



# Vos outils financiers

Développé par l'Agence de la consommation en matière financière du Canada,  
l'Investor Education Fund et l'Autorité des marchés financiers



## My financial plan

### Step 1—Personal data

It's helpful to have your personal data available and written out if you'll be talking to a financial professional about your plans.

Date of this plan :	<input type="text"/>	Review plan on:	<input type="text"/>
NAME:	<input type="text"/>		
ADDRESS:	<input type="text"/>		
PHONE:	<input type="text"/>		
BUS. PHONE:	<input type="text"/>		
FAX:	<input type="text"/>		
E-MAIL:	<input type="text"/>		
BIRTH DATE:	<input type="text"/>		
SOCIAL INSURANCE NUMBER:	<input type="text"/>		
EMPLOYER:	<input type="text"/>		
OCCUPATION:	<input type="text"/>		
SPOUCE'S NAME	<input type="text"/>		
BIRTH DATE	<input type="text"/>		
EMPLOYER	<input type="text"/>		
OCCUPATION	<input type="text"/>		
NUMBER OF DEPENDENTS:	<input type="text"/>		
AGES:	<input type="text"/>		

Step 2

Your net worth is the summary of what you own minus what you owe.

Item	You		Partner
<b>Cash</b>			
Chequing/Savings accounts	<input type="text"/>		<input type="text"/>
RRSPs/RRIFs	<input type="text"/>		<input type="text"/>
Non-RRSP investments	<input type="text"/>		<input type="text"/>
Life insurance (cash value)	<input type="text"/>		<input type="text"/>
Employment pension plans	<input type="text"/>		<input type="text"/>
<b>Personal property</b>			
Vehicles	<input type="text"/>		<input type="text"/>
Real estate	<input type="text"/>		<input type="text"/>
Jewellery and collectibles	<input type="text"/>		<input type="text"/>
Other assets	<input type="text"/>		<input type="text"/>
Business property	<input type="text"/>		<input type="text"/>
Total			
Total household assets			
<b>LIABILITIES</b>			
Chequing/Savings accounts	<input type="text"/>		<input type="text"/>
RRSPs/RRIFs	<input type="text"/>		<input type="text"/>
Non-RRSP investments	<input type="text"/>		<input type="text"/>
Life insurance (cash value)	<input type="text"/>		<input type="text"/>
Employment pension plans	<input type="text"/>		<input type="text"/>
Total			
Total household liabilities			
<b>NET WORTH (TOTAL ASSETS – TOTAL LIABILITIES)</b>			

### Step 3

List your monthly income from all sources, and then subtract your paycheque deductions. If you have a spouse or life partner, calculate your income separately, and then combine it to form one household income. Then enter your total expenses as a household. The difference between your income and your expenses is your monthly surplus or shortfall.

Item	You		Partner
<b>INCOME</b>			
Employment	<input type="text"/>		<input type="text"/>
Self-employment	<input type="text"/>		<input type="text"/>
Investment income	<input type="text"/>		<input type="text"/>
Rental income	<input type="text"/>		<input type="text"/>
Private pension plans	<input type="text"/>		<input type="text"/>
CPP/OAS/QPP	<input type="text"/>		<input type="text"/>
Child support	<input type="text"/>		<input type="text"/>
Other income	<input type="text"/>		<input type="text"/>
Total monthly income:			
<b>Less deductions</b>			
Income tax	<input type="text"/>		<input type="text"/>
EI/CPP/QPP	<input type="text"/>		<input type="text"/>
Other deductions (e.g., medical, etc.)	<input type="text"/>		<input type="text"/>
Total deductions	<input type="text"/>		<input type="text"/>
NET MONTHLY INCOME			
NET HOUSEHOLD INCOME			

## Step 3

Item	You		Partner
<b>EXPENSES</b>			
Rent/mortgage payments		<input type="text"/>	
Property insurance		<input type="text"/>	
Utilities		<input type="text"/>	
Property taxes		<input type="text"/>	
Repairs		<input type="text"/>	
Payments on loans and credit		<input type="text"/>	
Groceries		<input type="text"/>	
Clothing		<input type="text"/>	
Furniture		<input type="text"/>	
Entertainment		<input type="text"/>	
Medical/dental		<input type="text"/>	
Education		<input type="text"/>	
Personal care		<input type="text"/>	
Child care		<input type="text"/>	
Gifts and donations		<input type="text"/>	
Subscriptions		<input type="text"/>	
Transportation (for two cars)		<input type="text"/>	
Life/disability insurance		<input type="text"/>	
Other expenses		<input type="text"/>	
TOTAL MONTHLY EXPENSES			
MONTHLY SURPLUS OR SHORTFALL (Net household income – Total monthly expenses)			

## Step 4

You manage your finances in order to help you achieve important goals in your life. Here you can write down your short-term, mid-term and long-term goals and estimate the savings you will need to achieve them. For most people, the first financial goal should be to pay off expensive debts. Carmen and Justin have a few goals that they are focusing on, but the number of possible goals could be very large. Select the most important goals to enter here.

**Tip**

Your first goal is usually to pay off expensive (high interest) debt.

### Short-term goal (next year)

--

Approx. cost	Savings start date	Savings target date	Months to complete	Cost per month

--

Approx. cost	Savings start date	Savings target date	Months to complete	Cost per month

--

Approx. cost	Savings start date	Savings target date	Months to complete	Cost per month

<b>Total short-term cost</b>	
------------------------------	--

Step 4

Mid-term goals (one to three years)

--

Approx. cost	Savings start date	Savings target date	Months to complete	Cost per month

--

Approx. cost	Savings start date	Savings target date	Months to complete	Cost per month

--

Approx. cost	Savings start date	Savings target date	Months to complete	Cost per month

Total mid-term cost				
---------------------	--	--	--	--

Step 4

Long-term goals (more than three years)

--	--	--	--	--

Approx. cost	Savings start date	Savings target date	Months to complete	Cost per month

--	--	--	--	--

Approx. cost	Savings start date	Savings target date	Months to complete	Cost per month

--	--	--	--	--

Approx. cost	Savings start date	Savings target date	Months to complete	Cost per month

Total long-term cost				
----------------------	--	--	--	--

## Step 5 - Will I have enough money to meet my goals?

Step 5 compares the income, expenses and the savings you need to reach your goals. If you have money left over, first use it to pay down any debt you can. Then you could add it to your savings for future needs, put more money toward your goals to accomplish them sooner, or add goals with lower priority.

Carmen and Justin have more money than they need for the goals they have identified, so they will pay off their debts, then add any extra money to their savings to invest for the future.

Monthly household income		<input type="text"/>
Monthly household expenses	less:	<input type="text"/>
Monthly surplus deficit	Difference:	<input type="text"/>
Monthly household savings needed to reach goals	Less:	<input type="text"/>
Here's what's left after expenses and savings for goals:		<input type="text"/>



## Financial steps need to complete goals

### Savings

Basic savings (at least 10% of income)

Be sure to save at least 10% of your income in possible to provide for emergencies and retirement

Emergency fund (5 to 10% of monthly budget)

Monthly household savings needed to reach goals

\$

To meet your savings goals, you need to save total of:

\$

If you don't have your emergency fund yet, you'll need to build that up, too.

Your monthly income and expenses surplus of shortfall is:

\$

You may be unable to meet your spending plans

You may have to reduce your goals or expenses, save longer or increase your income. If the savings you need is slower than your monthly surplus, you'll have money for other goals.