

## Evaluation for DVD

**Instructor:** CFEFA **Date:** \_\_\_\_\_

Thank you for your participation in this course. Your responses will help us improve the training for future participants. Please circle the number that shows how much you agree with each statement. Then answer the questions at the bottom of this form.

**Please mail your completed Evaluation to: CFEFA, 205 N 20<sup>th</sup> Street, Suite 600, Birmingham, AL 35203. Once the completed Evaluation is received you will receive your Certificate of Completion of the Personal Financial Management that you will need to get to your attorney to file in the Court with form 23.**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Bankruptcy Case No:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_

**Confirmation Number:** \_\_\_\_\_

*4 Strongly Agree*

*3 Agree*

*2 Disagree*

*1 Strongly Disagree*

1. The course was interesting and kept my attention.	4	3	2	1
2. The examples in the course were clear and helpful.	4	3	2	1
3. The activities in the course helped me understand the information.	4	3	2	1
4. The slides were clear and easy to follow.	4	3	2	1
5. The take-home materials were easy to read and useful to me.	4	3	2	1
6. The instructors presented the information clearly and understandably.	4	3	2	1
7. The information/skill taught in the course is useful to me.	4	3	2	1
8. I am confident that I can use the information/skill on my own.	4	3	2	1
9. I am satisfied with what I learned from this course.	4	3	2	1

What was the most helpful part of this course?

What was the least helpful part of this course?

Would you recommend this course to others?

Any comments/ suggestions?

**\*\*\*\*\*WE MUST HAVE THE BANKRUPTCY CASE NUMBER:** \_\_\_\_\_

If you would like for this to be faxed or emailed to your attorney please provide the information below:

Attorney's Name: Lois Beasley- Carlisle

Attorney's Fax Number: 205-841-2345

Attorney's E-mail Address: documents@carlisleandcarlisle.com

Signature of Debtor \_\_\_\_\_ Date \_\_\_\_\_

Signature of Co-Debtor \_\_\_\_\_ Date \_\_\_\_\_

DVD Verification 1: \_\_\_\_\_ DVD Verification 2: \_\_\_\_\_

DVD Verification 3: \_\_\_\_\_ DVD Verification 4: \_\_\_\_\_

DVD Verification 5: \_\_\_\_\_ DVD Verification 6: \_\_\_\_\_



Consumer Financial Education  
Foundation of America

# KEYS FOR FINANCIAL SUCCESS

A COURSE FOR PERSONAL FINANCIAL MANAGEMENT

COURSE DEVELOPED BY:  
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## INTRODUCTION

This workbook has been developed to accompany the classroom or DVD presentation of the course entitled *Keys to Financial Success*. The workbook is intended to be a supplement to content provided by the instructor, in person or on video.

The following elements contained in the workbook will improve your understanding of the material and concepts presented by the instructor.

- Preview Questions and Objectives for each chapter.
- Guide for note taking in the form of “Keys for Success.” As you follow along with the instructor’s presentation, fill in the blank spaces to emphasize key concepts.
- Supplemental Information
- Worksheets

Please take advantage of the information contained in the workbook. We welcome your evaluation of this and other materials at the conclusion of the course.

## SESSION 1

### UNDERSTANDING DEBT- BEING IN DEBT

#### PREVIEW QUESTIONS

Review these questions before the presentation begins. As the instructor speaks, follow along to answer these questions.

1. What are some common sources of consumer debt?
2. What are some of the motivators that drive people to overspend?
3. How does debt affect you? Your financial situation? Your lifestyle? Your emotions? Your relationships with others?

## SESSION 1

### UNDERSTANDING DEBT- BEING IN DEBT

#### OBJECTIVES

At the conclusion of this session, the student will be able to:

- Identify factors that contribute to consumer debt in the United States.
- Describe psychological patterns identified in the practice of overspending.
- List examples of predatory practices used by some lenders to exploit borrowers.

- Discuss the financial, lifestyle, and emotional changes that may occur as a result of being in debt.

## SESSION 1

### UNDERSTANDING DEBT- BEING IN DEBT

#### KEYS TO FINANCIAL SUCCESS

1. Four of the sources of consumer debt in the United States are \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. A person who (over)spends in order to cope with feelings of emptiness or depression has exhibited a pattern of \_\_\_\_\_  
\_\_\_\_\_ spending.

3. \_\_\_\_\_ spenders try to overcome feelings of inferiority by spending excessively on appearance items (hair, clothing, jewelry, etc.).

4. Punishment of another person through destructive spending is an example of \_\_\_\_\_ spending.

5. \_\_\_\_\_ lenders use a variety of unethical practices to exploit borrowers, expanding the national consumer debt problem.

6. \_\_\_\_\_ , \_\_\_\_\_ and \_\_\_\_\_ are some of the common emotional responses to debt.

## SESSION 2

### CREATING AN EFFECTIVE HOME BUDGET

#### PREVIEW QUESTIONS

Review these questions before the presentation begins. As the instructor speaks, follow along to answer these questions.

1. What are the seven steps to FINANCIAL PROBLEM SOLVING?
2. Describe the process of analyzing your household budget.
3. Identify three things you can change in your current household budget to reduce monthly expenses.

## SESSION 2

### CREATING AN EFFECTIVE HOME BUDGET

#### OBJECTIVES

At the conclusion of this session, the student will be able to:

- Identify methods used to establish a “picture” of monthly income and expenses.
  - Describe process to identify patterns in spending.
  - List strategies to modify spending in an effort to reduce monthly expenses.
  - Establish an *achievable* goal that can be met in a month through budgeting. Three months? One year?

## • SESSION 2

### CREATING AN EFFECTIVE HOME BUDGET

#### KEYS TO FINANCIAL SUCCESS

1. A \_\_\_\_\_ is a financial statement of estimated income and expenses for an individual or family of a specific period of time.
2. An \_\_\_\_\_ will help cut expenses by identifying less costly ways of buying essentials.
3. \_\_\_\_\_% of current monthly spending can be reduced with no noticeable change in lifestyle.

### **BUDGET**

#### **Housing**

Mortgage/Rent \_\_\_\_\_  
 2<sup>nd</sup> Mortgage \_\_\_\_\_  
 Association fees \_\_\_\_\_  
 Land or lot payment \_\_\_\_\_  
 Property Tax (if not escrowed) \_\_\_\_\_  
 Electric \_\_\_\_\_  
 Gas \_\_\_\_\_  
 Water/Sewer \_\_\_\_\_  
 Telephone/Cell/Pager \_\_\_\_\_  
 Cable \_\_\_\_\_  
 Home Maintenance/Security System \_\_\_\_\_  
 Computer/Online \_\_\_\_\_  
 Garbage service \_\_\_\_\_  
 Fire Dues \_\_\_\_\_  
 Homeowners Insurance (if not escrowed) \_\_\_\_\_  
 Pest Control/Termite Bond \_\_\_\_\_

#### **FOOD**

Groceries \_\_\_\_\_  
 School lunches \_\_\_\_\_  
 Food at Work \_\_\_\_\_  
 Eating Out/Entertainment \_\_\_\_\_  
 Other \_\_\_\_\_

#### **AUTOMOBILE**

Car Payment #1 \_\_\_\_\_  
 Car Payment #2 \_\_\_\_\_  
 Gasoline \_\_\_\_\_  
 Car Repairs/Maintenance \_\_\_\_\_  
 Car Tag(s) yearly amount \_\_\_\_\_  
 Bus/Taxi/Parking \_\_\_\_\_  
 Auto Insurance (monthly amount) \_\_\_\_\_

#### **PERSONAL**

Personal Items/Toiletries \_\_\_\_\_  
 Barber/Beauty Shop \_\_\_\_\_  
 Allowance for Children \_\_\_\_\_  
 Child Care \_\_\_\_\_  
 Child Support \_\_\_\_\_

#### **MEDICAL**

Doctor Visits (yearly Average) \_\_\_\_\_  
 Medication (monthly) \_\_\_\_\_  
 Dentist (yearly average) \_\_\_\_\_

#### **INSURANCE**

Life (if not payroll deducted) \_\_\_\_\_  
 Health (if not payroll deducted) \_\_\_\_\_

#### **EDUCATION**

Tuition/School Fees \_\_\_\_\_  
 School Books/Supplies \_\_\_\_\_  
 Profession Dues \_\_\_\_\_

#### **GIFTS & DONATIONS**

Birthday (yearly average) \_\_\_\_\_  
 Christmas \_\_\_\_\_  
 Other gifts \_\_\_\_\_  
 (Anniversaries, mother/father day, etc..)  
 Church Donation/Charities \_\_\_\_\_

#### **ENTERTAINMENT**

Movies/Video Rentals/Play Station \_\_\_\_\_  
 Books/Magazines/CDs \_\_\_\_\_

#### **OTHER**

Savings/Emergency Funds \_\_\_\_\_  
 Postage/PO Box Rental/Safety Deposit Box \_\_\_\_\_  
 Pet Supplies/Vet Bills \_\_\_\_\_  
 (yearly average/12 months)  
 Fee on Checking Account \_\_\_\_\_  
 Other/Credit Cards Debts/Payday Loans \_\_\_\_\_

### **SUMMARY**

**Gross Income** \_\_\_\_\_  
**Net Monthly Income** \_\_\_\_\_  
**Total Expenses** \_\_\_\_\_

(if not payroll deducted)  
 Alimony \_\_\_\_\_  
 Tobacco/Alcohol \_\_\_\_\_  
 Clothing \_\_\_\_\_  
 Dry Cleaning/Laundry \_\_\_\_\_

## HOME BUDGETING

What is a budget?

A budget is a savings and spending plan. It is a step-by-step plan for meeting expenses in a given period of time.

Why Budget?

Knowing what your income and expenses are every month will help you take control of your financial situation.

How will budgeting help you take control of your financial situation?

- A budget will reduce anxiety.
- A budget will give you a sense of control over your money.

To complete a budget, you must first know what you spend your money on daily. The best way to track your spending is to keep a “Daily Spending Diary”. Write down everything that you spend your money on for one month. See example of a “Daily Spending Diary” on next page.

### My Daily Spending Diary

Items Purchased		Daily Total
<b>Sunday</b>		
<b>Monday</b>		



<b>Tuesday</b>		
<b>Wednesday</b>		
<b>Thursday</b>		
<b>Friday</b>		
<b>Saturday</b>		

**Total Amount Spent This Week \$ \_\_\_\_\_**

Once you know what you spend your money on monthly, it is time to prepare a budget. Let's review the items listed on this budget.

### **Housing**

- Mortgage/rent should not exceed 28% of your gross monthly income. Gross income is the amount shown on your check stub prior to taxes and other deductions.

For example, you monthly gross income is \$3,000. You would multiply  $\$3,000 \times 28\% = \$840.00$ .

- 2<sup>nd</sup> Mortgage
- Association Fees
- Land or lot Payment
- Property Tax (if not escrowed) If not included with mortgage divide total amount mount by 12 to get the yearly average.)

- Electric – I suggest that you get on the budget plan if it is available in your area.

Gas –

- Water/Sewer
- Telephone/Cell/Pager
- Cable
- Home Maintenance/Security System
- Computer/Online
- Garbage Service (due every three months)
- Fire Dues
- Homeowners Ins. (if not escrowed)
- Pest Control

### **Food**

- Groceries
- School Lunches
- Food at Work
- Eating Out/Entertainment
- Other

### **Automobile**

- Car payment # 1
- Car payment #2
- Gasoline
- Car Repairs/Maintenance
- Car Tag (s) yearly amount
- Bus/Taxi/Parking
- Auto Insurance (monthly amount)

### **Personal**

- Personal Items/Toiletries
- Barber/Beauty Shop
- Allowance for Children
- Child care
- Child support – (if not payroll deducted)
- Alimony

- Tobacco/Alcohol
- Clothing
- Dry Cleanings/Laundry

## **Medical**

- Doctors Visits (yearly Avg.) – To get the yearly average, total cost of visit for the year and divide by 12 months.
- Medication (monthly)
- Dentist (yearly average)

## **Insurance**

- Life Insurance (if not payroll deducted)
- Health (if not payroll deducted)

## **Education**

- Tuition/School Fees
- School Books/Supplies
- Professional Dues

## **Gifts & Donations**

- Birthday (yearly average)
- Christmas
- Other Gifts – (Anniversaries, mothers/fathers day, etc..)
- Church Donations/Charities

## **Entertainment**

- Movies/video rental/play station
- Books/magazines/CDs

## **Other**

- Savings/Emergency Funds
- Postage/P.O. Box Rentals/Safety Deposit Box

- Pet Supplies/Vet bills – (yearly average/12 months)
- Fee on checking account
- Other/credit card debts/payday loans.

### **Summary**

**Monthly Gross Income** \_\_\_\_\_

**Monthly Net Income** \_\_\_\_\_

**Total Expenses** \_\_\_\_\_ (subtract from Net income)

### **Questions**

- 1. Do you have a negative cash-flow? If the answer is yes, then consider the following options to help balance the budget.**
  - Take a lunch from home.
  - Cut off cable or down grade cable.
  - Car pool
  - Get a part-time job if possible.
  
- 2. Do you have a positive cash-flow? If the answer is yes, then consider the following options.**
  - Place the extra income in your savings/emergency funds.
  - Place more money in retirement plan.

## **BUDGETING TOOL**

### **Monthly Payment Schedule**

**In conclusion, a budget is a road map to give you a snap shot of where you are financially. Always review your budget prior to taking on additional debt. Establish an emergency**

**savings fund as a number one priority because you never know when you will need it. As a rule of thumb, save at least three to six months of your monthly net income.**

### **Tools For Budgeting**

#### **Monthly Payment Schedule**

Use different colored ink for income and expenses (example: black for income and red for expenses).  
List **ALL** bills, even the little ones.  
Where applicable keep track of remaining balance due.

Income	Bills/Expenses	Due Date	Amt. Due	Amt. Paid	Remaining Bal.

## SESSION 3

### UNDERSTANDING HOW CREDIT WORKS

#### PREVIEW QUESTIONS

Review these questions before the presentation begins. As the instructor speaks, follow along to answer these questions.

1. What are the different types of credit available to the consumer today?
2. What are some of the various types of credit cards available to consumers?
3. What can I do to prevent excessive credit card debt?

## SESSION 3

### UNDERSTANDING HOW CREDIT WORKS

#### OBJECTIVES

At the conclusion of this session, the student will be able to:

- Identify the four basic types of credit available to consumers in the United States.
- Describe common methods used to calculate credit card finance charges.
- Excluding finance charges, list some of the various fees and expenses that may be associated with consumer credit cards.
- Discuss strategies for the prevention of credit card debt.

## SESSION 3

### UNDERSTANDING HOW CREDIT WORKS

## KEYS TO FINANCIAL SUCCESS

1. There are four types of credit extended to consumers: \_\_\_\_\_

\_\_\_\_\_

2. Credit cards can cause debt problems quickly because they allow impulse purchasing and may carry \_\_\_\_\_

\_\_\_\_\_.

3. The \_\_\_\_\_ is the percentage of interest that is levied in exchange for the ability to use a credit card.

4. Two features that might make a credit card undesirable are:

\_\_\_\_\_

## SESSION 4

### CREDIT REPORTS AND CREDIT SCORING and ESTABLISHING NEW CREDIT

#### PREVIEW QUESTIONS

Review these questions before the presentation begins. As the instructor speaks, follow along to answer these questions.

1. How can you obtain your credit report?
2. What is the Fair Credit Reporting Act?
3. What is contained in a credit report?
4. What factors are considered in developing a credit score?

5. Can you improve your credit score? How?

## SESSION 4

### CREDIT REPORTS AND CREDIT SCORING

#### and ESTABLISHING NEW CREDIT

#### OBJECTIVES

At the conclusion of this session, the student will be able to:

- Identify acceptable uses for consumer credit reports.
- List the contents of a consumer credit report.
- Describe the method by which a credit score is developed.
- Discuss strategies for improving your credit score.

## SESSION 4

### CREDIT REPORTS AND CREDIT SCORING

#### and ESTABLISHING NEW CREDIT

#### KEYS TO FINANCIAL SUCCESS

1. A \_\_\_\_\_ is designed to assist a consumer in developing a reputable credit history.
2. The \_\_\_\_\_ oversees how consumer credit information is handled.
3. More than \_\_\_\_\_% of consumer reports may contain some type of error.
4. \_\_\_\_\_ provide a quick method of assessing the often extensive volume of information contained in the credit report.



5. Items that contribute to a credit score are: \_\_\_\_\_

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## SESSION 4

### CREDIT REPORTS AND CREDIT SCORING

#### and ESTABLISHING NEW CREDIT

1. What are some of the most common reasons that new credit is denied?
2. What protection is available to consumers through the Equal Credit Opportunity Act?

## SESSION 4

### CREDIT REPORTS AND CREDIT SCORING

#### and ESTABLISHING NEW CREDIT

### OBJECTIVES

At the conclusion of this session, the student will be able to:

- Identify the five most common reasons that credit is not extended by a lender.
- Describe the factors that establish creditworthiness.
- List consumer rights regarding credit.
- Discuss avenues that a consumer may pursue if he/she suspects discrimination in lending practices.

## SESSION 4

### CREDIT REPORTS AND CREDIT SCORING

and ESTABLISHING NEW CREDIT

KEYS TO FINANCIAL SUCCESS

1. The primary reason that new credit is denied is \_\_\_\_\_

\_\_\_\_\_

2. The \_\_\_\_\_

\_\_\_\_\_ provides consumers protection  
from discrimination in lending.

3. Being creditworthy depends on factors such as: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_