

# Personal Budget

**Suggested teaching time :** 40 minutes

## Learning objectives

1. Understand various uses of money and prioritise the expenses.
2. Explain what is budget and its functions.
3. Learn to create a personal budget and adjust it to achieve financial goals.
4. Learn why we should make donations.

## Teaching suggestions

Key teaching points	Concepts / Knowledge / Values / Attitudes
<ul style="list-style-type: none"> <li>• Prepare an expenses record</li> <li>• What is a budget and how to adjust the budget</li> <li>• The importance of saving money</li> </ul>	<p><b>Concepts / Knowledge</b></p> <ul style="list-style-type: none"> <li>• Various uses of money (including consumption, savings and donations)</li> <li>• Budget</li> <li>• The importance of saving money</li> </ul> <p><b>Values / Attitudes</b></p> <ul style="list-style-type: none"> <li>• Frugal, understand the importance of saving money</li> <li>• Prudent consumption, understand the disadvantages of overconsumption</li> <li>• Establish proper concepts of financial management</li> </ul>

Teaching activities	Teaching resources	Duration
<p><b>Arouse motivation</b></p> <p>Bring out the concept of "financial goals" and ask the following questions:</p> <ul style="list-style-type: none"> <li>• What things do you want to buy but you cannot afford?</li> <li>• How to achieve financial goals?</li> </ul>	Teaching Powerpoint P. 3-4	5 mins
<p><b>Activity 1</b></p> <p>According to Li Siu Ming's expenses, sort out his expenses record. Upon completion, review whether he can achieve his savings goals and discuss the benefits of tracking personal expenses. Teachers can give advice based on the suggested answers on the worksheet. Teachers should remind students:</p> <ul style="list-style-type: none"> <li>• Expense tracking can help review your personal expenses</li> <li>• Tracking personal expenses on a regular basis can help control expenses</li> <li>• Introducing electronic tools that can be used to create a personal budget</li> </ul>	Teaching Powerpoint P.7-14 Excel budget table Worksheets P.1-2	10 mins

<p><b>Activity 2</b> Students discuss the cases of Chan Tai Keung and Li Siu Wa in groups. Teachers can use the relevant news to arouse students' interest and enhance their understanding.</p> <p><b>Case 1: Overconsumption</b> After discussing the cases, students report their answers. Teachers can give advice based on the suggested answers on the worksheet to bring out the importance of saving money and advice students to establish a proper financial concept.</p> <p><b>Case 2: Saving money for home ownership</b> After discussing the cases, students report their answers. Teachers can give advice based on the suggested answers on the worksheet. Teachers can mention that spending on leisure and entertainment is short-sighted, and insufficient savings cannot achieve long-term financial goals. Teachers also need to teach what a feasible budget is and how to adjust the budget.</p>	<p>Teaching Powerpoint P. 15-25 Worksheets P.3-6</p>	<p>20 mins</p>
<p><b>Summary</b></p> <ul style="list-style-type: none"> <li>• Income = Savings + (Expenses + Donations)</li> <li>• Four steps to create a budget</li> <li>• Various ways to adjust the budget</li> </ul>	<p>Teaching Powerpoint P.26-27 Worksheet P.7</p>	<p>5 mins</p>
<p><b>Extension activity</b></p> <ul style="list-style-type: none"> <li>• Collect shopping receipts and review the Octopus payment records to create a personal expenses record</li> <li>• Ask students to set up personal savings goals</li> <li>• Try to create a personal budget</li> <li>• Examine whether the budget is feasible and adjust the budget</li> </ul>	<p>Teaching Powerpoint P.28 Worksheets P.7-8</p>	

## Reference websites

The applications of the Octopus card

<http://www.octopus.com.hk/get-your-octopus/where-can-i-use-it/tc/index.html>

Money Management Tools - The Chin Family

<https://www.thechinfamily.hk/web/tc/tools-and-resources/calculators/index.html>

'Money Tracker' Mobile Application

[https://www.thechinfamily.hk/web/tc/tools-and-resources/calculators/money\\_tracker.html](https://www.thechinfamily.hk/web/tc/tools-and-resources/calculators/money_tracker.html)

## Course links

Business, Accounting and Financial Studies Financial Management: Budget

Life and Society Finance Management, be the master of money