

*36 Week
Workbook*

*Advisor Teller
Money
Management*

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This publication is adapted from the 36 week *Abstinence-Linked Money Management Workbook*, Yale University School of Medicine. Drs. Marc I. Rosen and Robert Rosenheck, & Karen Ablondi. Adapted for ATM use by Karen Ablondi, Kristin Serowik, Candace Minnix, and Andrea Weinstein, *Abstinence-Linked Money Management Team*.

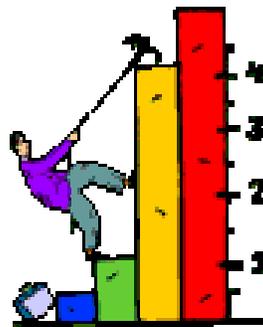
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Budgeting Tips



Set financial goals

Take a look at your current financial state and set attainable short and long term goals. The Money Management Goal sheets on pages 5 and 6 will help you develop your own financial goals.



Tracking your expenses

Record all your expenses on either the weekly or monthly expense sheets included in this workbook get an accurate figure on how much you spend and what you spend your money on. It doesn't really matter which expense sheets you use, pick the one you are more comfortable with. At the end of the month, look at your spending habits; do you normally buy coffee or soda at a coffee shop or convenience store? Try making coffee at home or carrying a bottle of water around with you. Do you eat out a lot? Try cooking at home more often.

When shopping at the drug store, buy generic instead of brand names. You will be surprised how much you can save by making little changes in your life.



Develop a spending plan

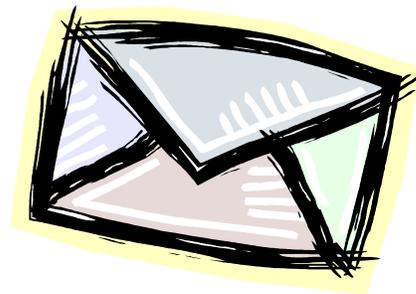
The next step is creating a budget that you can live with. At the beginning of each month, sit down and list how much income you'll receive and your anticipated expenses. This can be an estimate, if you are not sure how much you will earn or receive. Ideally, you want your income to be more than your expenses. If it's the other way around, you'll need to adjust your spending. Suggestion: overestimate your expenses and underestimate your income.

At the end of each month you can fill out what your actual spending was and compare it to your estimated budget from the beginning of the month. If you spend more than you estimated, then you should look for ways to cut down on your spending.



Set aside money

Do not carry a large amount of money on you. You may spend it. If you don't have a bank account, you may want to set aside your money in envelopes and label them for where you want the money to go. For example, label one envelope RENT or PHONE BILL and don't touch it for any other reason.

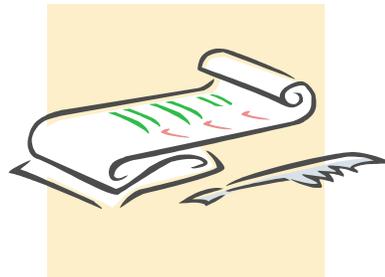


If you do have a bank account, take out the money at the beginning of the week for your expenses for that week, instead of using your ATM card everyday. This will make it more difficult to spend impulsively.

Protect yourself from money triggers, the situations that may tempt you to spend money for example: carrying large sums of money, visiting known drug areas, grocery shopping when hungry.



Make a shopping list and stick to it. This may avoid impulsive spending.



Distinguish between wants and needs. Take care of your basic living expenses first, including food, shelter and clothing.



Spend money on wants after needs are met.

Learn to say "no" to your family and salespeople.



Sample

Money Management Goals

Things I Want that Require Money

1. My own apartment.
2. Cell phone

Individual Short and Long-term Goals to Work Toward

Goals:	Short-term	Long-term
1. Stable housing – in my own apartment.	<u> X </u>	<u> X </u>
2. Be able to independently budget my money and pay my bills.	<u> X </u>	<u> X </u>

Goals:

1. *Stable housing – in my own apartment.*

Steps to achieve this goal:

- *Apply for housing assistance.*
- *Save money.*

2. *Be able to independently budget my money and pay my bills.*

Steps to achieve this goal:

- *Meet with Karen each week to go over my expenses and learn how to make a budget.*
- *Stay clean – stop spending money on drugs/alcohol.*

Goals

Things I Want that Require Money

1. _____
2. _____
3. _____

Individual Short and Long-term Goals to Work Toward

Goals:	Short-term	Long-term
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Goals:

1. _____

Steps to achieve this goal:

2. _____

Steps to achieve this goal:

3. _____

Steps to achieve this goal:

Sample Weekly Expense Sheet

How did you spend your money? Record both your daily and weekly expenses. At the end of the week, you will know where your money went and have a better idea how you want to spend it in the future.

Item	Cost
<hr/> <i>Coffee and Doughnut</i>	<u>\$2.00</u>
<hr/> <i>Toiletries (toilet paper, shampoo and conditioner)</i>	<u>\$9.50</u>
<hr/> <i>Gas</i>	<u>\$25.00</u>
<hr/> <i>Gift for daughter</i>	<u>\$10.00</u>
<hr/> <i>Soda and snack</i>	<u>\$4.50</u>
<hr/> <i>Haircut</i>	<u>\$25.00</u>
	Total <u>\$76.00</u>

ATM Budget Worksheet

Name: _____

Date: _____

Description	A1: Expected Amount	B1: Actual Amount
1. Beginning Account Balance: (Money from last month)		
Income:		
2. Income from employment		
3. Benefits / Entitlements		
4. Family / Friends		
5. Other		
6. Food Stamps		
7. Income total (Sum of rows 1-6)		
Expenses		
8. Rent		
9. Telephone		
10. Utilities		
11. Health Care Products		
12. Clothing		
13. Groceries		
14. Bus Fare / Gasoline for car		
15. Laundry		
16. Cigarettes		
17. Entertainment/Restaurants		
18. Deposit to Savings		
19. Debt		
20. Other		
21. Total Monthly Expenses: (sum of rows 8-19)		
22. Net Income= (Total income)-(total expenses):		
23. Ending Balance for this month:		

ATM Budget Worksheet

Name: _____

Date: _____

Description	A1: Expected Amount	B1: Actual Amount
24. Beginning Account Balance: (Money from last month)		
Income:		
25. Income from employment		
26. Benefits / Entitlements		
27. Family / Friends		
28. Other		
29. Food Stamps		
30. Income total (Sum of rows 1-6)		
Expenses		
31. Rent		
32. Telephone		
33. Utilities		
34. Health Care Products		
35. Clothing		
36. Groceries		
37. Bus Fare / Gasoline for car		
38. Laundry		
39. Cigarettes		
40. Entertainment/Restaurants		
41. Deposit to Savings		
42. Debt		
43. Other		
44. Total Monthly Expenses: (sum of rows 8-19)		
45. Net Income= (Total income)-(total expenses):		
46. Ending Balance for this month:		

ATM Budget Worksheet

Name: _____

Date: _____

Description	A1: Expected Amount	B1: Actual Amount
47. Beginning Account Balance: (Money from last month)		
Income:		
48. Income from employment		
49. Benefits / Entitlements		
50. Family / Friends		
51. Other		
52. Food Stamps		
53. Income total (Sum of rows 1-6)		
Expenses		
54. Rent		
55. Telephone		
56. Utilities		
57. Health Care Products		
58. Clothing		
59. Groceries		
60. Bus Fare / Gasoline for car		
61. Laundry		
62. Cigarettes		
63. Entertainment/Restaurants		
64. Deposit to Savings		
65. Debt		
66. Other		
67. Total Monthly Expenses: (sum of rows 8-19)		
68. Net Income= (Total income)-(total expenses):		
69. Ending Balance for this month:		

ATM Budget Worksheet

Name: _____

Date: _____

Description	A1: Expected Amount	B1: Actual Amount
70. Beginning Account Balance: (Money from last month)		
Income:		
71. Income from employment		
72. Benefits / Entitlements		
73. Family / Friends		
74. Other		
75. Food Stamps		
76. Income total (Sum of rows 1-6)		
Expenses		
77. Rent		
78. Telephone		
79. Utilities		
80. Health Care Products		
81. Clothing		
82. Groceries		
83. Bus Fare / Gasoline for car		
84. Laundry		
85. Cigarettes		
86. Entertainment/Restaurants		
87. Deposit to Savings		
88. Debt		
89. Other		
90. Total Monthly Expenses: (sum of rows 8-19)		
91. Net Income= (Total income)-(total expenses):		
92. Ending Balance for this month:		

ATM Budget Worksheet

Name: _____

Date: _____

Description	A1: Expected Amount	B1: Actual Amount
93. Beginning Account Balance: (Money from last month)		
Income:		
94. Income from employment		
95. Benefits / Entitlements		
96. Family / Friends		
97. Other		
98. Food Stamps		
99. Income total (Sum of rows 1-6)		
Expenses		
100. Rent		
101. Telephone		
102. Utilities		
103. Health Care Products		
104. Clothing		
105. Groceries		
106. Bus Fare / Gasoline for car		
107. Laundry		
108. Cigarettes		
109. Entertainment/Restaurants		
110. Deposit to Savings		
111. Debt		
112. Other		
113. Total Monthly Expenses: (sum of rows 8-19)		
114. Net Income= (Total income)-(total expenses):		
115. Ending Balance for this month:		

ATM Budget Worksheet

Name: _____

Date: _____

Description	A1: Expected Amount	B1: Actual Amount
116. Beginning Account Balance: (Money from last month)		
Income:		
117. Income from employment		
118. Benefits / Entitlements		
119. Family / Friends		
120. Other		
121. Food Stamps		
122. Income total (Sum of rows 1-6)		
Expenses		
123. Rent		
124. Telephone		
125. Utilities		
126. Health Care Products		
127. Clothing		
128. Groceries		
129. Bus Fare / Gasoline for car		
130. Laundry		
131. Cigarettes		
132. Entertainment/Restaurants		
133. Deposit to Savings		
134. Debt		
135. Other		
136. Total Monthly Expenses: (sum of rows 8-19)		
137. Net Income= (Total income)-(total expenses):		
138. Ending Balance for this month:		

ATM Budget Worksheet

Name: _____

Date: _____

Description	A1: Expected Amount	B1: Actual Amount
139. Beginning Account Balance: (Money from last month)		
Income:		
140. Income from employment		
141. Benefits / Entitlements		
142. Family / Friends		
143. Other		
144. Food Stamps		
145. Income total (Sum of rows 1-6)		
Expenses		
146. Rent		
147. Telephone		
148. Utilities		
149. Health Care Products		
150. Clothing		
151. Groceries		
152. Bus Fare / Gasoline for car		
153. Laundry		
154. Cigarettes		
155. Entertainment/Restaurants		
156. Deposit to Savings		
157. Debt		
158. Other		
159. Total Monthly Expenses: (sum of rows 8-19)		
160. Net Income= (Total income)-(total expenses):		
161. Ending Balance for this month:		

ATM Budget Worksheet

Name: _____

Date: _____

Description	A1: Expected Amount	B1: Actual Amount
162. Beginning Account Balance: (Money from last month)		
Income:		
163. Income from employment		
164. Benefits / Entitlements		
165. Family / Friends		
166. Other		
167. Food Stamps		
168. Income total (Sum of rows 1-6)		
Expenses		
169. Rent		
170. Telephone		
171. Utilities		
172. Health Care Products		
173. Clothing		
174. Groceries		
175. Bus Fare / Gasoline for car		
176. Laundry		
177. Cigarettes		
178. Entertainment/Restaurants		
179. Deposit to Savings		
180. Debt		
181. Other		
182. Total Monthly Expenses: (sum of rows 8-19)		
183. Net Income= (Total income)-(total expenses):		
184. Ending Balance for this month:		

ATM Budget Worksheet

Name: _____

Date: _____

Description	A1: Expected Amount	B1: Actual Amount
185. Beginning Account Balance: (Money from last month)		
Income:		
186. Income from employment		
187. Benefits / Entitlements		
188. Family / Friends		
189. Other		
190. Food Stamps		
191. Income total (Sum of rows 1-6)		
Expenses		
192. Rent		
193. Telephone		
194. Utilities		
195. Health Care Products		
196. Clothing		
197. Groceries		
198. Bus Fare / Gasoline for car		
199. Laundry		
200. Cigarettes		
201. Entertainment/Restaurants		
202. Deposit to Savings		
203. Debt		
204. Other		
205. Total Monthly Expenses: (sum of rows 8-19)		
206. Net Income= (Total income)-(total expenses):		
207. Ending Balance for this month:		

Sample ATM Weekly Activities Budget

1. Do you agree to develop an activity budget this week?

2. This week, I plan to do the following activities:

<i>Activity</i>	<i>Suggested Time & Day</i>	<i>Amount activity will cost?</i>	<i>Completed?</i>
2a. <u>Take son to see movie</u>	<u>Friday night at 6pm</u>	<u>\$20.00</u>	<u>yes</u>
<i>Notes: Took son to movies, bought 2 tickets, popcorn and 2 sodas</i>			
2b. <u>Go swimming at YMCA</u>	<u>Saturday afternoon 12pm</u>	<u>\$8.00</u>	<u>yes</u>
<i>Notes: _____</i>			
2c. <u>Buy snacks to take to NA</u>	<u>Thursday night 6pm</u>	<u>\$5.00</u>	<u>yes</u>

Notes: Bought coffee and doughnuts for NA meeting

I understand that I will spend \$ 33.00 to complete these activities by

January 3, 2005

Date

Jane Doe

Client

01-03-05

Date

Money Manager

Money Manager

01-03-05

Date

Were activities completed? If yes, discuss. If no, why not?

Client Comments: Client states that he enjoyed spending time with his son, swimming at the YMCA and being able to contribute to the NA meeting.

Money Manager Comments: Client has remained abstinent throughout the week and has achieved several social, recreational and abstinence goals.

ATM Weekly Activities Budget

1. Do you agree to develop an activity budget this week?

2. This week, I plan to do the following activities:

<i>Activity</i>	<i>Suggested Time & Day</i>	<i>Amount activity will cost?</i>	<i>Completed?</i>
2a. _____	_____	_____	_____

Notes: _____

2b. _____	_____	_____	_____
-----------	-------	-------	-------

Notes: _____

2c. _____	_____	_____	_____
-----------	-------	-------	-------

Notes: _____

I understand that I will spend \$ _____ to complete these activities by

_____ Date

Client Date

Money Manager Date

Were activities completed? If yes, discuss. If no, why not?

Client Comments: _____

Money Manager Comments:

GUIDELINES FOR SELECTION OF ACTIVITIES

This list of activities is intended to be used as a guide. Activities should reflect your personal interests, including goals identified in your treatment plan that you have developed with your clinician. This may feel awkward at first, take a deep breath, try to relax and enjoy this fun exercise.

1. The initial contract item should be to perform a non-drug related leisure activity that you enjoy. This item should preferably be free. If no obvious activity suggests itself, the Leisure Checklist (attached) may be filled out to help you identify your interests.
2. Please choose 2 other areas of interest and contract around those areas. Note that abstinence promoting is broadly-defined to mean activities that promote well being, and make it less likely for you to use drugs. For example, going for a walk with a non-drug using friend is abstinence promoting because it makes it less likely you will be with a drug user.

BUDGETING ACTIVITY SUGGESTIONS

1. EDUCATION

Register/pay for classes

Study for exam

Further education

*Get information about
courses/programs*

2. EMPLOYMENT/FINANCIAL

Go to work

Look for employment

Create a resume

Go to job interview

Job training/vocational services

Sign up to volunteer

Get information on volunteer work

Accept money management Assistance

Cut down on spending

Pay bills

Save money

Apply for food stamps, cash assistance

Apply for ssa/vba benefits

*Develop improved budgeting/money
management skills*

3. FAMILY

Spend time with family/kids

Attend family function

Write/call/email family/kids

Attend family counseling

Help with home improvement projects

4. HEALTH

See a physician

Eat healthier/diet

Take prescribed medication as directed

Cut down, quit smoking

Practice stress relieving techniques

Go grocery shopping

5. SOCIAL/RECREATIONAL

Attend religious function

Go to movies, dinner, theatre

Spend time with friends

Go on a trip/vacation

*Participate in outdoor activity-fishing,
golf*

Read a book/do crossword puzzles

Go to library/shopping center

6. TRANSPORTATION

Repair vehicle
Get insurance
Pay off tickets
Secure bus pass
Arrange for medcab transportation

7. HOUSING

Obtain sober housing
Update change of address
Buy furniture, etc. for home
Save money for 1st months rent
Apply to residential programs
Look for apartments in newspaper

8. LEGAL

Improve legal status
Go to court
Pay court fines
Seek legal counseling
*Comply with conditions of
parole/probation*
Resolve legal problems
Attend anger management group
*Practice skills for managing aggressive
behavior*

9. PERSONAL IMPROVEMENT

Clean house/vehicle/do laundry
Workout
Pray
Improve time management
Improve personal hygiene/get haircut

10. SOBRIETY

Attend AA/NA meeting
Attend community event
See clinician/case manager
Attend outpatient tx
Comply with meds to help with cravings
Get info about 12 step classes
Look into getting a sponsor¹

¹ *Information taken from N.M. Petry et al
“Reinforcing compliance with non-drug-related
activities”, Journal of Substance Abuse
Treatment 20 (2001) 33-44

**No matter how much money you're making,
It seems like it's never enough. Here are some ideas....**

HOW TO **STRETCH YOUR BUDGET**

Food

- **Buy only what you planned to buy, shopping on “specials” day**
 - **Don't shop when you are hungry**
 - **Use coupons – from the mail or newspaper ads**
-

Prescriptions

- **Shop around – prices vary!**
 - **Buy only a week at a time worth of medicine if a full prescription is too much money**
 - **Check with your physician to see if your prescription is available in generic or less expensive brands.**
-

Clothing

- **Buy medium weights for year round wear, as well as versatile clothes (long sleeves can roll up)**
 - **Check labels for washable clothes rather than dry cleanable clothes**
 - **Shop in discount stores. Try mail order catalogues for comparisons.**
 - **Try thrift shops, factory and irregular outlet shops and pay cash.**
-

Transportation

- **Walk or bicycle when able**
 - **Car pool or take public transportation**
 - **Organize errands to be in one area on the same day**
-

Recreation

- **Find free or inexpensive activities in the local newspaper**
- **Borrow books, cassettes, CD's and videos from the public library**
- **Go for a walk, use your park system**
- **Visit a local museum**

Money
Management
Resources

Obtain a copy of your credit report

Your credit report contains information about your past and present loans, payments and credit limits. Landlords, credit card companies, lenders and employers are allowed to look at your report to determine how well you handle your credit obligations. They use the information to decide whether or not to rent you an apartment, give you credit or a loan and even offer you employment.



You are entitled to a free credit report if:

- You were denied or were notified of an adverse action related to credit, employment, insurance, a government license, or other government granted benefit within the last 60 days.
- You were denied a house or apartment rental or were required to pay a higher deposit than normally required within the last 60 days.
- You certify that you are unemployed and intend to apply for employment within the next 60 days.*
- You certify that you are a recipient of public welfare assistance.*
- You certify that you have reason to believe information on your file contains inaccurate information due to fraud.

- You may only receive one report per year.

There are three major credit-reporting agencies. To obtain a copy of your credit report, just contact one of these companies.

Equifax: 800-685-1111 www.equifax.com

Experience: 888-397-3742 www.experian.com

Trans Union Corporation: 800-888-4213 www.transunion.com

or go online to: www.annualcreditreport.com

On the following page is a sample letter to request a copy of your credit report. You will need to include your name, date of birth, social security number, and any previous address.

Sample Credit Report Request Letter

Karen Smith
34 Park Street
New Haven, CT 06510

June 2, 2007

Experience
P.O. Box 740241
Atlanta, GA 30374

Please send me a copy of my credit report. I am eligible to receive a free copy of my report; I was recently turned down for credit (letter enclosed). I have also enclosed a copy of my driver's license.

Thank you,

Karen Smith

Karen Smith
34 Park Street
New Haven, CT 06510

DOB 8/6/68
SS# 123-45-6789
Previous address: 211 George Street
West Haven, CT 06516

Frequently asked questions about Debt Collection

What if a creditor wants more money than I can afford?

Simply explain to the creditor that you are on a fixed income and can not afford to pay any more money at this time. Do not let the creditor pressure you into saying that you will pay more, send only what you can afford each month, even if the creditor says it's too little. If you cannot pay anything toward the debt it may be helpful to put it in writing explaining that when your situation improves, you will begin making monthly payments.

What can creditors do to me if I don't pay my debts?

If you are behind in paying rent, your landlord can take legal action to try to force you to move and pay the back rent. Utility companies can cut off service if you don't pay, (except during winter months if you can prove hardship). Credit card companies may take legal action and if they win, you may be ordered to pay the full amount plus interest if you have a car loan and stop making payments, the car can be repossessed.

What if a creditor threatens to attach my wages?

Wages cannot be attached unless the creditor first brings a lawsuit and wins in court. If you receive any such notice, contact a lawyer immediately. Even if the creditor wins a lawsuit against you, your wages can't be attached if you faithfully pay on time the amount ordered by the court or if you have very low wages.

Do I have to use my social security, unemployment or welfare funds to pay the debt?

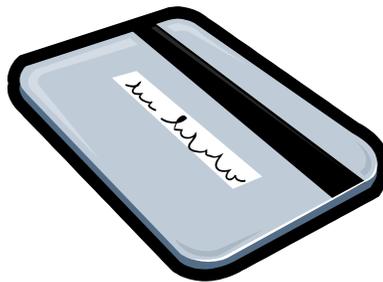
If the creditor sues you and wins, the creditor may try to take government benefits which are directly deposited in your bank account. Under the law, government benefits do not have to be used to pay many types of debts.

However, there are exceptions. For more information, contact your local Legal Assistance office.

Credit Cards

Beware! If you do not use your credit card wisely, you can find yourself in a lot of debt very quickly! Most credit cards charge 18-24% interest on your purchases! If you just pay the minimum amount due each month, you are paying mostly interest and very little principal (the cost of what you purchased). So, if you decide to get a credit card, get one and pay it in full each month.

For example: if you charged \$1000 to your credit card with an interest rate of 24% and paid \$30 a month, it would take you almost 5 years to pay off the debt. When you were finished paying you would have paid \$644 worth of interest, costing you a total of \$1644.



Credit cards can be a useful thing to have, especially for emergencies and to build your credit history. Improving your credit will enable you to get car loans and mortgages.

If you have a credit card and you are unable to pay off a large balance, pay as much as you can each month and switch to a credit card with a

low annual percentage rate (APR). Make sure to pay off the highest interest rate first. **For a modest fee, RAM Research Corp. (1-800-344-7714)** will send you a list of low-rate cards.

Bankruptcy

Bankruptcy can be costly...

Bankruptcy does not relieve all debts...

Bankruptcy may affect your ability to rent an apartment...

Bankruptcy could hurt your credit for years to come...

Bankruptcy does not help you better manage your money...

Learning to budget your money may prevent bankruptcy, and may lead to a healthy financial future.



Debt Consolidation

If you find that you have too many bills that you can't manage, you might think about consolidating your debt into one monthly bill. There are many different companies that will do this for a minimal fee or nothing at all. The first step is calling the company you wish to work with and discuss your current financial situation. Based on what you tell them, they will recommend the best action plan for you. Debt consolidation can help you pay your bills and get you out of debt. Many creditors will lower your interest rate and get rid of late charges when you join with a debt consolidation company. To talk to a trained professional counselor you can call:

Consumer Credit Counseling Services
(800) 208-2227

Visit CCCS online at: www.moneymanagement.org



Common Financial Terms & Definitions

Account balance - credits minus debits at the end of a reporting period.



Asset - any item owned by an individual that can be converted into cash (balance in checking/savings accounts, auto, home, etc.)



ATM (Advisor-Teller Money Management) - a money management-based therapy that targets substance-abuse. ATM functions using the "3 Ts" (Teller, Training, and Treatment-linked spending).

Teller - limiting access to patient's funds

Training - teaching the patient to make a budget and plan expenses

Treatment-Linked spending - uses discretionary funds to support abstinence-linked goals

ATM machine - stands for Automated Teller Machine. A machine is located outside banks or in shopping malls. When a personal coded card is used it gives cash. The magnetic strip on the back of the card holds personal bank account information. The ATM machine can also be used to deposit checks in a checking or savings account. The bank may charge a fee when using an ATM.



Bankruptcy - The main purpose is to give an honest person a "fresh start" in life by relieving the debtor of most debts and to repay what is owed to the creditor in a timely manner to the extent that the debtor has the means available for payment.



Budget - a spending and savings plan that lists your available money to meet your needs and wants. Following a budget is a good way to track your spending.

Checking account - A bank **account** in which checks may be written against amounts on deposit.

Confirmation number - a number assigned to a transaction for future reference or as proof of purchase.

Confirmation page- is a statement after a purchase has been made over the internet. The seller sends a message that describes the purchase. Included are what the item is, how much it cost, plus any taxes, shipping fees or other fees.



Coupon - a printed certificate that can be used for a discount



Credit card - A credit card allows you to purchase goods or services and pay at a later date. If you don't pay the full amount within 30 days, the credit card company charges you a lot of interest.



Credit History - A record of an individual's past borrowing and repaying behavior. It will list personal information, credit lines currently in the person's name, and risk factors like late payments or a recent bankruptcy.



Credit Report - A report containing detailed information on a person's credit history, including identifying information, credit accounts and loans, bankruptcies and late payments, and recent inquiries. It can be obtained by prospective lenders with the borrower's permission, to determine his or her creditworthiness.



Credit Score - A measure of credit risk calculated from a credit report using a standardized formula. Factors that can damage a credit score include late payments, absence of credit references, and unfavorable credit card use. Lenders may use a credit score to determine whether to provide a loan and what rate to charge.

Creditor - A person or organization which extends credit (lends money) to others.



Debt consolidation - combining multiple loans into one single loan. This process lowers monthly payments and finance charges.

Debtor - an individual who owes a creditor; someone who has the obligation of paying a debt



Direct Benefit Card ETA - electronic transfer account - automatically receives deposits of your federal payments each month. For a low monthly fee (\$3-\$4), it usually provides 4 free cash withdrawals and 4 free balance inquires. A safe low-cost convenient way to store and access funds.



Direct deposit- automatic deposit of wages or benefits to a person's bank account.



Five "C's"- lenders use these to decide if an individual is credit worthy- capable of paying back a loan - capacity, capital, character, collateral, conditions.

Character - a person's attributes that speak to their moral and ethical values.

Capital - things a person owns. It can be money in checking or savings accounts or property owned like a house and car.

Capacity- the ability of a person to repay based on their income.

Collateral - something that must be given if the loan is not repaid.

Conditions - rules for a loan repayment. The amount a person must pay per month, the interest rate, or late payments are examples.

Encrypted - information is written in a secret code before it is sent from one computer to another. This secret code stops anyone from getting another person's information.



Financial goals - They are what will motivate you to stay on track with your spending plan or budget.



Gift card- A card that can be used like cash to buy something in a store.



Gross income - a person's total income prior to taxes and other adjustments.



Income - money earned through employment and benefits (social security, VBA, food stamps, etc.).



Interest - money paid for the use of money. It is computed as a percent of the money borrowed.



Liabilities - money that is owed to creditors (also known as debt)



Money Management- assistance given for income, expenses, and saving. Goal setting and monthly budgeting is used.



MyMoney card- a prepaid card used like a credit card. It is unlike a credit card because you have a specific amount of *your* money encoded on the magnetic strip.



Net income - a person's total income after taxes and other deductions



On-line banking - A system allowing individuals to perform banking activities at home, via the internet.



Pay day loans - Payday loans are extremely expensive cash advances that must be repaid in full on the borrower's next payday to prevent the personal check from bouncing. Cash-strapped consumers run the risk of becoming trapped in repeat borrowing due to triple-digit interest rates and unaffordable repayment terms.

Prepaid card - a plastic card with a specific amount of money encoded on a magnetic strip. It is for a specific use, for example, a phone card.



Receipt- a piece of paper that shows payment has been received. Most receipts will show the item purchased and specific amount for each item. Keeping receipts is a good way of tracking your expenses.



Rent to Own - A way to purchase goods that requires no credit check. Cash-strapped individuals are charged a very high interest rate which makes the purchase more costly, typically 3-4 times more than the sticker price.



Savings account- A deposit **account** at a bank or **savings** and loan which pays interest, but cannot be withdrawn by check.



Shipping fee - amount charged for shipping an item to the customer. The amount varies. It is a flat rate based on distance sent or dollar amount of purchase.

Sales tax- added to the cost of an item purchased. It is calculated as a percent of the purchase price. The amount varies from state to state. The tax is used for state services.



Transaction fee - an amount charged to use a service.

Notes