

How Are You Doing? A Financial Checkup

Leader's Guide



Diane Burnett and Susie Latta

Suggested Introduction

Welcome to the program, “How Are You Doing? A Financial Checkup.” Most people probably haven’t considered the idea of spending \$1,500 to \$2,000 to have a comprehensive individual or family financial plan written. While that may seem like a lot of money, it may be worth the investment.

There is no “one size fits all” answer in financial planning. What might be a workable plan for one individual or family may not be for another. This presentation will help determine how you are progressing toward your financial goals and whether or not you have acted to improve your finances.

This presentation will provide tools to assess your financial strengths and weaknesses. It will also provide links to electronic worksheets that can help with goal-setting as well as general suggestions about improving your finances. Think of this as you might an annual physical with your doctor – a way to improve your financial health and screen for potential problems.

Class topics include:

- Financial goals
- Net worth
- Income and expense statements
- Financial ratios
- Spending plans (budgets)
- Credit checkup
- Income tax
- Insurance checkup
- Retirement checkup
- Social security/pension checkup
- Investment checkup
- Estate planning

Educational Goals

- Provide assessment tools to determine financial strengths and weaknesses.
- Provide worksheets to set goals and make calculations.
- Provide suggestions to improve financial management skills.
- Improve financial fitness and screen for potential problems.

Suggested Program Preparation

Review the “Basic Money Management” curriculum, S134G. Resources include the *Income and Expense Statement*, pp. 32-34; *Net Worth Statement*, p. 29; and *Spending Plan Template*, p. 32. (Page numbers refer to the printed version. Electronic version is at: <http://www.oznet.ksu.edu/library/famec2/S134G.pdf>. Online pages are numbered consecutively.)

Online resources include:

- Tax bracket information at:
<http://www.dinkytown.net/java/TaxMargin.html>
<http://www.irs.gov/formspubs/article/0,,id=150856,00.html>
- Annual credit report at:
<http://www.annualcreditreport.com>
- Insurance information at:
<http://www.iii.org>
- Life insurance needs calculator at:
<http://www.life-line.org>
- Kansas Insurance Commissioner's office at:
<http://www.ksinsurance.org>
- Ballpark Estimate for Retirement Funds at:
<http://www.asec.org>
- Retirement modules at:
<http://www.ces.purdue.edu/retirement>
- Risk Tolerance Quiz at:
<http://www.rce.rutgers.edu/money/riskquiz>.

Suggested Program Presentation Guide

1. Introduce yourself. Give each participant a pen or pencil, paper, and a copy of the fact sheet.
2. Use the *Financial Fitness Quiz* in the fact sheet as an outline for the presentation. After participants have filled out the quiz, ask them to identify areas where financial improvements are needed. Based on those needs, from the list of class topics, choose some of the most important issues.
3. Base the program on time available:

For a two-hour program, use the entire fact sheet. Briefly review each of the topics, including the *Financial Fitness Quiz*.

For a one-hour program, focus on the *Financial Fitness Quiz* and choose five to seven of the topics that are of interest to participants.

For a 20- to 30-minute program, have participants fill out the *Financial Fitness Quiz*. Allow time for brief discussion and questions. Send home the "How Are You Doing? A Financial Checkup" fact sheet for review on their own.

4. At the end of the program, ask participants to fill out the evaluation in the fact sheet. You may want to make copies of the evaluation so participants won't have to tear the page from their fact sheets. Collect the information and send to:
Carol Young, Extension Specialist, Family Financial Management, Kansas State University, 343 Justin Hall, Manhattan, KS 66506.

Ideas for Community Service Activities

1. Work with a local newspaper to sponsor one or more news articles on financial security.
2. Sponsor a financial fair or booth at a community event and hand out brochures about having a financial checkup.
3. Work with the local K-State Research and Extension office to sponsor a workshop on the importance of a financial checkup.
4. Place a copy of the fact sheet "How Are You Doing? A Financial Checkup" in your local library and community centers.
5. Talk with friends and family members about what you learned from attending a program on financial security.
6. Become a Volunteer Income Tax Assistant.
7. Become a volunteer for Senior Health Insurance Counselors for Kansans (SHICK).
8. Promote the *Kansas Saves* marketing campaign. Set up a display at local banks or other financial institutions.



KansasSaves
You Can Build Wealth

For more information, contact the authors:

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