

TopLine[®]

Financial Credit Union



MONEY

Personal Money Management Guide



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• Get Smart With Your Money

Think about it...

If you were given \$500, what would you do with it?

Based on what you learned today, now what would you do with \$500?



Top 10 Money Tips

1. Separate Needs from Wants

When spending your money, think about what's really important to you and what has lasting value. Considering needs and wants should help you identify ways to save money, create a budget and meet your goals.

2. Set SMART Financial Goals

Whatever your goals might be, you have a better chance of achieving them if you write them down and review on a frequent basis.

3. Monitor Your Spending... Know Where Your Money Goes

Monitor what you spend on a weekly basis to create a budget and your own personal money management plan.

4. Create a Budget and Stick to it

One of the best ways to keep track of your money is to use a spending plan or budget. Think of a budget as your financial map. It tells you exactly how much money you have coming in every month, where you must spend it and where you might be able to save a few dollars.

5. Pay Yourself First

One way to get into the habit of saving money is to “pay yourself first.” That means putting money in your savings account before you spend it on other things.

6. Plug Everyday Spending Leaks

It's often the small purchases you make without thinking twice that add up over time. Keep track of your small and impulse purchases to find your leaks.

7. Find the Best Deal for Your Checking & Savings Account – Should Always be Free

Research credit unions and banks so you can make an educated decision on where to conduct your finances. Compare fees and rates.

8. Protect Your Private Information.

NEVER provide private information, like Social Security Number, Account Numbers, PINS or other Security Codes, to someone who CONTACTS YOU.

9. Adults Should Share Real-Life Money Experiences with Teens

Talk to teens about money! Great opportunity to get them involved in crafting a necessary life skill.

Gross Pay vs. Net Pay

Calculate the Gross Pay and Net Pay for each situation below.

Example:

1. Sandra earns \$10.00/hour and worked 20 hours.

Determine Gross Pay _____

(Hint: hourly rate x hours worked)

Deductions:

Deduction	x Factor	Amount
Federal Tax	10% (of Gross Pay)	\$20.00
Social Security	6.2% (of Gross Pay)	\$12.40
Medicare Tax	1.45% (of Gross Pay)	\$2.90
State Tax	4% (of Gross Pay)	\$8.00
Total Deductions	\$43.30	

Determine Net Pay _____

(Hint: Net Pay = Gross Pay - Deductions)

2. David earns \$12.00/hour and worked 25 hours.

Determine Gross Pay _____

(Hint: hourly rate x hours worked)

Deductions:

Deduction	x Factor	Amount
Federal Tax	10% (of Gross Pay)	
Social Security	6.2% (of Gross Pay)	
Medicare Tax	1.45% (of Gross Pay)	
State Tax	4% (of Gross Pay)	
Total Deductions		

Determine Net Pay _____

(Hint: Net Pay = Gross Pay - Deductions)

SMART GOALS

Create your own SMART goals.

Goals are more likely to be achieved if they are written down. This allows you to monitor your progress.

SMART Goal EXAMPLE		
S	Specific	I want to buy a new tablet.
M	Measurable	I will need \$500.
A	Attainable	I will need to work and save my money. I know I need to save \$50 from each paycheck.
R	Realistic	I will save \$100 per month for the next 5 months.
T	Time bound	I will have enough money for my new tablet in 5 months.

SMART Goal 1:		
S	Specific	
M	Measurable	
A	Attainable	
R	Realistic	
T	Time bound	

SMART Goal 2:		
S	Specific	
M	Measurable	
A	Attainable	
R	Realistic	
T	Time bound	

Track Your Spending

Week 3

	Income (+)	Spending (-)
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
TOTAL		
Difference (Income - Spending)		

Week 4

	Income (+)	Spending (-)
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
TOTAL		
Difference (Income - Spending)		

Track Your Spending

Week 1

	Income (+)	Spending (-)
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
TOTAL		
Difference (Income - Spending)		

Week 2

	Income (+)	Spending (-)
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
TOTAL		
Difference (Income - Spending)		

Make a Budget

Use this worksheet to see how much money you spend this month. Then, use this month's information to help you plan next month's budget.

Some bills are monthly and some come less often. If you have an expense that does not occur every month, put it in the "Other expense this month" category.

MONTH _____ **YEAR** _____

My income this month

Income	Monthly total
Paychecks (salary after taxes, benefits, and check cashing fees)	\$
Other income (after taxes)	\$
Total monthly income	\$

Income

My expenses this month

	Expenses	Monthly total
HOUSING	Rent or mortgage	\$
	Renter's insurance or homeowner's insurance	\$
	Utilities (like electricity and gas)	\$
	Internet, cable, and cell phones	\$
	Other housing expenses (like property taxes)	\$
FOOD	Groceries and household supplies	\$
	Meals out	\$
	Other food expenses	\$
TRANSPORTATION	Public transportation and taxis	\$
	Gas for car	\$
	Parking	\$
	Car maintenance (like oil changes)	\$
	Car insurance	\$
	Car loan	\$
	Other transportation expenses	\$

Make a Budget

	Expenses	Monthly total
HEALTH	Medicine	\$
	Health insurance	\$
	Other health expenses (like doctors' appointments and eyeglasses)	\$
PERSONAL AND FAMILY	Child care	\$
		\$
	Money given or sent to family	\$
	Clothing and shoes	\$
	Laundry	\$
	Donations	\$
	Entertainment (like movies and amusement parks)	\$
	Other personal or family expenses	\$
FINANCE	Fees for cashier's checks and money transfers	\$
	Prepaid cards and phone cards	\$
	Bank or credit card fees	\$
	Other fees	\$
OTHER	School costs (like supplies, tuition, student loans)	\$
	Other payments (like credit cards and savings)	\$
	Other expenses this month	\$
Total monthly expenses		\$

Expenses

$$\begin{array}{c}
 \$ \quad \boxed{} \\
 \text{Income}
 \end{array}
 -
 \begin{array}{c}
 \$ \quad \boxed{} \\
 \text{Expenses}
 \end{array}
 =
 \begin{array}{c}
 \$ \quad \boxed{}
 \end{array}$$

If your income is more than your expenses, you have money left to save or spend.

If your expenses are more than your income, look at your budget to find expenses to cut.

Budget Building Tips

Budgeting

A budget is the best tool in your financial toolbox — and one you should use the most! Simply put, budgeting is what helps you to make sure you have enough income to pay for your expenses, while still having money to save for your long term goals.

Rules of Successful Budgeting

Pay yourself first

- ✓ Rule of thumb is 10% of your gross income.

Set long and short term goals

- ✓ Short term — complete in 1-5 years (vacation, down payment on a house)
- ✓ Long term — 5 or more years out (retirement, college education)

Recognize needs vs. wants

- ✓ You need a car but you want a Mercedes. If you stick with what you need, you'll be able to keep up with your budget.

Simple way to start

- ✓ Monitor what you spend on a weekly basis to create a budget and your own personal money management plan.
- ✓ Use the chart to easily keep track of your income and spending.

	Income (+)	Spending (-)
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Total		
Difference (Income - Spending)		

Balance Your Accounts

- ✓ Keep a register where you enter all your purchases and keep a running balance of what's left in your account.
- ✓ Watch your account online to keep an eye on your balance and make sure you have enough money in your account before making purchases.
- ✓ Sign up for alerts from your bank or credit union. Many financial institutions offer account alerts that can tell you when your balance reaches a certain amount via email or text.

Pay Yourself First

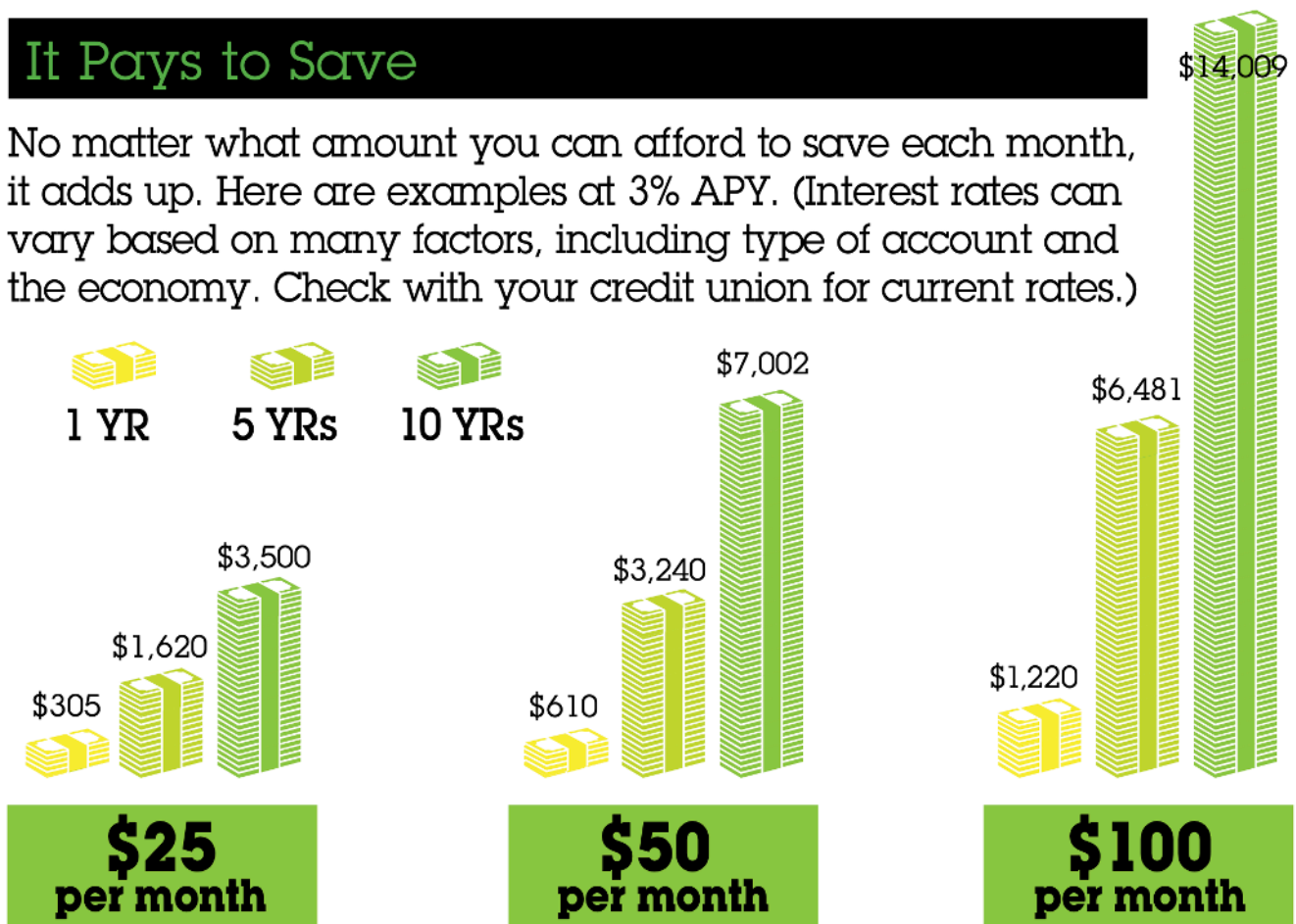
Pay Yourself First, or PYF, is a principle most successful savers use. It's a "bill" you owe yourself for saving. And it works because it's the PYF in your plan that helps you reach your goals quickly and painlessly.

When you get your paycheck, use payroll deduction to save some portion of it. If you get a gift of money, save part of it. Increase the amount you save every time you get a raise or pay off a loan.

Don't try to save too much too fast —keep enough money to enjoy yourself, or you might get discouraged and not stick to your plan.

It Pays to Save

No matter what amount you can afford to save each month, it adds up. Here are examples at 3% APY. (Interest rates can vary based on many factors, including type of account and the economy. Check with your credit union for current rates.)



52 Week Challenge

52 WEEKS OF SAVING

Date	Week	deposit	actual deposit	Total	Actual Total
	1	\$ 1		\$ 1	\$
	2	\$ 2		\$ 3	\$
	3	\$ 3		\$ 6	\$
	4	\$ 4		\$ 10	\$
	5	\$ 5		\$ 15	\$
	6	\$ 6		\$ 21	\$
	7	\$ 7		\$ 28	\$
	8	\$ 8		\$ 36	\$
	9	\$ 9		\$ 45	\$
	10	\$ 10		\$ 55	\$
	11	\$ 11		\$ 66	\$
	12	\$ 12		\$ 78	\$
	13	\$ 13		\$ 91	\$
	14	\$ 14		\$ 105	\$
	15	\$ 15		\$ 120	\$
	16	\$ 16		\$ 136	\$
	17	\$ 17		\$ 153	\$
	18	\$ 18		\$ 171	\$
	19	\$ 19		\$ 190	\$
	20	\$ 20		\$ 210	\$
	21	\$ 21		\$ 231	\$
	22	\$ 22		\$ 253	\$
	23	\$ 23		\$ 276	\$
	24	\$ 24		\$ 300	\$
	25	\$ 25		\$ 325	\$
	26	\$ 26		\$ 351	\$

1/2 way!
1/2 there! ↗

Date	Week	deposit	actual deposit	Total	Actual Total
	27	\$ 27		\$ 378	\$
	28	\$ 28		\$ 406	\$
	29	\$ 29		\$ 435	\$
	30	\$ 30		\$ 465	\$
	31	\$ 31		\$ 496	\$
	32	\$ 32		\$ 528	\$
	33	\$ 33		\$ 561	\$
	34	\$ 34		\$ 595	\$
	35	\$ 35		\$ 630	\$
	36	\$ 36		\$ 666	\$
	37	\$ 37		\$ 703	\$
	38	\$ 38		\$ 741	\$
	39	\$ 39		\$ 780	\$
	40	\$ 40		\$ 820	\$
	41	\$ 41		\$ 861	\$
	42	\$ 42		\$ 903	\$
	43	\$ 43		\$ 946	\$
	44	\$ 44		\$ 990	\$
	45	\$ 45		\$ 1035	\$
	46	\$ 46		\$ 1081	\$
	47	\$ 47		\$ 1128	\$
	48	\$ 48		\$ 1176	\$
	49	\$ 49		\$ 1225	\$
	50	\$ 50		\$ 1275	\$
	51	\$ 51		\$ 1326	\$
	52	\$ 52		\$ 1378	\$

yay! ↗

Managing Your Debit Card



Debit Cards

A debit card works just like a check with the purchase amount being automatically deducted from your checking account. Instead of writing a check, the debit card is a convenient way to pay for gas, groceries, online purchases and more. Debit cards come with a PIN (personal identification number). This is your secret code that only you should know. This code is used at ATMs to make deposits or to get cash and sometimes at retailers when you are making purchases.

A debit card is not a credit card. You must have funds available to draw from your checking account in order to use the card.

The most important way to manage your checking account is to keep a register of all of your deposits and withdrawals; this includes writing checks and using your debit card. Keep the register up to date and make sure that you record every transaction.

Checking Account Tips

- Debit Cards and Checks should always be secured - like cash, don't leave out or share PIN.
- Keep track of purchases, write down in a register or keep receipts to monitor online.
 - ✓ That \$10 pizza could end up costing \$70 after all fees by merchant and bank.
- If a checking account is closed due to miss use, like being overdrawn, it's extremely hard to open an other account at another financial institution.
 - ✓ 1/yr waiting period, and if you owe any money this needs to be paid prior.

Balancing Your Checking Account

ITEM NO.	DATE	TRANSACTION DESCRIPTION	SUBTRACTIONS AMOUNT OF PAYMENT	✓	FEE	ADDITIONS AMOUNT OF DEPOSIT	BALANCE	
							97	55
	11/6	Direct deposit				182 66	+182	66
		Paycheck					280	21
1117	11/10	First CU	130 00				-130	00
		Auto loan payment					150	21
	11/20	Direct deposit				238 18	+238	18
		Paycheck					388	39
	11/22	ATM (non CU)	50 00		2.75		-52	75
		Cash					335	64
	12/7	Tasty Burger Debit card	6 73				-6	73
		Lunch					328	91

Balancing your checking account ensures that the money you think should be in the account is actually there when you need it.

Go line by line through your bank statement and make sure that you know what each and every line in that bank statement refers to. You should know what each automatic transfer is for, each online bill payment is for, each check is for, and each ATM withdrawal is for. Every single line in your bank statement should be a known expense. The reason for this is to make sure you know where all of your money is going and to identify any potential fraudulent expenses charged to your account.

The act of going through all of these transactions usually identifies some expenses that are fairly unnecessary. If you're having a hard time recalling what that expense was for, or if you do recall it and it wasn't a pure necessity, then it was probably a bad expense, and that's something you should try to avoid in the future.

Mobile Apps for Balancing Your Checking Account

There are plenty of apps for balancing your checkbook and keeping your finances up-to-date so you can instantly review your deposits and payments.

1. **Your Credit Union Mobile App**
2. **Mint**
3. **WalletWhiz**
4. **PocketMoney**
5. **QuickBank Checkbook**



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Recommended Spending

HOW MUCH YOU SHOULD BE SPENDING EACH MONTH BASED ON YOUR MONTHLY NET INCOME						
Your monthly net income	\$1,000.00	\$1,500.00	\$2,000.00	\$2,500.00	\$3,000.00	\$4,000.00
Housing	\$ 350.00	\$ 525.00	\$ 700.00	\$ 875.00	\$1,050.00	\$1,400.00
Life	\$ 250.00	\$ 375.00	\$ 500.00	\$ 625.00	\$ 750.00	\$1,000.00
Transportation	\$ 150.00	\$ 225.00	\$ 300.00	\$ 375.00	\$ 450.00	\$ 600.00
Debt Repayment	\$ 150.00	\$ 225.00	\$ 300.00	\$ 375.00	\$ 450.00	\$ 600.00
Savings	\$ 100.00	\$ 150.00	\$ 200.00	\$ 250.00	\$ 300.00	\$ 400.00



Suggested percentages of net income allocated to your expenses:

- ✓ Housing Spend no more than 35%
- ✓ Savings Try to save at least 10%
- ✓ Transportation Spend no more than 15%
- ✓ Debt Spend no more than 15%
- ✓ Life Spend no more than 25%

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Credit Building Tips

Know Your Score

✓ Your credit is your responsibility. A credit score is a numerical value assigned to you based on your credit history that summarizes your credit risk. The score ranges from 300-850, and the higher the score the better.

Review Your Credit Report

✓ Review your credit report at least once a year to check for errors and discrepancies. Request your free annual credit report at **AnnualCreditReport.com**. You can also request your free credit report over the phone at 1-877-322-8228, or by mailing your request to Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA 30348-5281.

Make Payments on Time

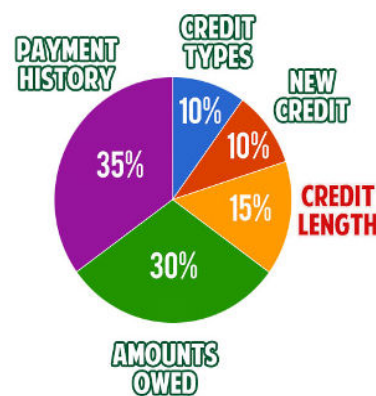
✓ Stay current on all your bills. Late payments can have a severely negative effect on your credit score. It could take up to 2 years to restore credit with one late payment. The first thing any lender wants to know is whether you've paid past credit account on time. Payment history makes up the largest portion of your credit score.

Keep Credit Card Balances Low

✓ 30% of your credit score comes from your balances. It's important to keep your balances low (less than 50% of your limit) to improve your credit.

Keep Your Oldest Credit Cards Open

✓ History is very important to your credit —and includes how long you've had credit. Keep accounts open to show your credit longevity.

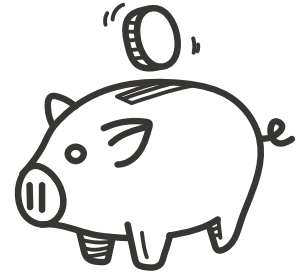


How your credit score is calculated.

Questions to Ask

When opening a Savings Account

- Is there a minimum deposit to open account?
- Is there a minimum balance required?
- Is there a fee if my balance drops below a minimum?
- Does the account pay interest?
- Can I get an ATM card to access my funds? Are there fees to use ATMs?
- How many branch locations/ATMs do you have? Hours of operation?
- What free services do you offer? (i.e. Teller transactions, shredding services)
- Is there a charge for convenience services, like Online/Mobile Banking, Remote Deposit, eStatements)
- Do I have 24/7 access to my account? (i.e. Online Banking)



When opening a Checking Account

- Is there a minimum deposit to open account?
- Is there a minimum balance required?
- Is there a fee if my balance drops below a minimum?
- Does the account pay interest?
- Can I make transfers from savings to checking? Is there a fee to do so?
- What if I overdraw my account, is there a fee? Can I use my savings account to transfer money?
- Do I need to apply for a debit card? (If so, this will go against your credit score)
- Are there fees to use ATMs?
- How many branch locations/ATMs do you have? Hours of operation?
- What free services do you offer? (i.e. Teller transactions, shredding services)
- Is there a charge for convenience services, like Online/Mobile Banking, Bill Pay, Remote Deposit, eStatements)?
- Do I have 24/7 access to my accounts? (i.e. Online Banking, Bill Pay, etc.)



Questions to Ask

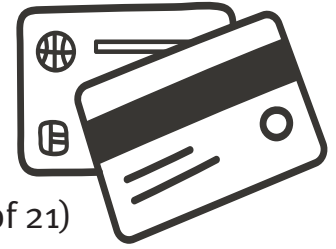


When looking for a Loan

- How much can I afford? Can I manage the monthly payment?
Preliminary research prior to contacting financial institution
 - ✓ Pull Credit Report to review
 - ✓ Use payment calculators to determine loan amount, payment and interest
 - ✓ What are the other ownership costs? (i.e. maintenance, insurance, etc.)
 - ✓ Get Pre-Qualified at a Financial Institution (in-person, phone, online)

- When working with the financial institution, ask...
 - ✓ Is there an application fee?
 - ✓ Are there any other fees involved (i.e. tax, license, registration, insurance, administration fees)?
 - ✓ How long is the loan approval (amount and rate) good for (i.e. 30/days)?
 - ✓ How much do I qualify for? Will I need a co-signer?
 - ✓ What is the annual percentage rate (interest rate)? Is this fixed or variable?
 - ✓ What is the term of the loan?
 - ✓ Are there any down payment requirements? Do I get a better rate with a down payment?
 - ✓ What is the monthly payment amount?
 - ✓ What is the payment schedule? (i.e. monthly, weekly, bi-weekly)
 - ✓ Can I schedule payments to be automatic? (credit score benefits)
 - ✓ Where can payments be made (online, in-person, phone)?
 - ✓ Are there fees for making late payments? (i.e. typically 5% of payment)
 - ✓ What is considered a late payment (i.e. typically 10 days after due date is considered late)
 - ✓ Is there an early payoff penalty?

Questions to Ask



When looking for a Credit Card

- Is there an application fee?
- Is there an annual fee for the card?
- How much do I qualify for? Will I need a co-signer? (if under age of 21)
- What is the annual percentage rate (APR)? Is this fixed or variable?
- Is there an introductory rate? What is the rate after this period ends?
- Is there a penalty rate if I fail to make payments on time? What is this rate?
- How long will the penalty rate last?
- If I pay my balance in full each month, will you charge me interest?
- What is my monthly payment amount (typically 3% of balance owed)
- What is the date my monthly payment is due each month and does this change?
- Can I schedule payments to be automatic? (credit score benefits)
- Where can payments be made (online, in-person, phone)? Is there a cost?
- Are there late payment fees? What is considered a late payment? (i.e. day after)
- Are there return payment fees? (i.e. \$25)
- Are there any over-the-limit fees? (i.e. \$25)
- Are there fees for cash advances? (i.e. 2% of advance)
- Are there fees for balance transfers? (i.e. 2% of transfer)
- Are there foreign transaction fees? (i.e. 2% of transfer)
- What free services do you offer? Rewards, Online/Mobile banking, Bill Pay, eStatements.

Credit Card Tips

- Start with a Secured Credit Card – which secures funds held in a savings account.
- It's wiser to have a financial institution credit card than a merchant/store card; interest rate will be much less.
- Carefully review the credit card disclosure agreement for fees, rates, etc.
- Make payment a few days in advance of due date to make sure it arrives on time.
- Don't use your credit card to make cash advances – bad habit and you pay interest daily plus fee for the advance, even if you make payment in full.
- Don't share PIN.
- Pay off the card each month, or at least more than the minimum!

Tips to Avoid ID Theft

Identity theft is the fraudulent use of a person's personal information. Identity thieves often use another person's Social Security number, mother's maiden name, date of birth, or account number to open a new credit card or checking account, charge to an existing credit card or checking account, or obtain new loans. Here are some tips to keep your identity safe.

- **NEVER GIVE PERSONAL INFORMATION**

Be aware of those that contact you via phone, email, text or mail and ask for your identifying information, like account numbers, PINs, CVV security codes, social security numbers, DOB; most likely this has the potential of being a scam. If you have questions or feel like you have been scammed, please contact your financial institution or call the number on the back of your debit or credit card.

- **SHRED**

Old credit card receipts, ATM receipts, account statements, and unused credit card offers before throwing them away. "Dumpster Divers" get information from your trash.

- **CREATE STRONG PINS**

Avoid using easily available information such as your birth date, last 4 digits of your Social Security number, or phone number as your PIN.

- **USE ANTI-VIRUS PROTECTIONS**

Have up-to-date anti-virus software that can scan emails received.

- **PAY ATTENTION TO BILLING CYCLES AND STATEMENTS**

Sign up for eStatements. If you do not receive a monthly bill or statement, call the card company. It may mean the bill was mailed or emailed to a thief.

- **CHECK ACCOUNT STATEMENTS OFTEN**

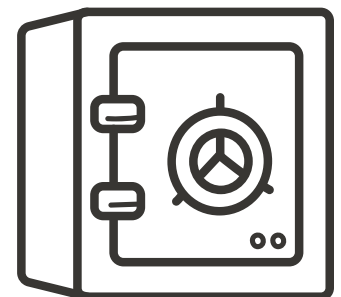
Carefully — and often—to make sure all transactions are yours.

- **MAIL BILLS CONTAINING CHECK AT A POSTAL BOX**

Rather than leaving them in your mailbox. Better yet, pay online—it's fast and secure!

- **DON'T LEND**

Your check or ATM card to anyone!



Financial Goals for Every Age

Your 20s

✓ **Build Your Credit:** You may have a credit card, but now is the time to start making sure you are actively building your credit history. Your credit history will help determine your credit score, which in turn will determine your credit worthiness when applying for rental apartments, car loans, mortgages, etc. The higher your credit score, the better your chances of being accepted and even getting a low interest rate on your loans or credit cards. Your student loans will help with your credit history, but it is a good idea to sign up for a credit card or two to help build that history.

✓ **Save Money Every Month:** You'll want to begin building your emergency fund. At a bare minimum, you'll want a couple thousand in your fund to cover car repairs, unexpected doctor's bills or other financial emergencies. Establishing an emergency fund now can help you avoid amassing major credit card debt in an emergency. Save at least 10% of every paycheck to build your emergency fund.

✓ **Begin Repaying Your Student Loans:** Most 20-somethings leave college with thousands of dollars in student loan debt. Once you have a steady income, your first priority should be to get your student loans under control. Talk to a loan counselor about your options, and get a repayment plan in place; then stick to it.

✓ **Become Financially Independent:** Many 20-year-olds still rely on their parents' help with financial issues. Work towards complete financial independence as soon as possible.

Your 30s

✓ **Allocate Income to Marriage and Children:** Not all people get married in their 30s, but if you are contemplating this life change, you'll need to adjust your budget. Open a savings account to save for your wedding. You should also have sufficient emergency funds, a steady source of income and a budget that allocates most of your funds to things your house and children need before trying to get pregnant.

✓ **Pay Off All Non-Mortgage Debt:** By your 40th birthday, you should have gotten rid of all your student loan debt, credit card debt and any other debt besides your mortgage. Focusing on debt repayment now frees up your income so that you can use it more effectively as you get older.

✓ **Save Six Months' Worth of Income:** Put enough money in your emergency fund to cover six months' worth of income so that if you or your spouse loses a job, has a serious medical problem or becomes disabled, you can still pay the bills. Base your savings goal on your current income and expenses.

✓ **Put as Much as You Can Afford from Each Paycheck into Retirement Savings:** Now is the time to start building up your retirement savings, so you will have enough money when you reach retirement age. Recommended 15% of each check should go toward retirement, if you can afford it, to let you retire and live comfortably in 20-30 years. You can either save through your company's 401k or open your own IRA retirement account. You should start this as early as you can, and contribute at least the employer match percentage. The longer you wait, the longer it will take to save enough money for retirement.

Financial Goals for Every Age

Your 40s

✓ **Get Term Life Insurance:** As you enter your 40s, it's time to start thinking about how you would provide for your family should something unexpected happen to you. Term life insurance ensures that your funeral costs will be covered, and your spouse and kids will have access to your assets should you die prematurely.

✓ **Invest With an Eye Toward the Future:** Your retirement portfolio at this point should include investments that are expected to last you past the age of 90. Create a balanced retirement portfolio to give yourself a comfortable life in your golden years and leaves enough to pass on significant assets to your heirs.

✓ **Get Credit Card Debt Under Control:** If you have kept revolving accounts open for their credit benefits, make sure you are paying off the balances in full every month in order to free up income and keep your credit score high.

Your 50s

✓ **Max Out Retirement Contributions:** Contribute the maximum allowable amount to your Roth IRA and your 401k. Meet with an investment advisor to determine your retirement number so you know how much you will need to retire.

✓ **Rebalance Your Retirement Portfolio:** Go over your retirement portfolio with your investment advisor. Make sure that your investments carry minimal risk as you move closer to retirement.

✓ **Pay Off Your Mortgage:** If you still owe any money on your house, now is the time to pay it off, so you can enjoy your home during your retirement. Paying off your mortgage now ensures that you won't have to delay retirement in order to afford mortgage payments.

Your 60s

✓ **Reach Your Retirement Savings Goals:** Before you can retire, you need to make sure you have enough money in retirement savings to support yourself and your family. Create a retirement budget and determine when you can retire. Stick to your savings plan and retirement budget so you can retire when you want to.

✓ **Sell Unneeded Assets:** Sell vacation homes and other assets you no longer want or need; this can help you reach your retirement savings goals sooner.

✓ **Plan Your Estate:** You should already have a will, but if you don't, get one drawn up as soon as possible. You may also want to put some of your assets in trusts or other estate planning tools to ensure your heirs can get them in a timely manner.

Money Personality Quiz

Understanding your money personality is the first step in helping you recognize your spending habits and how you can become smarter with managing your money.

Read the following and put an X by the statements that most reflect the way you spend your money.

- _____ When I go shopping I always buy something. D
- _____ I clearly understand the difference between what I need and what I want. C
- _____ I go shopping when I am feeling upset/bored/happy. D
- _____ I don't worry about money because I believe it will all work out on its own. A
- _____ I only spend my money on things that are important to me. C
- _____ I try to buy things that are nicer than what my friends/classmates have. B
- _____ I buy many things I never use or use very little. D
- _____ I usually compare quality and price before making an expensive purchase. C
- _____ Life is unpredictable, so I don't spend much time planning for the future. A
- _____ I will pay more for an item with a name brand that others will recognize. B
- _____ I hate having to wait for things, so if there is something I want, I usually just buy it even if I don't really have the money for it. D
- _____ I see no problem asking my family to give me money. A
- _____ I like to be the first one to have the newest fad. B
- _____ I am easily influenced by what others have or buy. D
- _____ My appearance is always very important to me. B
- _____ When I shop I normally only make planned purchases. C
- _____ I generally have no idea how much money I have because I don't keep track of it. A
- _____ When I am out having a good time with friends, I am willing to pay for more than my share of expenses. A
- _____ I like to impress others with my generosity. B
- _____ When I go out with friends, I usually bring just enough money to cover my share of expenses. C

At the end of each statement is a letter. Tally the number of each letter that you marked. The highest number determines your money personality.

_____ A

_____ C

_____ B

_____ D

A = Adaptable Personality

- Impressions: Easy going, carefree, lives for the moment and may seem immature.
- Opportunities: Able to adapt to different situations, takes advantage of new opportunities and is generous with friends and family.
- Threats: May not have enough for the things you need so you have to borrow from others and lacks planning ahead resulting in missed opportunities.

Money Management Suggestions for Adaptable Personalities

Seek a mentor to help establish and achieve financial goals. Create a budget based off income and expenses to determine how your money is spent in order to understand how you can make changes to improve your spending and savings habits. Establish a savings plan that requires you to set aside funds for the future. Set up a savings account so saving becomes automatic each month, possibly by setting up direct deposit on a re-occurring basis. Strive to reduce or eliminate your reliance on others that provide you financial support. Be cautious of credit and credit card use.

B = Bling Personality

- Impressions: Seeks recognition, enjoys status, and may seem insincere.
- Positive: Makes a good first impression and is generous with friends.
- Negative: Feels stressed to keep up with others and feels money is needed to maintain friends which may lead to spending more than you have.

Money Management Suggestions for Bling Personalities

Create a budget based on income and expenses to determine how your money is spent in order to understand how you can make changes to improve your spending and savings habits. Before purchasing name brand items, ask yourself if you could substitute without hurting quality/appearance. Be cautious of relying on credit to maintain your lifestyle. Establish a savings plan that requires you to set aside funds for the future. Create a savings goal based on a need or want. A great way to pay yourself first is saving on a re-occurring basis by setting up a savings account with monthly direct deposits.

C = Centered Personality

- Impressions: Goal orientated, organized, thrifty and driven.
- Opportunities: Able to set and accomplish goals and is a smart shopper.
- Threats: Intolerant of others with different standards or lifestyle and fails to take advantage of opportunities if they don't fit into the master plan.

Money Management Suggestions for Centered Personalities

Learn to balance using money to achieve goals with relaxing and enjoying life. Establish a savings plan that requires you to set aside funds for the future. Create a savings goal based on a need or want. Set up a savings account so saving becomes automatic each month. A great way to pay yourself first is saving on a re-occurring basis by setting up a savings account with monthly direct deposits. Continue to maintain your good habits of credit and credit card use. Get involved in charitable giving.

D = Daring Personality

- Impressions: Spontaneous, seize the moment, impulsive and fails to consider the consequences.
- Positive: Enjoys the moment with friends, and gets things without having to wait for them.
- Negative: Buyers remorse and may limit your future opportunities due to overspending.

Money Management Suggestions for Daring Personalities

Seek a mentor to help establish and achieve financial goals. Create a budget based on income and expenses to determine how your money is spent in order to understand how you can make changes to improve your spending and savings habits. Establish a savings plan that requires you to set aside funds for the future. Set up a savings account so saving becomes automatic each month. A great way to pay yourself first is saving on a re-occurring basis by setting up a direct deposit into a savings account. Be cautious of credit and credit card use. Ask yourself before making a purchase: Do I really need this? How many hours do I have to work to pay for this?

Additional Resources

Credit Unions

Find a credit union
Shared Branch Network

Financial Literacy

TopLine Financial Credit Union
Financial Counseling Services
National Endowment for Financial Education
National Association of Federal Credit Unions
JumpStart Coalition
Practical Money Skills for Life
National Credit Union Association
University of Minnesota Extension
Giveme20.com

Credit and Credit Reports

Annual Credit Report
Free Credit Score
Equifax
Experian
TransUnion
Minnesota Attorney General

Identity Theft Protection

Federal Trade Commission
Do Not Call Registry

College Savings

Saving for College

Financial Aid/Scholarships

FinAid
FastWeb
Scholarships
Free Application for Federal Student Aid
CollegeBoard
SchoolSoup

Budget Tools

Mint
LearnVest
Simple Track

Website

www.aSmarterChoice.org
www.co-opcreditunions.org/locator

Website

www.TopLinecu.com
www.lssmn.org
www.nefe.org
www.nafcunet.org
www.jumpstartcoalition.org
www.practicalmoneyskills.com
www.ncua.gov
www.extension.umn.edu/youth&money/
www.giveme20.com

Website

www.annualcreditreport.com
www.creditkarma.com
www.equifax.com
www.experian.com
www.transunion.com
www.ag.state.mn.us/Consumer/Finance

Website

www.ftc.gov/bcp/edu/microsites/idtheft
www.donotcall.gov

Website

www.savingforcollege.com

Website

www.finaid.org
www.fastweb.com
www.scholarships.com
www.fafsa.ed.gov
www.collegeboard.com
www.schoolsoup.com

Website / App

www.Mint.com (and app)
www.LearnVest.com (and app)
App

