## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABOUT THIS COURSE</td>
<td>1</td>
</tr>
<tr>
<td>TARGET AUDIENCE</td>
<td>1</td>
</tr>
<tr>
<td>DELIVERY METHOD</td>
<td>1</td>
</tr>
<tr>
<td>PRE-SESSION CHECKLIST</td>
<td>1</td>
</tr>
<tr>
<td>SESSION OVERVIEW</td>
<td>2</td>
</tr>
<tr>
<td>POST-SESSION CHECKLIST</td>
<td>2</td>
</tr>
<tr>
<td>WELCOME AND INTRODUCTIONS</td>
<td></td>
</tr>
</tbody>
</table>
ABOUT THIS COURSE

Managing your finances can seem like a chore, but it doesn’t have to be. In just 5 simple steps, you’ll be able to automate many of your day-to-day financial tasks. Find out what those steps are, and make headway toward becoming a financial pro, during Mountain America’s complimentary Digital Money Management seminar.

Topics include:

- Realizing your core values and setting goals
- The benefit of tracking your earnings
- Allocating and managing your spending
- Budgeting methods
- Money saving tips

TARGET AUDIENCE
This course is targeted towards those who wish to improve their money management skills.

DELIVERY METHOD
Live In-Person Classroom delivery.

PRE-SESSION CHECKLIST
All needed materials can be found on the I-drive under Marketing>Financial Education >Seminar Presentations

- Prepare facilitator guide
- Prepare participant handouts, and job aids
- Below items are charged:
  - Laptop
  - Ipad
  - Verizon Hot Spot
- Below items have charged batteries:
  - Presenter Remote Control
- Below items are contained in Presenter Tote:
  - Laptop and cords
  - Ipad
  - Verizon Hot Spot
  - Presenter Remote Control
  - Projector and cords (if needed)
  - VGA adaptor
  - HDMI adaptor
  - Extra batteries

Continued on next page...
Items to bring to presentation:
- Presenter tote
- Handouts and job aids
- Projector screen (if necessary)
- Standing Banner

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>TIMING</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome and Introductions</td>
<td>5 minutes</td>
<td>Depending on the engagement level of the participants, actual times may vary. You may need to adjust the timing during each course.</td>
</tr>
<tr>
<td>Why is budgeting challenging?</td>
<td>2 minutes</td>
<td></td>
</tr>
<tr>
<td>What do you value?</td>
<td>8 minutes</td>
<td></td>
</tr>
<tr>
<td>Setting Goals</td>
<td>15 minutes</td>
<td></td>
</tr>
<tr>
<td>Choose a Method</td>
<td>5 minutes</td>
<td></td>
</tr>
<tr>
<td>Determine income</td>
<td>2 minutes</td>
<td></td>
</tr>
<tr>
<td>Determine Expenses</td>
<td>8 minutes</td>
<td></td>
</tr>
<tr>
<td>Establish Priorities</td>
<td>4 minutes</td>
<td></td>
</tr>
<tr>
<td>Analyze &amp; Revise</td>
<td>8 minutes</td>
<td></td>
</tr>
<tr>
<td>Action Items</td>
<td>1 minute</td>
<td></td>
</tr>
<tr>
<td>Course Wrap-Up</td>
<td>2 minutes</td>
<td></td>
</tr>
</tbody>
</table>

POST-SESSION CHECKLIST
All needed materials can be found on the I-drive under Marketing > Financial Education > Seminar Presentations.

- Ensure all items brought to the presentation are accounted for and packed.
- Return any moved items (chair, tables, etc) to their original positions.
- Leave area clean and tidy.
The first step to take control of your finances is to educate yourself. Know the tools out there and how to use them.

As you look at your finances it is important to start by looking at your values. As you make goals about how you are going to spend your money, it makes sense to be spending your money on things you value.

We will talk about tracking the money that you earn, as well as tracking where you spend and what methods are available to help you with that tracking. And finally, how to stop dreaming and start today.

Why is budgeting so challenging?
Some answers might include: it is time consuming, it may feel restrictive, you may not want to be told how to spend your money, you and your partner have different ideas of how to spend your money.

First, we are going to start by figuring out what your values are. Take a minute and think about the things that are most important to you. There are some ideas up here, but you may come up with others. Pick your top 5 values and write them down.

Why do we list our values first?
So that we ensure we have money set aside for those purchases. As we go over the steps to creating a budget, we will refer back to our list of goals and see how they tie in with where we spend our money.

Next we are going to talk about goals. As you set goals, they should always tie back to what your values are. Make goals to put aside money for the things that are most important to you.

Goals can be categorized into 3 different types. Short, mid and long term goals.

A short-term goal is a goal you want to accomplish in the next 12 months. Think of a financial goal you have that you want to achieve in this timeframe, and write it down. (You may share a personal goal here.)

A mid-term goal is a goal that you will achieve within the next one to five years. Think of a goal you want to accomplish in the next five years and write that down as well. (You may share a personal goal here.)
A long term goal is a goal that you will work toward and accomplish more than five years away. (You may share a personal goal here.)

Realize that you may not be able to save for your three types of financial goals at the same time. You may have to put off saving for your long-term goal while you are funding your short-term goals. Once you have your short term goals in place then you can begin looking toward funding your mid- and long-term goals.

Now let’s discuss how to achieve these goals.
(Click) When you work on a short term goal, consider **budgeting**. This means that you set aside money each month, in much the same way you would with any debt or bill. The best method is to create a savings account, that you can name, and set up an automatic transfer into this account. For example, at Mountain America, we have a **secondary savings account** that you can name whatever you want. Let’s say I’m saving for new tires. I could open a savings account titled “new tires”.

**ASK:**
*Why do you think it is important to name the money in an account?*

**SAY:**
I will be less likely to spend money on a new pair of shoes using money that is named “new tires” because I know if I use that money, I won’t have the money for my tires when I need them.

(Click) With mid-term goals, we have a little more time to work with, so we want to make the most of our money. This time we will work on **saving** any extra money we come upon. For example, you may receive a tax refund in April, or a year-end bonus at work. In this case, you want to set aside this money for those mid-term goals. A good idea would be to open a **term deposit, or certificate**. This is because they earn a higher interest rate, because you are locking up the money for an extended time. Compared to a regular savings account, you could earn a considerable amount more.

**ASK:**
*If I budget for short-term and save for mid-term, what would I do for long-term goals?*

**SAY:**
(Click) That’s right, I should **invest**, where possible. The more time I have to reach my long term goal, the more sense it makes to invest my money. This is because I have time to wait, and I can take advantage of higher interest yields by investing.

<table>
<thead>
<tr>
<th>SLIDE: 5</th>
<th>SAY:</th>
</tr>
</thead>
<tbody>
<tr>
<td>S M A R T</td>
<td>When setting goals, it is good to use the S.M.A.R.T. method. Make your goals specific, measurable, attainable, relevant, and time bound. Each of these is an important piece to setting a SMART goal.</td>
</tr>
</tbody>
</table>
First, make your goal specific.

Making your goal specific should answer the questions: Where do you want to end up? How will you reach your goal? What do you hope to accomplish? Let’s use the example of saving money for emergencies.

The second step we need to take is to make the goal measurable.

A measurable goal might answer the questions: By when? How many or how much? And, how will I measure my progress?

So back to our example, I might say I want to save $1,000 for emergencies in one year.

Third, our goal should be attainable.

We ask ourselves, is the goal within reach? Is the goal too easy? Have I challenged myself?

For this scenario, I assume if you are working, you earn at least $84 each month so I’m going to say yes...this goal is attainable, because you have income coming in. However, that also takes us to our next step.

Fourth, is the goal relevant?

This means we ask ourselves is the timing right? Have I addressed my needs? Is this goal in-line with my values?

Depending on your situation, coming up with $84 to set aside for an emergency fund may be ignoring other needs such as food, gas, bills, your mortgage or rent.

It may be too much to allow you money for your values such as family or a vacation. So you may need to adjust your goal. Instead, I am going to save $42 each month and it will take me 2 years to reach my goal of $1,000.

Fifth, the goal must be time bound.

You need to make sure the goal has a start and end date by asking when will I start working toward this goal? And what is the deadline? Make sure when you ask this question that you don’t put it off. Will it be next paycheck, or the start of the new month? Pick a date now, and get started!
The last thing we will cover in this section is making our goals in the affirmative, meaning we can’t just “wish” we could meet our goals.

Wishing for something is just a dream. Putting your goal in writing and saying you WILL achieve it makes it a true SMART goal.

Also, remember to tell someone. Make yourself accountable to someone and you will be much more likely to succeed at your goal.

After you have figured out your values and written down your goals, you can start to put a plan in place. Here is a checklist to making an effective budget.

First, choose a method.

Having a system in place to track your spending is key to successfully managing your money. There is no right or wrong method. The best method is the one that works for you. You may use one, or a combination of methods in tracking your spending.

What methods for tracking your spending are you familiar with?

One method of budgeting is called the envelope method. This method involves allocating a certain amount of money into an envelope for each expense category. For example, you might allocate $500 each month for groceries. Once the money from the envelope is gone, no more money can be spent on that expense until the next month.

A modern take on this method can be achieved using Mountain America’s MyExpress Debit. The MyExpress debit card is similar to a prepaid card. It can be reloaded and used separately from your main checking account. You can create an automatic transfer, or money can be transferred manually onto your card as needed. The MyExpress debit card can be used wherever Visa debit cards are accepted. To use this product as the envelope method, multiple MyExpress debit cards can be set up under one account. You can then set up automatic transfers to each card, similar to putting cash into envelopes.

Two other commonly used methods are the notepad or the spreadsheet using a program such as excel.

Finally, there is the option of using a digital management system. A digital money management system is a website or software program on your computer or mobile device used to track your expenses.

Continued on next page.
ASK:  
*What digital management systems have you used or heard of before?*

Quicken, Mint, EveryDollar, Personal Capital, Tiller, YNAB, CountAbout, PocketSmith, Moneydance, Goodbudget, Status, Banktivity.

SAY:  
Do your research before you download the app. Check to see if there is a monthly service fee, or in-app purchases. Try a few on for size, and see what you like and don't like.

---

SLIDE: 15  
**Determine Income**

SAY:  
To begin creating our budget, we must first look at sources of income.

---

SLIDE: 16  
**Types of Income**

SAY:  
Here are some of the sources where income may be coming from. (Your income may be coming from a paycheck, interest and dividends, child support or alimony, tax refunds, side-hustles like Uber or Lyft, and bonuses.) When listing income, you should be realistic and conservative on non-guaranteed income such as bonuses, incentive and overtime pay.

If you list your net wages, or take-home pay, you don’t need to list items withheld from your paycheck. This is an easier way to list income, however, does not give the complete picture of where all your money is going.

---

SLIDE: 17  
**Determine Expenses**

SAY:  
Next you need to list all your expenses.

An effective way to go about this is to anticipate what expenses you might encounter each month of the year.

---

SLIDE: 18  
**Suggested Budget Guidelines**

SAY:  
As you look at your expenses, consider this graph, which breaks down the suggested guidelines for where your income should be going.

The greatest portion of your budget should be going to housing costs, but should not exceed 35% of your overall budget. Housing costs include your rent or mortgage payment, insurance and taxes (which are usually included in your mortgage), utility bills and maintenance.

Most wealth management experts suggest saving at least 10% of your net income. This would include, but is not limited to retirement savings.

Transportation costs should not exceed 15%. This would include an auto payment, insurance, taxes, gas and maintenance.
Other debt, such as revolving credit or personal loans, should also not exceed 15%.

Continued on next page.

Slide: 19
**Say:** Expenses fall into a few different categories. First there are fixed expenses that are the same amount each month. Some examples are mortgage or rent, auto payment, and debts.

**Ask:** What other fixed expenses can you think of?

Slide: 20
**Say:** Next there are variable expenses. These are expenses we incur each month but the amount we spend is always different. Some examples are food, gas, utilities, charity, entertainment, gifts.

Slide: 21
**Ask:** What are some expenses you might encounter yearly but not monthly?

Car registration, paying taxes, birthdays, Christmas, if you have kids - the months where they need new clothes based on the changing season. Maybe you have an extended family vacation every June you will need to save for.

Slide: 22
**Say:** As you analyze your spending, it is important to establish priorities. You can do that by breaking down your expenses into necessary, discretionary and unexpected expenses.

Slide: 23
**Say:** A necessary expense is an expense that is essential to your day to day living. Some examples are shelter, groceries, utilities, insurance, medial, auto, and taxes. These expenses are usually pretty set and there is not much wiggle room with them when it comes to making adjustments to your budget.

Slide: 24
**Say:** A discretionary expense is one that is not necessary for survival and usually can be adjusted when needed. For example, vacations, entertainment, special clothing, and dining out. These would be items that are often charged to a credit card. If your budget needs adjusting, these are the areas where you can look to cut back.
You will also have unplanned expenses. Make sure you are prepared for these types of unexpected expenses: medical emergencies, home repairs, auto repairs, and auto accidents.

Having an emergency savings account in place will save you from having to charge these types of expenses to a credit card. An emergency savings account will prevent further debt and give greater peace of mind.

Once you start tracking, you’ll get a sense of how your cash flows. Matching income with expenses is the step that many people don’t make time for, however it’s important to do if you wish to make the most of your resources and achieve your goals.

Invite someone to read the quote on the slide.

As you continue to analyze your budget, you may need to make adjustments to your spending and saving habits. As you revise your spending, it is important to refer back to your values make sure that your money is being put towards the things you most value.

Remember, Savings is an expense category. As you get expenses under control, and as income increases, put more money into your savings vehicles.

Here are some tips that may help you lessen expenses. Avoid parking tickets and late fees. Be efficient with your utilities by not leaving lights on and fixing leaky faucets. Keep your vehicle well maintained and don’t ignore repairs that may end up getting worse. Avoid frequently eating out and impulse shopping.

Many times, changing our habits can also help decrease our spending. For example, eating out less and drinking less soda or coffee. Instead, bring your own lunch with you to work or bring your own coffee instead of buying it each morning. Remember that if you are trying to change habits, don’t try to quit all at once, but just start by cutting back.

You can also reduce your utility costs by using energy efficient appliances and you can often receive rebates for switching over.
Instead of making a purchase on a credit card with money you don’t have, delay making the purchase and save for it instead. And if you need more income to make ends meet, consider getting a part-time job.

SLIDE: 30

SAY:
And finally, here are few more tips to help put a little more in your savings each month.

Pay down your debt. Pay off debt with the highest interest rate first, while making minimum payments on all others. Consider consolidating your debts. Only include debts with interest rates higher than the consolidation loan interest rate.

Refinance your mortgage or auto loan. Ask your credit union to “run the numbers” to determine whether refinancing – a mortgage or auto loan – makes sense for you. Make sure to include, pre-payment penalties and finance fees.

Continued on next page...

Use credit cards wisely. Pay them each month in full and on time. Make sure you understand the terms and conditions of your cards. Shop for a credit card like you shop for anything else. Consider the annual fee, interest rate, grace period, cost of late fees and over the limit fees. Only charge what you can pay in full that month to eliminate finance fees. Eliminate late payment fees by paying on time.

And shop around for insurance. There are many factors that go into an insurance rate and shopping around on a regular basis could save you money.

SLIDE: 31

SAY:
As you leave the seminar today, we invite you to take action! Here are some ideas of how you can start today for a more secure financial future!

SLIDE: 32

SAY:
Thank you for attending our seminar today.