the best gas price • Service your car regularly • Fix minor problems before they escalate to major problems • Combine errand trips • Shop around for repair prices and obtain written quotes • Get a second opinion for unexpected repairs

E. HOW ARE YOU SPENDING

Examine the mechanics of your spending. Taking a closer look at how you spend could help to pinpoint any possible trouble areas. As you create a lifetime spending plan, you should reassess whether your current spending methods are the best based on your current needs and spending habits.

If you are like most people, you probably use two or more of the spending methods mentioned below.

Spending Approach		Use for:	Don't use for:
Cash	<ul style="list-style-type: none"> • Cash • Check • ATM • Debit Card • Electronic Funds Transfer • Charge Card 	<ul style="list-style-type: none"> • Day-to-day expenses • Big ticket items 	<ul style="list-style-type: none"> • Big ticket items you cannot afford over a short period of time – e.g., buying a home
Borrow	<ul style="list-style-type: none"> • Loans <ul style="list-style-type: none"> ○ Home mortgage ○ Home equity ○ Investment ○ Student ○ Credit Union • Credit Card 	<ul style="list-style-type: none"> • Big ticket items – e.g., home improvements • Education • Items that can be paid off in 12 months or interest free 12 months same as cash • Pay at work is stable or growing 	<ul style="list-style-type: none"> • Daily expenses • When more important goals than what you want to borrow for are not being met • When you think you could lose your job • When your health is poor or concerned about a change in family's situation
Defer	<ul style="list-style-type: none"> • Before-tax • After-tax 	<ul style="list-style-type: none"> • Big ticket items • Items that you do not wish to borrow for • Items you'll want when you won't be working • If you want to use time and compounding to make the items less expensive 	<ul style="list-style-type: none"> • When you are giving up buying items that are more important to you today

The chart below shows the advantages and disadvantages for each spending method listed.

Spending Method	Advantages	Disadvantages
Cash	You will not be tempted to spend money that you do not have	Provides no record of spending unless you keep receipts
		No protection if property is lost or stolen
Check	Provides a record of spending	Not always accepted
	You will not be tempted to spend money that you do not have	More time consuming
ATM	Provides a record of spending	No protection if property is lost or stolen
	You will not be tempted to spend money that you do not have	ATM user fees
Debit Card	Provides a record of spending	No protection if property is lost or stolen and not reported promptly
	You will not be tempted to spend money that you do not have	
	Overdraft protection if issued by credit holder	
Electronic Funds Transfer	Provides a record of spending	Transfer mistakes
	You will not be tempted to spend money that you do not have	Provides no record of spending unless you receive a confirmation
Home Mortgage Loan	Interest paid may be deductible on your personal income tax return	Potential for significant balance
		Higher interest rate the longer the term of the loan
	Enables you to purchase a home you otherwise could not afford to buy	Tax law limitations on the amount of the interest deduction
Home Equity Loan	Interest paid may be deductible on your personal income tax return	Generally, higher interest rate than home mortgage loans

F. MYFRS FINANCIAL GUIDANCE LINE APPOINTMENT

There are two ways of setting an appointment to speak with a financial planner at the MyFRS Financial Guidance Line. Please use the method below which is most convenient for you.

Text “Callback FRS” to 313131

After sending a text, you will receive a reply asking you to provide your first and last name. Upon receipt of this information, a representative from the MyFRS Financial Guidance Line will call you within 3 business days to schedule an appointment with a financial planner at a time and date convenient for you.

Call the MyFRS Financial Guidance Line – 1 866 446 9377 (option 1)

Start planning your finances by directly calling the MyFRS Financial Guidance Line - scan this QR Code with your mobile phone to call now and/or save this number for future use. Select “option 1” from the phone menu to speak with a representative.



You may schedule an appointment at a time and date that is convenient for you, or if you'd like to begin planning immediately, you may hold an introductory call if a planner is available when you call. Our lines are open Monday-Friday, 8 a.m. – 6 p.m. Eastern Time.

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G. WORKSHOP SURVEY

There are two ways of providing feedback on this workshop. Please use the method below which is most convenient for you. There are 12 questions which should take approximately 5 minutes to complete.

Text “FRS survey” to 313131

After sending a text, you will receive a reply with a link to the survey.

Go directly to the survey – www.surveymonkey.com/r/FRSWorkshop

Type the web address into your browser or scan this QR Code with your mobile phone to go directly to the survey.



Thank you for providing feedback to help ensure we are meeting your needs!

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H. PERSONAL ACTION PLAN

<u>Action Step</u>	<u>When</u>	<u>Done</u>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
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_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>