

A Parent's Guide  
to Youth Money Management

# Make*i*tCount

be a money mentor



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COMMISSION



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# Make*i*tCount

## be a money mentor

Parents teach their children many things, both directly and by example. Generally, money management is not at the top of the list. That's why **The Manitoba Securities Commission** developed **Make it Count**, because lessons learned at an early age about everyday transactions can go a long way toward building responsible financial habits in adulthood.

**Make it Count** provides activities and information to help you incorporate money management lessons into your daily routine. You can easily turn errands into education.



## Provide lessons that last

The best way to instill good money habits in children is to start early. If you start with simple concepts, many children can begin learning about money as soon as they have started counting.

To **Make it Count** you need to provide responsible money management lessons as part of your daily routine. You can do this by **modeling** good spending behaviour, providing financial **guidance** and ensuring your child **practices** sound money management.

### 1 Model

Manage your own money responsibly and your child will follow suit. Kids model the behaviour of those around them, so demonstrate that you are an active money manager. Make a budget, talk about money with your significant other when your child is around and plan purchases. Children are taught good manners when they are young so they will be well behaved when they are older. The same goes for money management, start young and your child will carry good habits into adulthood.

### 2 Guide

Take the time to help your child work through money management activities. Help them set financial goals, make a plan and keep track of their earnings and spending. Make sure to discuss money management in a variety of settings and get your child's opinions and input about money both at home and when you are out and about. When given a chance to contribute their ideas about money, kids may be more likely to think about those concepts in their own life.

### 3 Practice

**Make it Count** provides many activities for kids to practice independent budgeting, planning and spending and will help reinforce some important financial lessons. After trying the activities together, let your child do some of their own budgeting, spending, and saving in real everyday situations. You can check in on them from time to time but give them some financial independence. After all, they will ultimately be the ones responsible for their money in adulthood.





## Be a Money Mentor

### The importance of teaching children about money management

When kids learn about responsible money management at a young age, the lessons will pay dividends throughout their lifetime. Be a Money Mentor and help your child:

- Be independent and self sufficient
- Make informed decisions and choices
- Use good judgement and look at consumption in a realistic way
- Acquire the skills and knowledge to be financially secure

Children should not be made to feel that they have to worry about the household bills or that they are a drain on the family's resources. The purpose of **Make it Count** is to provide your child with a positive and realistic attitude toward money.

### Set a good example

You are a role model and your child begins taking cues from you at a very early age. That is why it is important to assess your own financial habits and spending behaviour to make sure you are setting a good example.

Helping children understand how to live within their means and plan for their dreams can make it much easier to cope with life's pressures.

It's not about seeing a difference overnight. It takes time to build habits for life, but it's worth it. Spending your hard-earned money should not happen without thought or care. Take the time to put a plan in place for yourself.

- 1. Assess your money situation**—Track your spending for one typical month
- 2. Develop a budget**—Determine your after-tax income, calculate your expenses, assess your long and short-term needs, decide on expenses that can or should be trimmed
- 3. Set goals**—Establish some short-term and long-term savings goals
- 4. Make a plan**—Make sure you have a way of reaching your goals that will work with your financial situation
- 5. Take action**—Put your plan into effect and start on your path to financial security
- 6. Be a Money Mentor**—Get your child involved in money management and **Make it Count!**



Being a Money Mentor is simple. Invest a little bit of the time you spend with your child each day to talk about the many financial decisions involved in everyday activities. Often, it's as simple as having a chat. The **Make it Count** program is intended to make this process easy and enjoyable.

## Make it Count Guide

This guide is your main mentoring resource, with activities and tips for more effective money management. Keep it handy and refer to it for ideas and inspiration.

The guide is divided into five sections, so you can quickly access the information you need.

### 1 Out and about

Being on the go often includes running errands, visits to stores and spending money. These are excellent opportunities to involve your child in the purchasing process, providing practical money management lessons.

### 2 Lessons for life

There are plenty of opportunities to teach basic money management. From saving, to spending, to safe investing, help provide your child with the foundation for a successful financial future.

### 3 Milestones

Every family celebrates milestones. It might be your child's first day back at school, first cell phone or first job. Plan for these milestones together and help strike a balance between unrealistic expectations and your family's financial reality.

### 4 Fun with friends

It can be difficult for your child to manage money when they are with friends. Get them involved in group activities that demonstrate that spending less doesn't necessarily mean having less fun.

### 5 Extras

An education in money management is an ongoing process. In addition to information for Money Mentors, the **Make it Count** extras include helpful tools, resources and worksheets.







## Make it Count Extras

The **Make it Count** extras are additional tools, reminders and worksheets to help with money management lessons. They can all be found in the last section of this guide or you can download copies from [MakeitCountOnline.ca](http://MakeitCountOnline.ca).

### Mentor Budget Sheets

Set an example and use the Mentor Budget Sheets to track your income, savings, investments, expenses and debt. After all, the best Money Mentor is a keen money manager.

### Youth Budget Sheets

These basic budget sheets will help children track what they earn and spend. Make sure your child uses them to get a realistic look at their financial situation.

### Saver Sheets

Saver Sheets make monitoring savings and planning for future purchases simple. They are great for tracking progress.

### Investor Education Resources Order Form

#### The Manitoba Securities Commission

has developed a number of resources to provide a basic understanding of investing and give you the important information needed to make responsible investment decisions. Use the *Investor Education Resources Order Form* to get more information.

### Calculator

Some of the activities require a calculator. Keep one handy for when you decide to do an activity.







## out and about

Being on the go often includes running errands, visits to stores and spending money. These are excellent opportunities to involve your child in the purchasing process, providing practical money management lessons.

# Make*i*tCount



# at the supermarket

A grocery-shopping trip will often include a wide variety of purchasing decisions. Take advantage of this time to talk about the importance of planning ahead, as well as pointing out the things that can influence a buying decision.

## Activities

### Plan a lunch

Ask your child for help in planning a favourite lunch.

- What will it include?
- How much do they think it will cost?
- Do they think there might be ways to keep that cost down?

At the store, discuss what you see on the shelves for each of the choices they made. After you have made the selections and gone through the check-out, show your child the receipt and explain it to them. When you get home, unpack the items and ask your child to describe the decision-making process they helped you go through at the store.

### Compare your options

#### Use a calculator

At the supermarket, discuss the products you are about to buy. What are the factors in your decision? Ask your child to consider the costs of the available options.

- Is there a discount for a bigger package or a larger quantity?
- Are there a number of brand options?
- What is the price difference?
- How do you decide which product to buy?
- Is the cheapest item the best choice?

### Budget for a dinner

Give your child a budget and have them plan and prepare a family dinner. Let them choose a recipe and figure out which ingredients are already in the house and which ones they will need to buy. Review the shopping list. Does it look like it can be done within the budget? If not, provide some pointers on how to cut back or help them choose another recipe.

Once the meal is decided, let your child select the items in the store, reminding them that they have to stick to their budget. After you've enjoyed the dinner, have them walk you through the process again, explaining the key decisions that were involved.

## Tips

**Stick to the list**—Before going to the supermarket be sure to make a list. This will help prevent impulse buying and eliminate the need for additional trips to the store to pick up forgotten items. Working off a set list will also help your child concentrate on the task.

**Set a limit**—Determine a weekly grocery budget. Figure out how much you have to spend before you go to the store and stay within your budget.

**Check for coupons**—Most supermarkets have their weekly specials listed in store. Make sure to check whether there are any specials on the items on your shopping list.







## at your financial institution

Understanding how to use a bank or credit union is one of the most important financial lessons to teach a child. You should be familiar with the benefits financial institutions offer in helping manage money.



### Activities

#### Open a savings account

Savings accounts keep money safe and can provide a cushion against future expenses. Interest is earned on the money put into savings, which may be calculated daily, monthly, semi-annually or annually. It is important for children to have a savings account, even if they only deposit a small amount each month. Getting in the habit of depositing money will help them to understand how banking and interest works.

#### **When opening an account with your child make sure to do the following:**

**Figure out what they need**—What is the account for? Is it just for saving? For making purchases? Do they want to use a debit card? Access their money online? Are there extra fees for these features? Have your child make a list of features they would like their account to have and rate them on a scale of importance.

**Shop around**—Once your child has decided on account features make sure to shop around to find an account that will best fit their needs. Most Canadian financial institutions offer special youth savings accounts with a variety of features, but a regular savings account may offer benefits your child prefers, so it is important to compare carefully. You can get a lot of information about different accounts by going to the websites of local financial institutions.

Have your child bring the list of desired account features to different financial institutions and see what types of accounts are offered and what interest rates they are going to pay. You want to be comfortable with your financial institution. Don't be afraid to ask lots of questions and make sure you both understand what you're getting!

#### Review their accounts

Even if your child already has a savings account, it is important they understand how it works and what it offers. There may be newer and better account options available now so next time you are at your financial institution schedule a meeting with an account representative to learn about different options. Have the account representative explain the features of the account to see if it still fits your child's needs. This is also a wise exercise for you to go through periodically with your own accounts.



## Teach them how it works

Going into a financial institution should be a comfortable experience. It is important to understand what to do and how things work. Ask your account representative to give you and your child a quick tour of the facility to explain the banking process. Don't be shy about asking questions. Where does the money go? How is a deposit made? How about a withdrawal?

### Tips

**Take precautions online—**By the time children are old enough to have a bank account, chances are they will already be very comfortable in the online environment. Online banking can be safe, but you should still make sure your child is taking precautions. Make sure they choose a password that only they would know, using a combination of letters and numbers, keep their password private and never share it, and check the website's security. In most browsers, you can determine this by looking for a closed lock icon.

**Review monthly account statements—**

Even if your child is not making many transactions, get a monthly account statement. Go through it together and check that everything is correct.

**Check in—**Take a few minutes from time to time, either online or when visiting your financial institution, to get a summary of your current accounts and interest rates. Compare this to other options that are available. Does your account still meet your needs or has your situation changed? Your accounts should be as flexible as you are.

**Repeat, repeat, repeat—**Every time your child is with you at your financial institution, talk about the banking process. Establishing smart banking behaviours from a young age will make it easier for your child to understand more complicated financial instruments in the future—such as loans, investments and retirement savings.

**Look into Tax-Free Savings Accounts—**Increase your own savings with a Tax-Free Savings Account (TFSA), a new savings vehicle for Canadians. Any contributions made to your TFSA will not be deductible for income tax purposes; instead, any growth in the account will not attract tax and when it is withdrawn the money will be tax free. Talk to a financial professional about TFSA's or learn more about them online.







## at the shopping mall

It's easy to spend too much money at the mall. Shopping malls are designed to encourage high spending and tempt youth into impulse buying. It can be a challenge to keep on track and on budget at the mall. It's important to shop with a purpose!



### Activities

#### Comparison shopping

##### *Use a calculator*

When you are going to the mall with your child to purchase something they need, ask them to help with the buying decision and guide them through the process. Check out all the stores that carry the item and have your child calculate the cost differences. Is there a sale at any of the stores? Is there a less expensive substitute?

#### The cost of being cool

Children can be susceptible to marketers and peer pressure when it comes to clothing, shoes or games they “must” have. Often, these are premium-priced items. It's important to discuss the difference between needs and wants, and the difference between cost and value. Take them to various stores to comparison shop for the item and similar items. Ask what other purchases they are willing to give up in order to have it. Suggest they take a break away from the mall before making a decision. In this cooling off period, they may realize they don't need the item after all.

#### Set up a clothing allowance

Sit down with your child and put a monthly or seasonal clothing allowance in place. Give your child the opportunity to practice independent budgeting within that allowance. Have them take an inventory of their existing clothes and plan out the purchases they will have to make over the next few months.



### Tips

**Look for sales and off season buys**—In today's retail environment sales happen all the time—so be on the lookout. There are certain times of the year to get bargains on various items. Clothing can go on sale at the beginning of a season but if your child can wait until the season is ending, prices on the clearance racks will be even better.

**Shop with a purpose**—Avoid leisure trips to the mall with your child. Shop only when you really need something.

**Don't be afraid to return!**—When you get home from the mall, have your child try on their new clothes again. Keep the tags on and be sure they still like the item as much as they did in the store. The same applies to home furnishings and accessories. Live with them for a few days and ensure they “fit” before removing tags.

**“Shop” in your closet**—Before going to the mall, check your child's closet and make sure they really need more. Perhaps a new accessory is all they need to freshen up their look. Make sure your child's closet is organized and ensure that their shoes and clothes are clean and in good repair to avoid last minute panic purchases before a big event.





## at a restaurant

Going out to a restaurant can be fun for special occasions or, for busy parents, a convenient

alternative to preparing meals at home. Like most other things, the cost of restaurant meals is increasing and dining out can really eat into a budget. It is important to teach your child that a meal out is a treat rather than an everyday type of occurrence.



## Activities

### Budget the dinner

#### Use a calculator

Determine a budget for your meal out and before you go inside the restaurant check out the menu to make sure it is within your budget range. Let your child help calculate what each person's portion of that budget will be.

At the restaurant, discuss your child's selection. Are the drinks extra? How about appetizers? Go through the process with each dinner. Have your child use a calculator to figure out the total cost of the meal by adding up everyone's selections, taxes and tip. Are you still on budget? If not, everyone should agree on adjustments to the order. When the bill comes at the end of the meal, review it with your child, check it against your budget, and pay it together.



### Next time—eat at home

Next time you are dining out, go through the menu with your child; decide on a meal that you both think you would enjoy and make a note of what it costs at the restaurant. Talk about what you think would go into making that meal at home. Next time you're thinking about going to a restaurant, don't. Ask your child to help you shop for, and prepare that restaurant meal you talked about. It can be fun cooking with your child and they will see that eating in can be just as much fun as dining out! Calculate the money that you saved by avoiding the restaurant markup, costly drinks, taxes and tip.



## Tips

**Each course costs**—A meal complete with appetizers, drinks and desserts can really blow your budget. In many cases these extras can double the cost of your meal! Make sure you and your child understand what is included in the price of an entrée and what is extra. Consider skipping the extras. Instead of an expensive restaurant dessert, plan to have a fun treat when you get home.

**Watch your refills**—Remember that not all drink refills are free. If you and your child both order a drink refill, you could add an extra \$7.00 to your bill! If you dine out twice a month, that's almost \$170.00 a year!

**Discount dining**—Some restaurants will offer special deals at certain times or will have limited time promotions. Often, you can find coupons in the newspaper, in the mail or online—but be sure to read the fine print for expiry dates or exceptions before you go.





## on the town

An outing with your child can be great fun for all. Of course, the cost of movies, the water park, concerts and special events can really add up.

Try to balance the expensive activities you do with some less expensive or no-cost alternatives. Saving money does not have to mean giving things up, but setting priorities will help keep your budget on track!



## Activities

### Budget for a special outing

While you don't want to be thinking about money the entire time you are out having fun, it is not a bad idea to talk about it a bit before you go. Let's say you are planning a trip to your local water park or pool. Get your child to find out the admission costs in advance. Have them check for coupons (be sure to read the fine print) or discounts. Ask your child what some of the other costs may be:

- Is there a cost for the locker at the pool?
- Will they be buying food or treats at a concession?
- Will there be a cost to get there?

Are there ways to bring the costs down? What about packing a snack, instead of buying one? Make sure that your child knows that special outings are an extra expense and, for that reason, they are treats that won't happen every day.

## Fun alternatives

Next time you are thinking about a special outing, check out all of the options! Have your child research different activities you can do in your local area. There are often free or low-cost events taking place throughout your community including cultural events, music festivals, sporting events etc. Check local papers, community guides and online resources for different options. You may find many new, exciting and affordable things to do.



## Tips

**Discount days**—Many recreational facilities will have discount days or special time periods with lower costs. For example, some movie theatres will offer free popcorn and pop on a Tuesday night, bringing down the cost of the outing significantly.

**Keep your money safe**—Whenever your child is out at a movie theatre, arcade or any public place having fun, remind them to keep their money safe from theft. Make sure they keep their money with them at all times. If they have to leave it unsupervised, like at a swimming pool, it should be placed in a locked locker.

**Watch the costs**—Before heading out, set up a budget for the day's activities. When you and your child are out on the town, costs can quickly add up before you notice it. Keep a running tally of what you have spent and what you know you still have to spend.





## on the road

Your family may use different methods of transportation in daily life.

Whether you take a bus or drive a car, there are always ways to save some money getting to and from the places you need to go.

### Activity

#### Talk about the costs

Children may not realize the expenses associated with getting to and from school or driving to the supermarket. Next time you are on the go, take a few minutes to talk about some of the expenses that go into transportation. Take a look at this example.

*Let's say you drive a \$25,000 family sedan, your annual costs might be:*

Car loan payments	\$ 5,200.00
Gas	\$ 1,700.00
Insurance	\$ 1,200.00
Maintenance	\$ 1,000.00
<b>Total</b>	<b>\$9,100.00</b>

That's about \$760.00 a month! Even if your vehicle is paid off, owning the car will cost about \$325.00 per month! And don't forget, older vehicles require more maintenance.

#### What if you take the bus?

A year's worth of monthly bus passes for an adult is about \$855.00 or about \$71.00 a month. For youth, a year costs about \$580.00, or just under \$50.00 a month.

#### Try doing a quick cost comparison...

A family of four who drives a new car will pay about \$9,100.00 a year.

A family of four who takes the bus will pay about \$2,870.00 a year.

That is a savings of \$6,230.00 a year, or about \$520.00 a month!

If you decided not to drive your car for four years you could save about \$25,000.00 and that does not include the interest you would earn if you invested that money. Talk about an easy way to save for your child's education!

### Tips

**Cut fuel costs**—There are a number of ways to cut down on your gas expenses. Maintaining your tire pressure, turning off your AC, driving a little slower and avoiding idling all improve your fuel efficiency. Maintaining your vehicle will also help to keep your fuel costs down. Next time you are getting your vehicle serviced ask your technician about ways to save fuel costs on your specific vehicle.

**Buy monthly bus passes**—Buying bus passes on a monthly basis instead of paying each time you ride can save you a lot of money. For example, if your child takes the bus to and from school every day and pays the full fare each trip, the cost would be roughly \$720.00 for the school year. Ten monthly bus passes would only cost about \$490.00 for the year. You save \$230.00 each school year.

**Carpool**—Sharing driving responsibilities for the trip to work or school will save you money and improve the life expectancy of your vehicle. Having fewer vehicles on the road also means less pollution!





[illegible]



## lessons for life

There are plenty of opportunities to teach basic money management. From saving, to spending, to safe investing, help provide your child with the foundation for a successful financial future.

# Make*i*Count





## setting goals

Motivating children to manage money should be fun and rewarding. Setting goals, whether they are short or long term, will help you and your child stay on track.

### Activities

#### A family event

##### Use your Saver Sheet

Plan an activity with your family—it might be dinner at a special restaurant, going to a play or concert, or taking a day trip. Determine how much money you will need to make it happen and ask each family member how much they can set aside each week. For a young child it might just be a few dollars, but it is important that they make and honour a commitment to the process. You might consider putting the money in a savings account at the end of each week.

#### Saving up

##### Use your Saver Sheet

Most children crave some special item—a video game player, an iPod, a guitar, trendy shoes or clothes. This is an opportunity to encourage your child to put money aside to purchase the item themselves or, at least, to

contribute toward the cost. They will have to look at their “income” and decide how much they can save and what other items they can do without in order to reach their financial goal.

### Tips

**Start small**—Make sure the first few goals you work toward are reasonable. You don’t want your child to get discouraged and give up on the savings plan. And remember, you can always work toward more than one goal at once, try working on a simple, short-term goal (like a trip to the movies) while you work toward a long-term goal (like saving for education) at the same time.

**Set an example**—If you start a Saver Sheet with your child make sure you stick to the plan and save until you reach the goal. Giving up will show your child that saving is not important. Even if you have to do most of the legwork, set a savings example.

**The Goal:** *Draw, describe or paste a picture of your goal.*

*You did it!*

Price:	\$150.00	\$136.00
Taxes:	\$18.00	\$119.00
Total:	\$168.00	\$102.00
		\$85.00
		\$68.00
		\$51.00
		\$34.00
		\$17.00

**The savings plan:**

Where are you going to get the money from?

Me: Allowance  
Mom: Job

How much money will you put away?

Me: \$17.00  
Every week

Where are you going to keep the money?

Mom's Savings Account

What date should you reach your goal?

April 15

**Make it Count**





## budgeting

Children are never too young to learn and practice budgeting. Although they may not earn much of an income, it is important they understand budget basics.



## Activities

### Start a budget

#### *Use your Youth Budget Sheet*

When children begin making some financial decisions on their own they should be introduced to budgeting. The Youth Budget Sheet is a simple and straightforward way for children to track what they earn and spend each month. Walk your child through the budgeting process and help fill out the budget sheet every day. After completing a month, go through the budget and talk about ways to increase earnings and savings and decrease spending.

### A simple start

It can be a tough switch for children to go from having no budget to budgeting all of their money. When your child starts budgeting, make it simple. Have them write down all of the things they purchase in a month, the money they put into savings, the money they consistently earn (allowance), and an estimate of the money they could potentially earn (from gifts or odd jobs). Once they have everything recorded, put each item down as income, savings or expenses. From here, they can make an estimate of how much money they will need next month. As they get more comfortable with doing this you can start breaking those categories down a bit, for example, expenses may be broken down into “essentials,” “clothing,” “entertainment” etc.



## Tips

**Lending Money**—Children should be taught the difference between borrowing money and money that they earn or receive as allowance. When you lend your child money, explain that it will have to be paid back. Set up a repayment schedule and stick to it. You may even want to charge a small amount of interest on the loan. This is an important lesson for your child’s future when funds they borrow—by means of credit cards, bank loans, mortgages or lines of credit—come with interest charges, firm repayment deadlines and consequences for missing them.

**Giving allowance**—Giving your child an allowance will give them practical experience in financial responsibility.

Sit down with your child and discuss how their allowance should be allocated. First, your child should “pay themselves” and put 10% of their allowance into a savings account. A portion, perhaps 20% could go into long-term savings, another 20% could go into short-term savings (for “wants” such as special clothing) and the rest can be spent as they like. Some families may wish to have their child allocate a portion to charity.







## investing in education

As tuition and living costs rise, it becomes increasingly important to save for what matters. While the idea of saving enough money to provide your child with a university or college education may seem a bit out of your range, opening a Registered Education Savings Plan (RESP) can help make it happen.



### Activities

#### Talk about post-secondary costs

Saving for children's education is a shared family responsibility. Spend some time with your child to look at post-secondary programs of interest. Discuss the costs involved in obtaining a degree or diploma—tuition, books, living expenses—and calculate a rough estimate of the total cost. Talk about different ways that this education could be paid for.

#### Open an RESP account

An RESP is a special account that helps families save for post-secondary education. Any growth will grow tax-free until the beneficiary named in the RESP enrolls in education after high school. In addition to the interest you may earn on your investment, you will also receive yearly contributions from the Canadian Education Savings Grant (CESG).

To give you a better idea of what you can save with an RESP account, check out this example.

#### Let's say your child is now ten years old...

Your family's combined income	Between \$35,595.00 and \$71,190.00 a year
Your rate of return*	6%
Your investment period	8 years
Your personal contribution	\$2,200.00 a year
Your total personal contributions	\$17,600.00
Total CESG contribution	\$3,600.00
Interest earned—on personal and CESG contributions	\$6,512.73
<b>Your Total Education Savings</b>	<b>\$27,712.73</b>

*These numbers are an estimate only. \*Rates of return will vary.*

Before opening the account read **The Manitoba Securities Commission's** *Investing in your child's future, the basics of RESPs* brochure, to help choose an RESP account that works for you.

After deciding on an RESP account, sit down with your child and discuss how you will make contributions. Both you and your child should be putting some money in this account. Set up a plan that is feasible and determine a percentage of gift money, allowances and part-time job income to be put away.



### Tips

**Start today**—Even if it is only possible to put a small amount of money aside every month for education, start doing it now! Contributions start earning interest right away and with the rising cost of post-secondary education it is important to save as much money as possible.

**Look into bursaries**—It is never too early to start looking at bursary opportunities. Many national and provincial bursaries and scholarships start in grade 10. When your child is old enough, book an appointment with their school's career counselor to talk about different options.



## earning money

As children mature, their wants tend to become progressively more expensive. It is never too early to talk about where money comes from—it's earned. Even a small child can be asked to do small tasks around the home in return for a weekly allowance. When children are old enough, they may want to supplement their "income" by earning money outside of the home. These jobs may be as simple as helping a neighbour with chores or as ambitious as starting a business.

### Activities

#### Discuss how businesses work

This is an interesting family activity that will help a child understand basic business concepts. Have a discussion about how businesses work. What are the pros and cons of running certain kinds of businesses? What is their product? What are their costs to produce and deliver that product? What kinds of people work there? How do these variables affect the consumer? Take a restaurant for example. What do they pay for food and equipment, for cooks and servers, for rent and taxes? How do people get to know about them? How do they decide what to charge for each item? What are you REALLY paying for when you go to a restaurant?



### Start a business

Help your child start a small business venture. It's a great opportunity for kids to recognize their personal interests and improve their skills. Decide on a business that will work for your situation. Some options include mowing lawns, shoveling walks, dog walking, plant care and babysitting.

Once the business activity is decided, help your child through the following steps and record your action plan.

1. What is needed to start—tools, equipment, etc.? Which of these do you already have and which do you need to purchase?
2. Where can you get the best deals on these items? How much will they cost?
3. Where will the start-up money come from?
4. If parents are lending the money to start the business, what is the repayment plan?
5. How are you going to get customers?
6. How much do you have to charge to cover expenses and make a profit?



### Tip

**Attach value to chores**—If you need to get a couple of extra chores done around the house try attaching a value to them. For example, if the dishwasher needs to be emptied you could pay your child \$2.00 to empty it.

If your child's weekly allowance is \$10.00, come up with five \$2.00 chores for them to do throughout the week. If the chore is not completed, compensation is not given.





# saving money around the house

It is important for children to understand the costs that go into running a home—otherwise these expenses can come as quite a surprise when they move out on their own. Take a good look around your house. There may be a number of ways you can reduce your monthly expenses, whether it be heating costs or non-essential purchases. Think about where you can cut back, make the changes, then take the money you save and invest it.



## Activities

### Look at what you've got

Go through your child's room and have them estimate the cost of everything in it. Ask whether they think each item is a "need" or a "want" item. For example, a bed is a "need" item and toys or electronics are "want" items. Ask them how important each item is to day-to-day living. How often do they use each item? If they had to give away some of the things, which ones would they be?

Add up the value of all the items and figure out the difference between the needs and wants. How much would you have saved if just half of the want items had not been purchased?

Next time your child asks for a new "want" item, use the Saver Sheet and work towards the goal together. Or better yet, see whether your child is willing to put that money into savings instead.

### A little change

Keeping a family piggy bank can be a good way to teach your child about the benefits of saving. Start with an empty coin bank. Every time you or your child has a little extra change, put it in the bank. Check it at the end of each week to see how your savings have grown. Put that money into a family savings account. Did you notice a difference in how much money you had that week? Even if you only put a little away each week, the savings will surely grow.

### A houseful of savings

Your house can be a money pit. There are several ways that you can reduce costs around the home while also teaching smart saving. Talk to your child about costs associated with maintaining a house, such as heating costs, electricity, water, taxes and insurance. Take a critical look around your home and see where costs could be reduced. Implementing some energy and water savings solutions will not only help reduce monthly expenses but it will reduce your carbon footprint! Check out your utilities company's website to find some great energy saving solutions.





## online safety

Young people are often the targets of scams and fraud, especially online.

You and your child need to be aware of the different types of frauds and scams that are out there, so you can take precautionary measures, stay safe and protect your money.

### Activity

#### Make a checklist

The Internet is a quick and easy way for scam artists to find potential victims for their investment schemes. In this environment, fraudsters can operate anonymously from anywhere in the world, which makes them almost impossible to catch. Once you've given your money to an online scam artist, it's likely gone for good. Sit down with your child and talk about safety and the Internet. When you are at the computer together, open your e-mail account and go through some of the following questions with a few of your messages. After going through some of the questions below, download the list from [MakeitCountOnline.ca](http://MakeitCountOnline.ca) (or make a list) and keep it next to your computer at all times!

Before opening an e-mail, answer these questions:

- Do I know the person sending me this attachment by e-mail? Be aware that it is possible to fake the address an e-mail has come from, so if you weren't expecting an attachment from the sender, check with them before opening it.
- Do I know this company and where they are located?
- Is there a padlock or padlock and keys icon?
- Does the website address begin with https—not just http?
- Did I contact the company, or did they contact me?
- If the company contacted me, do I know they are who they say they are?

### Tips

**Contact MSC—The Manitoba Securities Commission** has compiled many resources to help educate the public on frauds and scams. Go to [www.msc.gov.mb.ca](http://www.msc.gov.mb.ca) to find some of these resources, or use the *Investor Education Resources Order Form* in the back of this guide to order brochures.

**Don't give out your personal information**—Banks, credit card companies and other legitimate businesses will never ask you to provide personal information via e-mail. If you get an e-mail that appears to be from your financial institution asking you for confidential information, do not click on any links provided and do not give out any information.

**Install anti-virus software, a firewall, and anti-spyware software**—These programs can prevent fraudsters from hacking into your computer to steal your information.

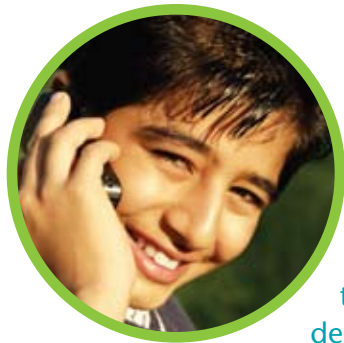




## **milestones**

Every family celebrates milestones. It might be your child's first day back at school, first cell phone or first job. Plan for these milestones together and help strike a balance between unrealistic expectations and your family's financial reality.

# **Make*i*tCount**



## first cell phone

A child's first cell phone is a big step towards independence. It demonstrates that you have the confidence to trust them with this responsibility. Make sure you are both ready for the financial implications before signing up.

### Activities

#### Teach before they talk

If you think your child is ready for a cell phone, make sure that both of you understand what you are getting into before signing any contracts. Spend time together carefully comparing various plans.

Discuss the real costs associated with cell phones. Staying within the plan cannot be stressed too strongly! It is very easy to get carried away with text messaging, downloads, transmitting photos, long distance charges, surfing the Internet and buying ringtones. These uses can add up to hundreds of extra dollars.

### Review the bill

Each month when the bill arrives for your child's cell phone, sit down together to compare it to the original plan. Go through it item by item. Are there any surprises? Have they stayed within budget? If not, ask your child what they will do about it in the future, and how they propose to pay for any extra charges. If there appears to be an error on the part of the phone company, follow up immediately to correct the issue.

### Tips

**Check the added costs**—Carefully review the added costs associated with the cell phone. Make sure you recognize all of the long distance calls, text messages, music downloads, web use and photo fees. The added features built in to cell phones are there for a reason, to get you to spend more airtime—and more money.

**Compare plans**—Decide what you want in a cell package and check out all of the providers in your area. Don't settle for the first offer you get. You can often get significantly reduced rates if you are patient and determined. Don't forget to consider the cost of the phone itself. A "free" or discounted phone may require you to commit to a contract for two or three years.

**Be an active co-signer**—Children require an adult co-signer to obtain a cell phone. When you co-sign, you are accepting responsibility for any payment problems. Bear in mind that once you've signed up for a plan, it may be impossible to get out of it without paying a hefty penalty.







## first job

Your child may be a few years away from their first “real” job, but you can still talk about it. Even mowing the lawn, babysitting or walking the dog are all jobs if your child is paid to do them.



### Activity

#### Talk about pay and paycheques

One of the ruder discoveries of growing up is the realization that you cannot spend your entire paycheque on entertainment. You actually have to use it to pay bills and support yourself. As a child, you tend to spend everything you earn, which leads to an unrealistic idea of what your discretionary income (money you can spend on yourself, after you have paid your bills) will be.

If you can help your child to spend within their means when they are young, they will have a much easier time doing it when they are older.

Help put the cost of things they want in perspective by working it out on an hourly basis. If they want to buy something that costs \$50.00 (\$56.00 with sales taxes), and if they get paid \$8.00 an hour, minus taxes and deductions, then the item will cost them a full day of work.



When your child gets their first paycheque, go through it with them. Explain the taxes that are being deducted, CPP, and any other deductions they may incur. Talk about a plan of attack for managing the money. Ideally, everyone should be putting at least 10% of every paycheque into an investment or savings account. Try to make sure this happens before they even touch the money. For example, if their pay is deposited into a chequing account, your child may be able to set up an automatic transfer of 10% into a separate savings account.



### Tips

**Put 10% of your pay into your own savings!**—“Paying yourself first” is one of the oldest rules you should know about saving. It may be difficult but ideally you should put at least 10% of the money you earn into a savings account right away, before purchasing anything or paying any bills.

**Set realistic spending parameters!**—If you only get to spend 25% of your own paycheque as discretionary income, make sure it is the same for your child. Have them put the majority of their money away, and save it. They may not want to be restricted with spending but it helps prepare them for the reality of “starting salaries” after leaving home.

**Teach them about “real life” expenses!**—Using the Mentor Budget Sheet, talk to your child about the “real life” expenses they will incur when they are older and living on their own. Show how your own paycheque gets allocated. Make sure they understand how to support themselves with the money they earn—it isn’t all about having the cash to buy cool things!



## first day of school

The first day back to school is a major event for both you and your child. The costs associated with school are continually on the rise and it can be difficult for Money Mentors to manage.



### Activities

#### Buy school supplies in bulk with friends

Talk to the parents of some of your child's friends to see if they would be interested in combining efforts. Taking advantage of bulk discounts then splitting the bill can make the initial stock-up purchase a lot easier to handle. The kids can pitch in by checking flyers, catalogues and online resources to find the best bulk bargains. If the purchases are spread among several stores, each family can handle one part of the list, which will also save on time and transportation costs.

*If you really want to **Make it Count**, try starting an initiative in your school to negotiate bulk buying of school supplies for the whole class.*

#### Pack lunch together

Packing a lunch versus buying lunch is a big cost saver, for both you and your child. Take some time together before each school day to pack your lunches. If you both have the same lunch, you'll cut down on preparation time, save money, and probably end up with a much more nutritious meal than you would buy. Have your child help you scan the weekly supermarket ads for bargains on favourite lunchbox selections.

**Packing a lunch can mean big-time savings:** Giving your child \$4.00 a day for lunch money starting in grade one will really add up over time. Roughly \$4.00 a day • \$20.00 a week • \$800.00 a year = **\$9,600.00 by grade 12!** If you were to invest this money over the years, you'll have paid for a nice chunk of post-secondary education!



### Tips

**Save a bit of money for "hidden" school costs**—Put a bit of money away each month for your child's extra school activities, such as school plays or field trips. These unplanned costs can be tough on a cash-strapped family.

**Extra-curricular activities**—There are many benefits to involving a child in extra-curricular activities, but there are costs involved as well. Consider getting necessary sports equipment at a store that sells used sporting goods or rents items. You may also be able to rent musical instruments. Even if this does not work as a long term solution, it can keep your costs down through the trial phase.







## birthday

Whether it is your child's birthday or one of their friends, birthday parties are a big part of childhood fun. These celebrations don't have to break the bank. There are plenty of ways to have a memorable event without straining yourself financially.

### Activities

#### Set Priorities

Children will have plenty of ideas about how to spend their birthday. You can organize a great birthday party while still letting your child know that there will need to be some compromises. Before discussing the event with your child, decide how much you are prepared to spend on the party. Be realistic—setting the bar too high can have financial consequences for other areas of your budget. Write down your number and stick to it while you involve your child in planning the party.

Ask your child what kind of party they want. How many friends do they want to invite? Where do they want to go? What do they want to do? Work together to accommodate your child's requests in the family budget.

#### Have fun preparing for the party

After setting up a plan for your child's birthday, it's time to start preparing. There are some fun things you and your child can do together at home that will help you save on the total cost of the party. Give your child the responsibility to take the lead on some of the preparations.

Baking your own cake or cupcakes will save you some cash, as will preparing the birthday food. Look for make-ahead finger-friendly recipes that can be frozen and ask your child to help you prepare them.

You'll find colourful, reasonably priced party invitations, paper napkins and plates, disposable tablecloths, plastic utensils, decorations and favours at the dollar or discount store. Let your child help pick them out.

Perhaps your child would like to express their creativity by making their own invitations and decorations.

If you're planning to give the attendees "loot bags," have your child share the job of filling them up with dollar store treats.

### Tips

**Giving gifts**—Birthday or holiday gifts can really add up, especially when you are spending \$20.00 on your child's friend's gifts! Children can be creative with gift giving, a mini scrapbook, a special outing or a small donation made in their friend's name can leave a lasting impression and won't cost as much.

**Canada Savings Bonds**—A birthday can be a great opportunity to start your child on the path to long-term savings. Government savings bonds are a great way to teach your child something new about investing while providing them with a building block for their future. Canada Savings Bonds are safe, secure investments that offer minimum guaranteed interest rates. They are cashable at any time, come with no fees and are backed by the Government of Canada. Talk to a financial professional or go online to learn more about Canada Savings Bonds.



## family vacation

Family vacations are great. They are an excellent opportunity to get away, share fun times and build memories. They can also be very expensive. The last thing you want is to come home from a vacation broke and stressed. Plan your vacation together as a family, and check for some of the many good deals that are out there.



### Activities

#### Plan it together

Before making any destination decisions, determine your budget. With that budget in mind, have a family discussion. Work together to come up with an itinerary. Ask everyone who is going on the trip for the number one thing they would like to do. Write everything down and see which activities you can accommodate within your budget.

Pick up a variety of vacation brochures to assist in your planning. Put them all out on the kitchen table and sort through them, highlighting things everyone likes. Have your child write down all of the things that they think may cost money on the trip. Things like transportation, accommodations, meals and entertainment should all be considered. If you are planning a major vacation look at all of the vacation websites, travel agencies and various airline vacation packages. Once you have written down everything, go through and see if there are ways the costs from each category can be reduced.

If everyone works together in the planning of the trip, then everyone can feel that much better about the vacation when it comes. It will also help manage the expectations your child has on what is going to happen on the trip.

## Close to home

### Use your Saver Sheet

Some of the best family vacations can be the ones that cost the least and require a minimum amount of planning. Ask your child to do some research on the Web and at the library about tourist attractions and good vacation spots that are close to home. Give them a budget to work with and have them plan a weekend trip. You can help them account for everything, but let them do it on their own. Once they present their suggestions, ask them to cut the budget a bit, even just a few dollars. If the trip seems feasible, you may want to start a family Saver Sheet and begin putting money aside as a group to take the trip later.



### Tips

**Try a day trip instead**—Taking a break and relaxing does not always mean you have to leave your community. Low-cost day trips are a great opportunity to explore your community and still keep money in the wallet. Check out local community centres and websites for more information on things going on close to home.

**Travel in the off-season**—If you can get away in the off-season, you can save hundreds of dollars! The trip can be far less expensive and the destination will probably be less busy.





## This image shows a full page of blank, lined paper. It features approximately 20 horizontal light blue lines spaced evenly across a white background, typical of standard notebook paper. There are no margins, text, or other markings on the page.





## fun with friends

It can be difficult for your child to manage money when they are with friends. Get them involved in group activities that demonstrate that spending less doesn't necessarily mean having less fun.

**Make**i**t**Count





## recreational spending

Being responsible with money does not mean that children can't have fun. There are plenty of ways to have a good time with friends while still learning about smart money management.



### Activities

#### Movie night

Encourage your child to plan an at-home movie night with a few friends. With just a bit of planning, it can be a great alternative to going out to the theatre.

Help your child do a cost comparison. For example:

##### Four friends go to the theatre

Tickets	\$ 40.00
Popcorn	\$ 20.00
Sodas	\$ 20.00
<b>Total</b>	<b>\$ 80.00</b>

##### Four friends watch a movie at home

Movie Rental	\$ 5.00
Popping corn and Popper	\$ 20.00
Sodas	\$ 5.00
<b>Total</b>	<b>\$ 30.00</b>

Take the kids to pick out the movie and get the supplies. If everyone chips in, they can get a movie, popcorn, popper and sodas for far less than it would cost to go to the theatre. Plus, the popcorn popper will still be there to save them even more money next time around!

#### Sing, sing, sing

If someone in the group has a karaoke machine, the kids can conduct their own neighbourhood talent contest.

#### Spa-day at home

Girls of every age enjoy a bit of pampering. A pedicure party is easy to organize. Kids can provide their own supplies, or raid Mom's. Or the group can chip in to purchase polish, facial masques and other spa products.

#### Clothes connections —and more

Help your child organize a clothing exchange with a few friends. Trading items means getting something that's 'new' to them without spending any money. If you are hosting the event, talk to the parents of your child's friends and explain the concept to them. Ask them to send their children along with clothes that they may be tired of, but are still clean and in good condition.

There are various ways to organize the shopping experience. For example, children can receive a ticket for each garment they bring, which they can then use to purchase another garment. If several people want a particular item, a draw can be held. This is a fun activity for youth because they can make up the rules to suit the group.

Swap parties don't have to be limited to clothes. The kids can use their imaginations about the kinds of things they can trade. Some ideas include games, books, magazines, toys and collectibles.



## Plan a picnic

Instead of hanging out at the mall food court or the fast food restaurant, help your child and friends prepare a picnic to enjoy in the local park. Not only will they save money, they'll have fun planning and preparing for the outing.

The group can chip in to purchase sandwich fixings, pickles, nuts, fruit and healthy treats, and you can assist by supervising the preparations.

If it is too cold outside to do a picnic, it can be fun to have one at home in your rec room.

## Sleepover party

Sometimes children have more fun hanging out with friends than doing an over-organized outing. Help your child plan a sleepover and ask their friends to each bring a sleeping bag, pillow, pyjamas, toiletries, a change of clothes for the next day and a favourite snack to share. Kids can play board or video games, tell stories, watch movies or any number of activities!

## Video game night

There are a variety of different video game consoles available to purchase, but always having the most up-to-date system is very costly. Instead of buying every new system that comes available it can be fun sharing your child's system with their friends, and vice versa. Help your child host a game night and those friends with compatible systems can bring different games for the group to play. See if everyone who has a game system will take a turn to host a game night.

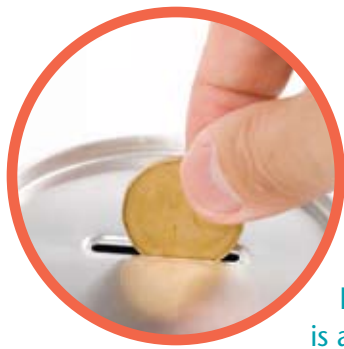
## ! Tips

**Resist peer pressure**—It is important to explain to your child that just because other kids are spending money on events, treats or trinkets, they don't always have to do the same. They should always stop and consider the things they might not be able to afford if they spend on a whim or just to be "in."

**Watch out for marketing ploys**—Many businesses use peer pressure and conformity to market to youth. It is important to frequently remind your child that these are all techniques with one purpose in mind—to sell product! Before making a purchase you and your child should talk about the reasons for wanting to buy the product and determine if there is really a need for it.







## giving back

Teaching children about the importance of giving back to the community is a valuable lesson. On their own, children may decide to give a portion of their allowance or earnings to charity. As a group, kids can work together to make a real difference.



## Activities

### Raise money

One child alone can make small contributions, but a group can enjoy the satisfaction of accomplishing a bigger goal. There are many ways to raise funds for a favourite charity—garage sales, bake sales, craft sales and car washes to name a few. Help your child in the planning for the fundraiser, make sure all of the children involved understand what the money will be going towards and how it is going to be divided. Even though their money is going to be given away, it is still important to keep a budget of everything they have spent and earned so you can tell whether the fundraiser has been a success.

### Volunteer

Volunteering at a local charity or not-for-profit organization is a rewarding experience. Not only does it benefit the organization, but the experience will teach your child new skills and help them look at money and consuming in a new light.

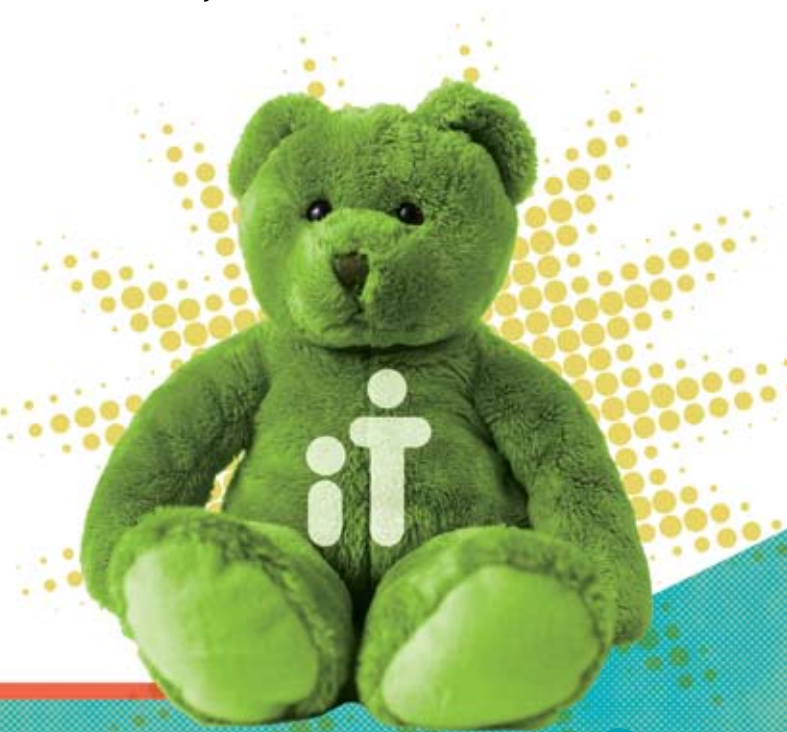
Many communities have volunteer centres or websites that promote the needs of charities in your community.



## Tips

**Make sure it's registered**—Whether your child is making a personal donation or raising money with friends, talk about how to research organizations whose work they find meaningful. Make sure the charity is legitimate. It should be a registered charity—just like investment scams, some con artists will make up fake charities and try to steal money. Never give money to a pushy solicitor or an organization you do not know. Also, you should never give cash to door-to-door solicitors, instead, write a cheque and make sure it is made out to the exact name of the charity. Fraudsters will often set up fake charities that sound like well-known, legitimate organizations.

**Give gifts to charity**—Instead of getting or giving gifts for a birthday or holiday party, your child may ask for a cash donation for a charity, nonperishable items for a local food bank, pet food or litter for an animal shelter or toys for a children's hospital. Many organizations also have wish lists where you can buy unique items for the purpose of donation. You can even ask for a chicken or goat for an undernourished family in a Third World Country!



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## extras

An education in money management is an ongoing process. In addition to information for Money Mentors, the **Make it Count** extras include helpful tools, resources and worksheets.

# Make*i*Count



## books

There are all sorts of books out there that teach money management and the basics of investing.

Remember to **Make it Count**

and check out the library before purchasing any of these titles!

### **Money, Money, Money**

Eve Drobot  
1897066112  
Canada  
Children

### **A Chair for My Mother**

Vera B. Williams  
978068804074  
US  
Children

### **The Kids Guide to Money Cent\$**

Keltie Thomas  
9781553373919  
Canada  
Children

### **A Dollar for Penny, A Math Reader**

Julie Glass  
9780679889731  
US  
Children

### **The Berenstain Bears' Trouble with Money**

Stan and Jan Berenstain  
0394859170  
US  
Children

### **The Berenstain Bears' Dollar\$ and \$en\$e**

Stan and Jan Berenstain  
0375811249  
US  
Children

### **The Money Tree**

Sarah Stewart  
0374452954  
Canada  
Children

### **A Smart Girl's Guide to Money**

Nancy Holyoke  
1593691033  
US  
Teen

### **Rich by Thirty—A young adult's guide to financial success**

Lesley Scorgie  
9781552637944  
Canada  
Teen/Young Adult

### **The Prosperity Factor for Kids**

Kelley Keehn  
1897178352  
Canada  
Parents

### **Money Doesn't Grow on Trees**

Neale S. Godfrey  
0671798057  
US  
Parents

### **Money Still Doesn't Grow on Trees**

Neale S. Godfrey  
1579548512  
US  
Parents

### **Allowances Dollars and \$ense**

Paul W. Lermite  
0075609290  
Canada  
Parents

### **Clark Smart Parents, Clark Smart Kids**

Clark Howard  
0786887796  
US  
Parents

### **Raising Financially Fit Kids**

Joline Godfrey  
1580085369  
US  
Parents





## a glossary of terms

It is important to understand the language of basic financial matters.

If you'd like to have more information about any money management concepts or more detailed explanations about different types of savings or investment products, contact **The Manitoba Securities Commission** or visit the website.

### **Account Statement**

Record of transactions in an account at a financial institution or investment firm.

### **Allowance**

A small sum of money periodically given to a child by his/her parents.

### **Automated Teller Machine (ATM)**

A machine that allows you to complete banking transactions by inserting an electronic card.

### **Bond**

Investment in which the government or a company promises to repay money borrowed from investors at a specified time and to pay interest at a specified rate.

### **Budget**

A plan (monthly or yearly) for spending and saving based on your income and expenses.

### **Canada Education Savings Grant**

A grant from the Government of Canada to help you start saving for your child's post-secondary education.

### **Commission**

A fee that you pay to a broker or agent for the service of arranging the purchase or sale of an investment. Commissions vary between brokers.

### **Compound Interest**

Interest that is paid on the original amount deposited and on any interest that has been earned in previous periods (e.g.: In Year 1, the financial institution pays you \$5 interest on your \$100 deposit. In Year 2, it pays you interest on \$105).

### **Credit**

The ability to borrow money or charge purchases to an account before paying for an item or service.

### **Credit Rating**

A rating that summarizes your financial reputation and credit history. It is used by financial institutions when considering loan applications to decide whether to lend you money and how much you may borrow.

### **Debit Card**

A card that lets you pay for purchases by transferring money electronically from your account to the retailer.

### **Debt**

Money that you have borrowed. The loan must be repaid with interest by a set date.

### **Deposit**

Money that is held in an account at a bank, credit union or trust company.

**Discretionary Income**

The amount of income available for spending after the essentials (such as food, clothing, and shelter) have been taken care of.

**Diversification**

Investing in a variety of different securities to reduce the risk inherent in investing. Diversification may be among types of securities, companies, industries or geographic locations.

**Dollar Cost Averaging**

Investing a set amount at set intervals over a period of time. The investor buys more shares when prices are low and fewer shares when prices are high, with the hope of reducing average share cost.

**Expenses**

Outflow of money to another person or group to pay for an item or service.

**Fees**

The amount you pay to a financial adviser for recommending an investment.

**Financial Adviser**

An individual who offers advice about buying or selling investments.

**Financial Life Skills**

Skills that you need to manage your money with knowledge and confidence throughout your life.

**Financial Literacy**

The ability to read about and understand basic financial concepts.

**Financial Plan**

A written plan that identifies your financial goals and recommends specific actions to take to achieve them. The financial plan should be reviewed annually to be sure it reflects the individual's changing life and needs.

**Guaranteed Investment Certificate (GIC)**

An investment in which you deposit money for a fixed period of time and receive a specified rate of interest.

**Income**

The amount received from all sources, including wages, salaries, profits, interest payments, rent and other forms of earnings.

**Interest**

A fee that is paid on borrowed capital.

**Investing**

To commit money for financial gain, with the expectation that it will provide income, increase in value or both.

**Investment Scam**

Criminal fraud or "con" game in which there is an attempt to swindle money by gaining a person's confidence.

**Loan**

A transaction whereby money is borrowed for a set period of time at an agreed-upon rate of interest.

**Mutual Fund**

A pool of money that's invested for a group of investors by a professional money manager.

**Need**

A need is a necessity, something you must have, something that is essential i.e. food.



**Payroll Deductions**

An amount of money automatically deducted from your paycheque for taxes, employment insurance, pension contributions, etc.

**Profit**

Financial gain for a person or company. It is the money that remains after you subtract your costs from the money you made.

**Principal**

Money originally invested or lent to earn interest or other income.

**Prospectus**

A legal document that sets out the full, true and plain facts you need to know about an investment. It contains information about the company or mutual fund selling the security, its management, products or services, plans, and business risks.

**Registered Education Savings Plan (RESP)**

A type of savings plan registered with the government that allows people to put money aside for a child's post-secondary education expenses.

**Return**

The profit you make on an investment from interest, dividends or the increased value of the investment.

**Risk**

Amount of uncertainty about the expected return from an investment. This includes the possibility that the investment may lose money or become worthless.

**Risk Tolerance**

How comfortable you are to risk losing your money on an investment.

**Registered Retirement Savings Plan (RRSP)**

A type of savings plan registered with the government that allows you to reduce the income tax you pay on money you save within the plan for retirement.

**Savings**

Money put aside in an account to accumulate as a reserve for future needs.

**Securities Regulator**

An independent government agency that regulates trading in securities (stocks and bonds) and protects investors in their home province.

**Simple Interest**

Interest that is paid only on the amount of the initial deposit and not on any interest the deposit earns over time. (e.g.: In Year 1, the bank pays you \$5.00 interest on your \$100.000 deposit. In Year 2, it again pays you interest only on the original \$100.00 deposit.)

**Stock**

Ownership in part of a company.

**Tax Free Savings Account (TFSA)**

An account that provides tax benefits for savings accounts in Canada. You will be able to withdraw money anytime from the account tax-free.

**Want**

Something you desire but do not need.

# investor education resources order form

**The Manitoba Securities Commission** is a special operating agency of the Government of Manitoba that protects investors and promotes fair and efficient investment business practices throughout the province.

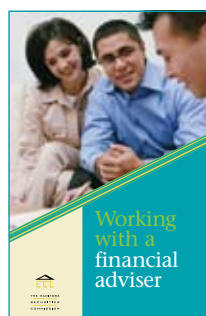
The following materials have been put together to provide a basic understanding of investing and give you the important information needed to make responsible investment decisions. All of these materials are available **free of charge** for public use and you are encouraged to use this information and share it with others.

For more information on **The Manitoba Securities Commission** and education resources please contact Kristen Jones at (204) 945.1513.



## Investing basics: Getting started

This guide covers basic investing information. Topics include: knowing where you want to go with your investments, who you're dealing with, what you're investing in, and where to go for help.



## Working with a financial adviser

This guide provides information that may assist you in selecting a financial adviser, while ensuring you make the best decision possible.



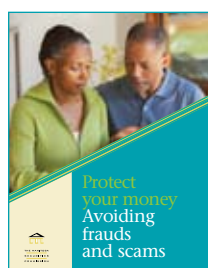
## Understanding mutual funds

This guide is an informative primer that outlines the various types of mutual funds and clarifies different aspects of the industry.



## Your investment planning worksheet

A detailed worksheet that helps you establish clear goals, identify resources and understand risk. It will assist you in developing an overall investment plan.



## Protect your money: Avoiding frauds and scams

Helpful tips on recognizing the red flags of frauds and scams and how to protect your savings.



## When your broker calls: Take notes!

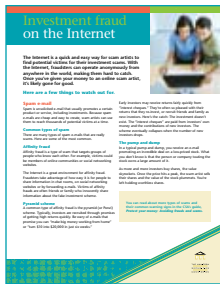
A helpful notepad that ensures you are recording the important details from conversations you have with your financial adviser.



## Investments at a glance

This guide gives you detailed information on what to keep in mind when considering an investment. Topics include: cash and cash equivalents, fixed income securities, equities, investment funds, and alternative investments.





## Investment fraud on the Internet

This information sheet summarizes common types of fraud that you may come across on the Internet and teaches you how to avoid falling for online scams.



## Investments 101

Important investment information for youth. This information sheet describes different types of investments and how they work. It is a valuable reference for all ages.



## Investing in your child's future

Information about the basics of RESPs. Topics include: beneficiary information, making contributions, and choosing the right RESP for you.



## Fact or Fraud: the truth about scams and fraud in Manitoba

This industry produced DVD covers important information on identity theft, investment scams, vehicle scams and door-to-door scams and how you can avoid becoming a victim.

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

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Tel: \_\_\_\_\_ E-mail: \_\_\_\_\_

Item Requested: \_\_\_\_\_ Quantity: \_\_\_\_\_

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Item Requested: \_\_\_\_\_ Quantity: \_\_\_\_\_

*\*These materials are free of charge.*

### What do you plan on using these educational resources for?

- ☐ Personal Use
 ☐ Resource Centre Library  
☐ Youth Education
 ☐ Reference Material  
☐ Company Workshop
 ☐ Other: \_\_\_\_\_  
☐ Family Education

Shipping Instructions: \_\_\_\_\_

### To order materials:

E-mail: [kristen.jones@gov.mb.ca](mailto:kristen.jones@gov.mb.ca)

Fax: (204) 945.0330

Mail: 500-400 St. Mary Avenue, Winnipeg, MB R3C 4K5

# mentor budget sheet

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

## Monthly Budget Sheet

Month: \_\_\_\_\_

Income	Monthly Budget	Monthly Actual
Monthly Pay (after taxes)		
Alimony or Child Support		
Other Income		
<b>TOTAL</b>		
<b>Difference (+/-)</b>		

Savings/Contributions	Monthly Budget	Monthly Actual
Personal Savings		
RRSP		
RESP		
Other		
<b>TOTAL</b>		
<b>Difference (+/-)</b>		

Transportation Expenses	Monthly Budget	Monthly Actual
Car Payment		
Auto Insurance		
Gas		
Parking Costs		
Mass Transit Costs		
Other		
<b>TOTAL</b>		
<b>Difference (+/-)</b>		

Debt/Loan Payments	Monthly Budget	Monthly Actual
Credit Card		
Line of Credit/Loan		
Legal Fees		
Alimony or Child Support Paid		
Other		
<b>TOTAL</b>		
<b>Difference (+/-)</b>		

Housing Expenses	Monthly Budget	Monthly Actual
Mortgage/Rent		
Property Tax		
Home/Rent Insurance		
Condo Fees		
Electricity		
Gas/Heating		
Water/Sewage		
Telephone		
TV		
Internet		
Other		
Other		
<b>TOTAL</b>		
<b>Difference (+/-)</b>		

Personal Expenses	Monthly Budget	Monthly Actual
Groceries		
Cell Phone		
Entertainment		
Gifts		
Clothing		
Charity		
Vacation		
Dry Cleaning/Laundry		
Personal Grooming		
Furniture		
Other		
Other		
<b>TOTAL</b>		
<b>Difference (+/-)</b>		



## mentor budget sheet (con't.)

Child-related Expenses	Monthly Budget	Monthly Actual
Child Care		
School Tuition		
Lunch Money		
School Supplies		
Extra-curricular Activities		
Allowances		
Cell Phone		
Other		
<b>TOTAL</b>		
<b>Difference (+/-)</b>		

Health/Medical Expenses	Monthly Budget	Monthly Actual
Dentist		
Optometrist		
Medicines		
Other		
<b>TOTAL</b>		
<b>Difference (+/-)</b>		

ADD IT UP	Monthly Budget	Monthly Actual	Difference (+/-)
Total Monthly Income			
Total Monthly Expenses			
Difference (+/-)			

Balances	Month Beginning	Month Ending
Chequing Account		
Savings Account		
RRSP		
RESP		
Credit Card		
Line of Credit/Loan		
Other		
Other		

### Budgeting Plan: How will you stay on budget next month?

[illegible]

# mentor budget sheet

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

## Monthly Budget Sheet

Month: \_\_\_\_\_

Income	Monthly Budget	Monthly Actual
Monthly Pay (after taxes)		
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Other Income		
<b>TOTAL</b>		
<b>Difference (+/-)</b>		

Savings/Contributions	Monthly Budget	Monthly Actual
Personal Savings		
RRSP		
RESP		
Other		
<b>TOTAL</b>		
<b>Difference (+/-)</b>		

Transportation Expenses	Monthly Budget	Monthly Actual
Car Payment		
Auto Insurance		
Gas		
Parking Costs		
Mass Transit Costs		
Other		
<b>TOTAL</b>		
<b>Difference (+/-)</b>		

Debt/Loan Payments	Monthly Budget	Monthly Actual
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Line of Credit/Loan		
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Housing Expenses	Monthly Budget	Monthly Actual
Mortgage/Rent		
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<b>Difference (+/-)</b>		



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Balances	Month Beginning	Month Ending
Chequing Account		
Savings Account		
RRSP		
RESP		
Credit Card		
Line of Credit/Loan		
Other		
Other		

### Budgeting Plan: How will you stay on budget next month?

[illegible]





## youth budget sheet

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

## Monthly Budget Sheet

**Month:** \_\_\_\_\_

**How much money do you have saved already?** \_\_\_\_\_

**! Remember, always put some money towards your savings before you start spending.**

**Write down the money that you earn and the money that you spend every day.**

Money Tracking Table			
Description (what you earned or spent)	Date	Earn (\$)	Spend (\$)
TOTAL (add it all up)			

**How much money did you earn this month?** \_\_\_\_\_

**How much money did you spend this month?** \_\_\_\_\_

**How much money do you have left?** \_\_\_\_\_

**What are you going to do with your left-over money?** \_\_\_\_\_

**DON'T FORGET TO PUT YOUR MONEY IN A SAVINGS ACCOUNT!**

## youth budget sheet

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

## Monthly Budget Sheet

**Month:** \_\_\_\_\_

**How much money do you have saved already?** \_\_\_\_\_

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## youth budget sheet

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

## Monthly Budget Sheet

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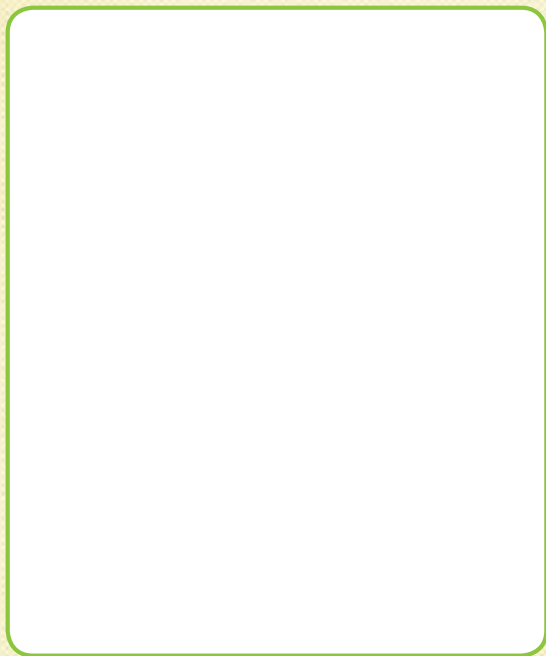
**What are you going to do with your left-over money?** \_\_\_\_\_

**DON'T FORGET TO PUT YOUR MONEY IN A SAVINGS ACCOUNT!**



# The Goal:

Draw, describe or paste a picture of your goal



Price: \_\_\_\_\_

Taxes: \_\_\_\_\_

Total: \_\_\_\_\_

## The savings plan:

Where will you get the money from?

\_\_\_\_\_

\_\_\_\_\_

How much money will you put away?

\_\_\_\_\_

\_\_\_\_\_

How often?

\_\_\_\_\_

Where are you going to keep the money  
(a savings account)?

\_\_\_\_\_

What date should you reach your goal?

\_\_\_\_\_

*You did it!*

Almost

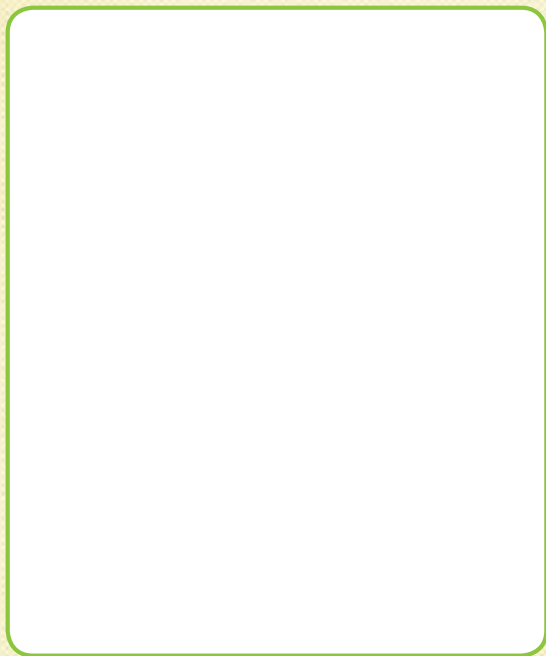
Halfway there

Just starting out  
(Colour in  
your progress)



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Price: \_\_\_\_\_

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\_\_\_\_\_

How much money will you put away?

\_\_\_\_\_

\_\_\_\_\_

How often?

\_\_\_\_\_

Where are you going to keep the money  
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\_\_\_\_\_

What date should you reach your goal?

\_\_\_\_\_

*You did it!*

Almost

Halfway there

Just starting out  
(Colour in  
your progress)



The background of the entire page is a halftone pattern of dots. The dots are primarily yellow, but there are distinct areas of blue dots in the upper right and lower right corners, creating a gradient effect.

**Make*i*Count**





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[MakeitCountOnline.ca](http://MakeitCountOnline.ca)