

FINANCIAL CAPABILITY WORKBOOK 2 FOR INDIGENOUS WOMEN



Income, Expenses and Budgets



Introduction

Welcome to the Financial Capability Workbook for Indigenous women. It is one of a series of workbooks on the following:

- Part 1: Money Behaviour and Savings
- Part 2: Personal Budgeting
- Part 3: Banking and Credit

We developed it for Indigenous women to:

- improve their financial skills and abilities to manage their money,
- make choices that can benefit their lives and the lives of their family and community, and
- build confidence so they can apply their personal financial skills in their businesses.

The National Aboriginal Capital Corporations Association (NACCA) and the Native Women's Association of Canada (NWAC) Be The Drum program are proud to provide this workbook on money behaviour and savings, so that Indigenous women can:

- apply the information to their personal financial circumstances,
- reflect on whether entrepreneurship may be an option for their future, and
- recognize that good personal financial habits can also be good for business.

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SECTION 1 Income and Expenses

The foundation of sound money management is understanding how you receive and how you use money.

A. Income

Income is money you receive that you are not expected to pay back.

The amount of income may be:

- **Fixed** – Income is the same amount whenever you receive it. For example, Old Age Security is a fixed income.
- **Variable** – Income changes every time you receive it. This is often because hours are irregular or when payment is based solely on how well you do the job, such as a commission or tips. For example, babysitting income is a variable income.

The frequency of income may be:

- **Regular** – It comes in regularly, such as every 2 weeks, every month, or every 3 months. For example, Canada Child Benefit is a monthly income.
- **Irregular** – It happens occasionally, maybe once a year. For example, birthday gift card is an irregular income.

Income can come from a variety of sources such as those listed in the table below. In the table, check (✓) your sources of income. Under Other, list other income that you receive that is not listed.

Table 1: My Sources of Income

Received for Work or Losses	Community/Other Payments	Government Benefits
<input type="checkbox"/> Employment <input type="checkbox"/> Employment Insurance <input type="checkbox"/> Pension <input type="checkbox"/> Business Earnings <input type="checkbox"/> Income Tax Refund <input type="checkbox"/> Honouraria <input type="checkbox"/> Bursaries, Scholarships or Grants <input type="checkbox"/> Insurance Settlement <input type="checkbox"/> Class Action Settlement <input type="checkbox"/> Other, please specify: <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<input type="checkbox"/> Training Allowance <input type="checkbox"/> Social Assistance <input type="checkbox"/> Post-Secondary Student Allowance <input type="checkbox"/> Medical Transportation Assistance <input type="checkbox"/> Emergency Support <input type="checkbox"/> Child/Spousal Support <input type="checkbox"/> Other, please specify: <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<input type="checkbox"/> GST Credit <input type="checkbox"/> Canada Child Benefit <input type="checkbox"/> Income Assistance <input type="checkbox"/> Old Age Security <input type="checkbox"/> Guaranteed Income Supplement <input type="checkbox"/> Provincial Child Benefits <input type="checkbox"/> Other Provincial Benefits, please specify: <hr/> <hr/> <hr/> <hr/> <input type="checkbox"/> Other, please specify: <hr/> <hr/> <hr/> <hr/> <hr/>

Be aware that money you receive as a loan, such as a vehicle loan, is not considered income. Cash that you borrow is considered credit. You can learn more about credit in Workbook 3 in this series.



SELF-REFLECTION: My Income

Review all your personal financial information and find out how much income you receive.

- Pull out cheque stubs
- Look at your banking activity
- Look at online accounts, such as MyAccount with CRA.

In the table below, record where your income comes from, the amount, and how often it is received.

Table 2: List of My Income

Where the Money Comes From	Amount	How Often I Receive It	Things to Remember
Example: Employment Insurance	\$480.00	Every 2 weeks	Stops in 40 weeks
ZYX Indigenous Organization	\$675.31	Every 2 weeks	
GST Credit	\$186.75	Every 3 months	4 times/year

B. Expenses

Expenses are items for which you pay money to maintain your way of life and your family's.

The amount of expenses may be:

- **Fixed** – Expenses stay the same. You know how much it will be, and when you need to pay it. For example, rent is a fixed expense.
- **Variable** – Expenses change. The cost may change depending on usage. For example, groceries are a variable expense.

The frequency of an expense may be:

- **Regular** – It occurs regularly. You can count on when the payment is expected. For example, monthly phone bill is a regular expense.
- **Irregular** – It occurs occasionally. You know you need to pay a cost at some point during the year. For example, things like birthday presents or back to school clothing are irregular expenses.

The need for an expense may be:

- **Essential** – You need to spend money on this expense. You cannot live without it. Essential expenses are often referred to as needs. For example, food and clothing are both essential.
- **Optional** – You want to spend money on this expense. It is a choice, but you can get by without it. Optional expenses are often referred to as wants. For example, buying coffee from a coffee shop, or purchasing things for entertainment are optional.

Expenses can be paid to a variety of places. The table below lists some types of expenses. Check (✓) the expenses that you normally have. Under other, list other expenses that you have that are not listed.

Table 3: My Expenses

Fixed Expenses	Variable Expenses
<input type="checkbox"/> Rent <input type="checkbox"/> Mortgage Payment <input type="checkbox"/> Property Taxes <input type="checkbox"/> Phone <input type="checkbox"/> Internet <input type="checkbox"/> Insurance (vehicle, home, life, health) <input type="checkbox"/> Vehicle Loan Payment <input type="checkbox"/> Childcare <input type="checkbox"/> Sports/Art Fees <input type="checkbox"/> Utilities <input type="checkbox"/> Child/Spousal Support <input type="checkbox"/> Other, please specify: <hr/> <hr/> <hr/> <hr/> <hr/>	<input type="checkbox"/> Groceries <input type="checkbox"/> Utilities (electricity, home heat) <input type="checkbox"/> Laundry <input type="checkbox"/> Home Repairs or Maintenance <input type="checkbox"/> Data Charges <input type="checkbox"/> Vehicle Repairs or Maintenance <input type="checkbox"/> Vehicle Fuel <input type="checkbox"/> Transit/Transportation Fees <input type="checkbox"/> Parking <input type="checkbox"/> Clothing (Self, Family) <input type="checkbox"/> Personal Grooming (Self, Family) <input type="checkbox"/> Meals/Snacks from Outside the Home <input type="checkbox"/> Entertainment <input type="checkbox"/> Sports/Art Equipment <input type="checkbox"/> Travel <input type="checkbox"/> Gifts <input type="checkbox"/> Alcohol <input type="checkbox"/> Drugs <input type="checkbox"/> Furniture <input type="checkbox"/> Other, please specify: <hr/> <hr/>



SELF-REFLECTION: My Expenses

Review all your personal financial information and find out how much you pay in expenses

- Pull out your bills
- Look at your banking activity
- Talk with your family about expenses that you normally have
- Look at online accounts, such as utilities
- Write down your daily cash expenses for a week

Find out how much you pay out for expenses. Be sure to include expenses that are:

- fixed/variable
- regular/irregular
- essential/optional

Do your best to come up with amounts based on your past spending. In the table below, record what your expense is, the amount, and how often it is paid. If you need extra space, there is another worksheet at the end of this workbook.

Table 4: List of My Expenses

What I Spend On	Amount	How Often I Pay This	Things to Remember
Example: Rent	\$750.00	Monthly	Increases at Christmas Pay in fall & spring
Groceries	\$225.00	Every 2 weeks	
Hockey League	\$400	Twice/year	
Registration			

C. Taxes

Taxes are mandatory charges, by a government, that are used to provide services to the public. They are a main source of income for most governments. Tax money is used to pay government expenses such as:

- Roads and Bridges
- Health Care
- Education
- Social Programs
- Policing

First Nation governments must gain authority for tax powers under legislation enacted by the federal government. Some First Nations, in Canada, have entered into agreements that give them authority to charge taxes. The type of tax that is charged by a First Nation depends on the agreement that has been signed with Canada or the province.

Both individuals and businesses pay taxes, including Indigenous people in Canada. The taxes that individuals pay are expenses. It is important to understand which taxes you pay. They may include the following:

- **Income Tax** – Tax paid to the federal and provincial governments on income that is earned. Some First Nations have agreements to charge personal income tax. When you earn wages for work, you may see an amount deducted from your pay cheque for income tax. You may also be expected to pay income tax when you file your tax return at the end of the year on income earned from self-employment or other payments that are considered income. Tax is not payable on some income such as social assistance, GST Credit, Canada Child Benefit, lottery wins, most gifts, and insurance settlements.
- **Sales Tax** – Tax paid when purchasing goods and/or services. This may include the Goods and Services Tax (GST) and a provincial sales tax. Some provinces have combined their provincial sales tax with the collection of the GST, and it is called the Harmonized Sales Tax (HST). Alberta, Northwest Territories, Nunavut, and Yukon do not, currently, charge sales taxes. When you make a purchase at a store, you may see, on your receipt, an amount charged for sales tax. Some First Nations have agreements to charge a sales tax, tobacco tax, fuel tax or liquor consumption tax.
- **Property Tax** – Tax paid to a municipality by a homeowner. Some First Nations have agreements to charge real property taxes. The amount of property tax is based on the value of the property and the tax rate set by the municipality. If you are a homeowner in a municipality, you will receive a property tax bill.



SELF-REFLECTION: My Taxes

Review all your personal financial information that you pulled out for your income and expenses. Look at all your documents. Find out what you pay in taxes.

Do your best to come up with amounts based on your income and spending. In the table below, record the taxes that you pay, the type of tax, the amount, and when it is paid.

Table 5: List of Taxes I Pay

Tax That I Pay	Amount	How Often I Pay It	Things to Remember
Example: Income Tax CPP and EI Contribution GST on Purchases	\$128.79 \$64.37 \$63.12	Every 2 weeks Every 2 weeks Daily	Pay deduction Pay deduction Paid in last week's purchases



SELF-REFLECTION: My Income/Expenses - SMART Goal

In Workbook 1, goal setting was introduced. Return to the section if you need a reminder.

You have taken some time to reflect on your income and expenses. Set a SMART goal that will help you understand more about your income or expenses.

Example:

Goal #1: Learn what my payroll deductions and net pay are on my next pay date.

Actions to Reach My Goal	When?
1. Pick up my next pay stub or open it in my email	On my next pay date
2. Read my pay stub	On my next pay date
3. Ask my supervisor or a payroll person to explain deductions that I do not understand	Within 1 day after my pay next pay date

Goal #2: Determine how much I spend on cash expenses for the next week.

Actions to Reach My Goal	When?
1. Carry a notebook with me	Starting today
2. Write all cash expenses that I pay, in my notebook	Today for the next 7 days
3. Review my cash expenses, for the week, group my cash expenses into categories and total the amount spent for each category	At the end of the 7 days

Your Goals:

Goal #1:	
Actions to Reach My Goal	When?
Goal #2:	
Actions to Reach My Goal	When?

RIZZOLI

Denture & Implant Clinic



Terrena Rizzoli
Rizzoli Denture & Implant Clinic
Stony Plain, AB, 2020
Photographer:
Fred Cattroll

Daily Transportation

All expenses related to daily transportation for you and your family. This could include public transit, fuel, parking, vehicle loan payment, vehicle insurance, vehicle repairs & maintenance, taxi/ride sharing.

Expense	Amount	Need (N) or Want (W)

Recreation & Entertainment

All expenses related to entertaining yourself and your family. This could include movies, eating out, snacks, sports equipment & registration, babysitting, art & hobbies, vacations.

Expense	Amount	Need (N) or Want (W)

Personal & Family Expenses

All expenses related to your family that are not included in other categories. This could include groceries, clothing, childcare, pet expenses, prescription drugs and medications, hygiene, personal grooming, laundry, ceremonial expenses, gifts, credit card payments.

Expense	Amount	Need (N) or Want (W)

STEP 3: Identify Needs vs Wants

Identifying expenses as needs or wants helps to understand spending that you must make and spending that you have control over. When you are working on your personal budget, first, plan your spending on your needs. Once your needs are taken care of, you can portion your money toward your wants in the order of importance that you've decided. This helps you reach your goals.

In Section 1, the need for an expense was described as essential or optional. A need is an essential expense that you need to live. Examples of needs are drinking water, food to eat, clothing to keep us warm, shelter to live in and life-saving medications. A want is an optional expense that you can live without. Examples of wants are streaming service and take-out food. Some items are needs, but many are wants.

Be aware that sometimes you consider an item as a need, but it may turn into a want depending on where you buy it or what the brand is. For example: Food is a need. A person may eat meat or fish that was personally harvested or purchased in a store. However, a person may want to go out for a steak dinner. Even though the steak satisfies a need, the quality of the steak and eating out satisfies a want.

Everyone has different wants and needs that depend on their circumstances, such as:


- Where they live
- Their family makeup
- Whether they work and where
- Cultural priorities
- Health priorities

An item that is a want for one person, may be a need for another. For example: Purchasing a bottle of water may be a want for a person living in an area with clean tap water. If a person is living in a community that has a water advisory, bottled water is a need due to health concerns.

The table below contains a list of expenses. Review the expenses and think about whether it is a need or a want for you. Mark an X under the appropriate column.

Table 6: Needs and Wants

Item	Need	Want
Groceries		
Dining at a restaurant		
Pants & shirt		
Designer jacket		
Water		
Bottle of Soda		
Hunting Rifle		
Internet Access		
Cell Phone		
Child's Toys		
Books		
Gym Membership		
Home Heating Fuel		
Electricity		
Snowmobile Fuel		
Table and Chairs		
Tobacco		



SELF-REFLECTION: My Needs and Wants

Return to the pages where you grouped your expenses. Think about each of your expenses and whether it is a need (N) or want (W).

In the Need (N) or Want (W) column beside each expense that you recorded in the group, mark N or W to record your thoughts.

Expense	Amount	Need (N) or Want (W)
Bottle of cola	\$3.00	W
Medication	\$50.00	N

STEP 4: Create Your Monthly Budget

Budgets come in a variety of forms, such as:

- **Worksheet** – The worksheet (Table 7) on page 14 is an example of a written budget. You will use the worksheet for a self-reflection exercise. Another copy is in Appendix B.
- **Online Tools/Apps** – There are budgets available online and on mobile apps that give you income and expense categories and calculate totals.
- **Calendar** – You can use a calendar and write, on the calendar, when amounts are due.
- **Envelopes** – Divide your cash into different envelopes for each expense category. Use the cash in each envelope for specified purposes, i.e. groceries, entertainment. Once there is no more cash in the envelope, do not spend any more money on that purpose until you receive more income.

Reminder: A budget is your plan, or tool, that you use to decide how you will use your money. You decide which budget tool works best for you.

EXPLORATION EXERCISE:

Explore budget tools that may be available to you.

1. Do you have access to the Internet? Do a search for budget tools. Canadian Financial Institution (bank) websites usually have good resources.
2. Do you have a mobile phone? Do a search of personal budgeting apps. Check out the apps available for your phone.
3. Talk to your family members or friends. Find out if/how they plan the use of their money.

Among the tools that you explored, what appealed to you?

What did not appeal to you?



SELF-REFLECTION: My Monthly Budget

Return to the pages where you grouped your expenses. Move the amounts for the income and expenses to the personal budget worksheet on the following page.

1. For amounts that are not monthly income or expense, convert them into a monthly amount (i.e. bi-weekly paycheque x 2 cheques per month, GST Credit \div 3 months).
2. For expenses that you pay often, estimate an amount that would be paid for the month (i.e. groceries approximately \$150/week x 4 weeks = \$600 for the month)
3. Write the amount of the income or expense in the column where the \$-sign is beside the description.
4. For your income and expenses, that are not listed on the worksheet, record them under other income or other expenses. If you need more, cross out an income/expense that you did not use, and write the name of your income or expense along with the amount.
5. Add up all the income amounts that you recorded and write the total beside (A) on the worksheet.
6. Add up all the expense amounts that you recorded and write the total beside (B) on the worksheet.
7. Record the totals for (A) and (B) in the Summary of Income and Expenses in the lower portion of the worksheet.
8. Subtract (B) from (A) and write the difference beside (C) in last row of the Summary of Income and Expenses.

Table 7: Personal Budget Worksheet

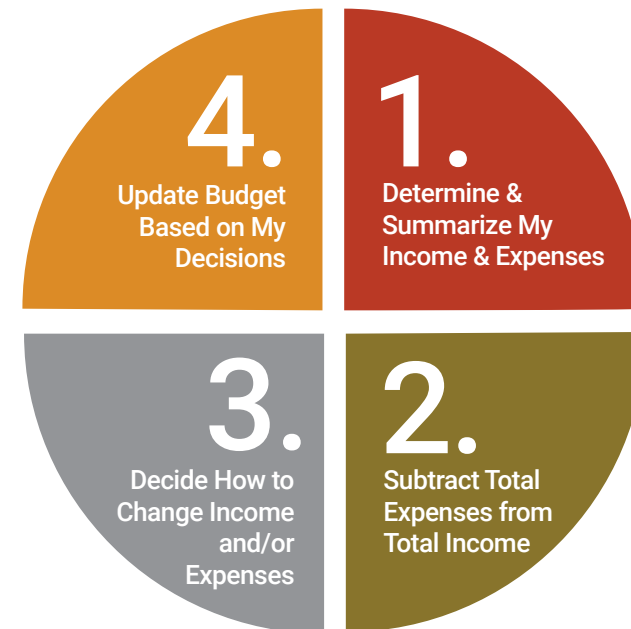
INCOME			
Employment Income (after deductions)	\$	Child/Spousal Support:	\$
Small Business Income	\$	Other Income:	\$
Community/Other Payments	\$	Other Income:	\$
Government Benefits	\$	Other Income:	\$
TOTAL MONTHLY INCOME		(A)	\$
EXPENSES			
Housing Expenses		Transportation Expenses	
Rent/Mortgage/Residence Fees	\$	Public Transit	\$
Phone	\$	Fuel	\$
Utilities (heat, hydro)	\$	Parking	\$
Internet/Cable	\$	Vehicle Loan Payment	\$
Property Insurance	\$	Vehicle Insurance	\$
Property Tax	\$	Vehicle Repairs & Maintenance	\$
Home Maintenance	\$	Taxi/Ride Sharing	\$
Other:	\$	Other:	\$
Personal & Family Expenses		Recreation & Entertainment Expenses	
Groceries	\$	Movies/Streaming Service	\$
Clothing	\$	Eating Out/Snacks	\$
Child Care	\$	Sports Equipment & Registration Fees	\$
Pet Expenses	\$	Babysitting	\$
Medication	\$	Vacations	\$
Hygiene	\$	Other:	\$
Personal Grooming	\$	Other:	\$
Laundry	\$		
Ceremonial Expenses	\$		
Gifts	\$		
Credit Card Payments	\$		
Other:			
TOTAL MONTHLY EXPENSES		(B)	\$
SUMMARY OF INCOME AND EXPENSES			
TOTAL MONTHLY INCOME (A)	\$		
LESS: TOTAL MONTHLY EXPENSES (B)	\$		
Overspending (-) or Saving (+) (C)	\$		

STEP 5: Review and Adjust Your Budget

The result of subtracting your total monthly expenses from your total monthly income gives you information. It gives you a sense of whether your:

- **Income is Greater Than Your Spending** – If this is the case, you can decide how you want to use the extra cash toward a goal or goals. You may even want to make a few changes so that you can reach your goal faster or set aside some money for savings. Savings is addressed in the first workbook.
- **Income is Less Than Your Spending** – If this is the case, you may feel some stress. You may want to make some changes. You may want to find ways to increase your income or cut your expenses.

Reviewing and adjusting your budget is like the circle of a medicine wheel. You can complete the process as many times as you would like, until you are satisfied with it and can live with it.





SELF-REFLECTION: Change My Budget

Look back to your answers in the Self-Reflection Exercises on Page 8 of Workbook 1. What is your vision, actions you can take toward your vision and things you would like to do differently with money?

Use the information in your personal budget worksheet. Consider how you would like to change your anticipated income or expenses to walk toward your vision.

Reflect on the questions below. Record your reflections on how you would like to change your income and/or expenses. Discuss them with a trusted family member or friend.

1. How can I boost my income? Can I take a second job? Can I start a part-time business to make some extra cash? Can I apply for financial benefits that I'm entitled to, but not receiving?

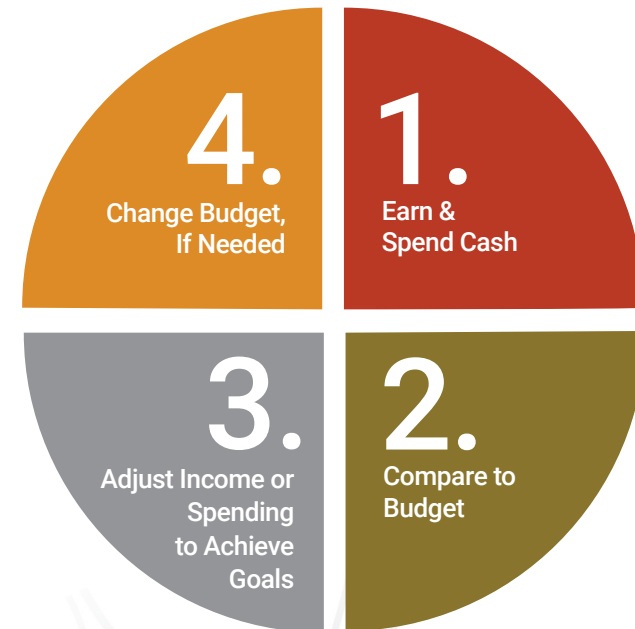
2. How can I cut my expenses? Of expenses that I identified as wants, what am I willing to lower to work toward my vision and/or reduce my money stress? Can I cut down on, or eliminate, indulgences? Can I find other ways to meet my needs?

3. How can I save money for purposes that will take me toward my vision?

Once you have answered the questions, go back to your personal budget worksheet, and make the changes that you have identified. How does your revised budget look? Can you live with the decisions that you have made?

STEP 6: Make Your Spending Plan Work

Once you know when and how you are going to receive income and pay your expenses, it is time to live your life, earn your income and spend your money. Keep your budget in mind as you earn and spend money. Compare your actual income and expenses to your budget. Explore why actual income and expenses may be different and decide whether you need to change your budget. This is an ongoing process of reviewing your budget and exploring how you can change it.



1. Go about your life, earning income and spending money.
2. When you are receiving income, be aware of the amounts coming in and compare it to your budget. If you planned to bring in extra cash, how did it work out? Did other cash come in that you didn't anticipate?
3. When you are spending, use your money based on the budget decisions you made. Remember your planned expenses and compare spending to your budget. Be aware of:
 - a. **Unanticipated Needs** – Sometimes essential expenses come up that you did not expect. If it is a need, you will need to pay for it regardless of what is in your budget. Look at your planned spending. Are there any "want" expenses that you can cut to offset the "need" that came up.

- b. **Cash Drains** – Sometimes small expenses are paid, that add up to sizeable spending over time. This could include coffee/snacks, bank charges, and small indulgences. Can you change the way you spend to limit the impact of these cash drains?
- c. **Bank Balances** – When using a debit card to pay for purchases, do you have enough cash in the bank to cover the cost? Do you have a pre-authorized payment that has not, yet, come off your bank balance, that you need to keep in your bank account? Will you go into overdraft? Overdraft charges can easily drain your bank account with unnecessary fees.
- d. **Credit Card Transactions** – Will you have enough money to pay your balance every month? Beware of interest that will be charged if you don't pay the balance before it is due. Also cash advances through your credit card are usually charged at a higher interest rate.
- e. **Manage Seasonal Expenses** – Remember that some expenses happen occasionally, such as birthday gifts, sports registration fees. Every month, set aside money to cover seasonal expenses.
4. Total your monthly income and spending and compare it to your budget. Subtract your actual income and expenses from your budget and explore the differences. What worked well with your budget? What occurred that was not expected?
5. Consider how to balance your budget for next month and change your budget if needed:
- Create more income.
 - Cut costs.
 - Find your indulgencies and cut them down/eliminate them.



SELF-REFLECTION: My Personal Budget - SMART Goal

In Workbook 1, goal setting was introduced. Return there if you need a reminder.

You have taken some time to reflect on your income and expenses. Set 1 or 2 SMART goals that will help you work within your budget.

Example:

Goal #1: Track my actual income and compare it to my budget for the next month.

Actions to Reach My Goal	When?
1. Set up a notebook to record my income.	Before the end of today
2. Review my net pay and record the amount in a notebook	On my next 2 pay dates
3. Review my bank account for pre-authorized deposits of GST credit, Canada Child Credit, provincial credits, etc.. Record the amounts in my notebook.	Before the end of the month
4. Record other income received, during the month	On the date that other income is received
5. Total the amounts recorded in my notebook and compare them to my budget.	End of the month

Goal #2: Prepare a Christmas gift spending plan

Actions to Reach My Goal	When?
1. Look at my personal budget and estimate how much I can spend on Christmas gifts.	12 weeks before holidays
2. Talk to family & friends about what is reasonable, financially, for Christmas gifting.	12 weeks before holidays
3. Think of other ways/activities to celebrate the spirit of Christmas.	10 – 2 weeks before holidays
4. Look for ways to earn extra cash.	10 weeks before holidays
5. Create a gifting list, including name, gift ideas, maximum budget for each gift.	10 weeks before holidays
6. Watch for sales and buy gifts.	Between 10 – 1 weeks before holidays
7. Make gifts.	Between 10 – 1 weeks before holidays
8. Cross off items on gifting list & record actual cost.	Between 10 – 1 weeks before holidays
9. Keep a running total of all spending and compare it to my gifting budget	Between 10 – 1 weeks before holidays

Your Goals:

Goal #1:

Actions to Reach My Goal	When?

Goal #2:

Actions to Reach My Goal	When?



Mona Royal
M&R Gas Bar Boychief Trading Post
Siksika First Nation, Alberta
Photographer:
Fred Cattroll

SECTION 3 Conclusion

This financial capability workbook was designed to provide Indigenous women with information to increase their personal financial skills and their abilities to manage their money. Improving your financial capability is a lifelong process. It involves:

- Being aware of, and tracking, your income, expenses, savings, and how you use credit,
- Understanding and making decisions that have financial costs and rewards,
- Using financial tools and resources, such as financial institutions and credit, to help you achieve goals,
- A recurring cycle of planning, reviewing and changing your goals and personal budget, and
- Putting your plans in action and monitoring the result of your actions.

Indigenous women are making financial decisions daily. Like you, they are building and using their financial skills. The knowledge shared in this workbook is an introduction to help you feel confident in some of your daily decision-making. It can be applied to both personal and entrepreneurial financial matters. NWAC offers financial capability workshops that build on the information shared within this workbook. If you are interested in pursuing entrepreneurship, please visit NACCA's or NWAC's website to find out how to connect with resources and organizations that will support your dreams.



SELF-REFLECTION: My Financial Capability After Completing the Workbook

You have completed exercises within the financial capability workbook. Reflect on how you feel about your financial capability. Do you feel that it improved because of the information gained from the workbook? Please complete the self-assessment questions to reflect on your feelings about managing money.

Circle a number to indicate the extent to which you gained confidence in the topics you learned from this workbook.	Not at all	Not well	Neutral	Well	Always
How my attitudes about money have developed	1	2	3	4	5
How to track my income and expenses	1	2	3	4	5
How to prepare a personal budget	1	2	3	4	5
What to consider when choosing a financial institution	1	2	3	4	5
Ways to save money	1	2	3	4	5
The cost of using credit	1	2	3	4	5
Goal setting	1	2	3	4	5
Ways to test, experiment and adjust your budget	1	2	3	4	5
Ways to save money	1	2	3	4	5



Appendix A: Activity Sheet – List of My Expenses

What I Spend On	Amount	How Often I Pay This	Things to Remember
Example: Rent Groceries Hockey League Registration	\$750.00 \$225.00 \$400	Monthly Every 2 weeks Twice/year	Increases at Christmas Pay in fall & spring

Appendix B: Personal Budget Worksheet

INCOME			
Employment Income (after deductions)	\$	Child/Spousal Support:	\$
Small Business Income	\$	Other Income:	\$
Community/Other Payments	\$	Other Income:	\$
Government Benefits	\$	Other Income:	\$
TOTAL MONTHLY INCOME		(A) \$	
EXPENSES			
Housing Expenses		Transportation Expenses	
Rent/Mortgage/ Residence Fees	\$	Public Transit	\$
Phone	\$	Fuel	\$
Utilities (heat, hydro)	\$	Parking	\$
Internet/Cable	\$	Vehicle Loan Payment	\$
Property Insurance	\$	Vehicle Insurance	\$
Property Tax	\$	Vehicle Repairs & Maintenance	\$
Home Maintenance	\$	Taxi/Ride Sharing	\$
Other:	\$	Other:	\$
Personal & Family Expenses		Recreation & Entertainment Expenses	
Groceries	\$	Movies/Streaming Service	\$
Clothing	\$	Eating Out/Snacks	\$
Child Care	\$	Sports Equipment & Registration Fees	\$
Pet Expenses	\$	Babysitting	\$
Medication	\$	Vacations	\$
Hygiene	\$	Other:	\$
Personal Grooming	\$	Other:	\$
Laundry	\$		
Ceremonial Expenses	\$		
Gifts	\$		
Credit Card Payments	\$		
Other:			
TOTAL MONTHLY EXPENSES		(B) \$	
SUMMARY OF INCOME AND EXPENSES			
TOTAL MONTHLY INCOME		(A) \$	
LESS: TOTAL MONTHLY EXPENSES		(B) \$	
Overspending (-) or Saving (+)		(C) \$	

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Native Women's
Association of Canada



L'Association des femmes
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