

Document name: YOUR PERSONAL FINANCIAL PLAN AND FACT FIND  
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OpenLearn Study Unit: MANAGING MY MONEY  
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## **YOUR PERSONAL FINANCIAL PLAN AND FACT FIND**

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## Personal details

	Self	Partner
Surname		
First names		
Title		
Marital status		
Address		
Post code		
Home tel. no.		
Work tel. no.		
Mobile no.		
Email address		
Date of birth		
Country of residence		
Country of domicile		
Planned retirement age		
National Insurance no.		
Have you used tobacco products in the last 12 months?		
General state of health		

## Children and dependants

Name	Sex	Age	Relationship
Details of any investments in force for children, or planned for them or their education.			

## Your goals

(Complete 'Assess' in Week 1 of the course. Complete the other entries as the course progresses.)

	Goal 1	Goal 2	Goal 3
<b>Assess</b> Identify your three most important goals			
What exactly do you want, how much do you want it and by when?			
<b>Decide</b> What do you need to do? What <i>type</i> of financial product (if any) will you take out?			
<b>Act</b> Record what you will do to put your plan into action, e.g. adjust your budget, buy a financial product ...			
<b>Review</b> How is it going? Do you need to adjust your plan?			

## Your attitude towards risk

(See Week 1)

	Goal 1	Goal 2	Goal 3																					
For each goal, circle the level of risk you would feel comfortable taking. Think about how you feel about risk and how much you can afford to lose.	Low <span style="float: right;">High</span> <table border="1" style="width: 100%; text-align: center;"> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td> </tr> </table>	1	2	3	4	5	6	7	Low <span style="float: right;">High</span> <table border="1" style="width: 100%; text-align: center;"> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td> </tr> </table>	1	2	3	4	5	6	7	Low <span style="float: right;">High</span> <table border="1" style="width: 100%; text-align: center;"> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td> </tr> </table>	1	2	3	4	5	6	7
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## Your budget

(See Weeks 2 and 3)

	Cash flow £ per month	Average month £ per month	Budget £ per month
Earnings after tax, National Insurance and other deductions			
Tax credits or Universal Credit			
Other benefits after any tax			
Other income after any tax			
<b>Total net income</b> <b>A</b>			
Rent or mortgage			
Council Tax			
Regular bills (gas, electricity, water, and so on)			
Phones, broadband, TV subscription, TV licence			
Home insurance (contents, buildings)			
Food, drink and household goods (weekly shop)			
Clothing and footwear			
Travel (car insurance, petrol, servicing, rail, buses, other)			
Going out, nights in (alcohol, meals out, cinema and so on)			
Holidays			
Other leisure			
Credit card and loan repayments*			
Other spending			
<b>Total expenditure</b> <b>B</b>			
<b>Surplus / deficit</b> <b>A – B</b>			

## Household balance sheet

(See Week 6)

Assets		Liabilities	
Cash and current account balance		Bills you owe	
Savings account balance(s)		Credit card and store card debts	
Debts owed to you and repayable within a year		Overdraft	
Other liquid assets		Loan balances repayable within a year	
		Other short-term liabilities	
<b>Total liquid assets</b>	<b>C</b>	<b>Total short-term liabilities</b>	<b>D</b>

Home		Mortgage balance on main home	
Other land and buildings		Other mortgages	
Car(s)		Amount outstanding on hire purchase agreements	
Household and personal possessions		Other loans repayable over more than one year	
Shares and share-based investment funds		Other liabilities	
Gilts, other bonds, bond-based investment funds			
Collectables (antiques, paintings, and so on)			
Debts owed to you and not repayable within a year			
Other financial assets			
<b>Total other assets</b>	<b>E</b>	<b>Total other liabilities</b>	<b>F</b>
<b>Total assets</b>	<b>G = C + E</b>	<b>Total liabilities</b>	<b>H = D + F</b>

<b>Net worth</b>	<b>G – H</b>	<b>Gearing</b>	<b>(H / G) × 100</b>
<b>Current asset ratio</b>	<b>C / D</b>		

## Your pension savings

(See Week 7)

Type of pension	Pension pot built up so far £	Expected pension (in today's money) £ per year
State pension (get a state pension forecast)	n/a	
Company pension – salary related (check benefit statement)	n/a	
Other company pension (check benefit statement)		
Personal pension (check statement)		
<b>Total pension pots/pension</b>		

## Your insurance policies

(See Week 8)

Type of insurance	Premium £ per month/year	Level of cover	Current provider	Renewal date / date policy ends
Car insurance				
Home buildings insurance				
Contents/possession insurance				
Life insurance				
Income protection insurance				
Travel insurance				
<b>Total</b>				