

Financial Management

Understanding the U.S. Banking System

45 minutes	 Objectives Participants will be able to: ✓ describe different types of banking accounts available ✓ discuss the meaning of key vocabulary related to banking ✓ identify how various aspects of banking are related 	 Materials Flipchart, board, or wall "Financial Systems Chart" (sample included) "Financial Systems Cards" (included) Tape "Financial Systems Chart Answer Key" (included) Masking tape Signs: "True" and "False" (samples included) "Financial Management Statements" (included) "Financial Management Statements" (included) <i>Key English Vocabulary</i> bank account ATM (automated teller machine) checking account withdraw deposit

Pre-Session Preparation

Push all furniture to the walls of the training space, leaving an open space in the middle of the room for the session's activities.

Put the "Financial Systems Chart" on a flipchart, board, or wall in the training space. Attach a small piece of tape to the "Financial Systems Cards."

Put a long piece of masking tape down the center of the training space. Hang "True" and "False" signs on either side of the divided space.

Facilitator's Introduction of Session to Participants

As you know, the U.S. has a variety of safe financial management systems that can be used for different purposes. This session will help expand your knowledge of the various U.S. financial management systems and their purposes.

Domestic Community Orientation Curriculum Financial



Management © 2012 Center for Applied Linguistics page 1

Introductory Exercise

Briefly review the Key English Vocabulary for this plan. Highlight the words as they come up throughout the session. [If 8-10 minutes can be added, utilize the Teaching English Vocabulary section found at the end of this activity plan to enhance participant understanding of the key vocabulary words.]

Show participants the "Financial Systems Chart." Describe the four headers: savings account, checking account, other financial accounts, and types of banks. Distribute a "Financial System Card" to each participant. Participants decide where the card fits when thinking about the different financial institutions in the U.S. and tape their card to the chart.

When participants have finished, review the different aspects of the sorting activity as a full group. Reference the "Financial Systems Chart Answer Key" as needed. Clarify any misunderstandings, and move "Introductory Cards" around as needed.

Activity

Tell participants that you will read a statement about financial management in the U.S. Participants must decide if the statement is true or false, and move to the side of the training space which demonstrates their response.

Read the "Financial Management Statements" one by one, and discuss or clarify as needed.

Debriefing Questions to Ask Participants

- U What is the difference between a checking account and a savings account?
- **U** Why is it safest to keep your money in a bank in the U.S.?
- U Why can credit cards be dangerous?
- U Why do you want to have good credit?
- U What type of bank account do you have? Why does this work well for your family?

Variations or Considerations

Change the names of the banks discussed in this activity to reflect those in your area.

Include introductory cards reflecting the banks and financial institutions available in your area.

When working with an individual or a small group, complete the "Financial Systems Chart" together as a full group. Remove some "Financial Systems Cards" if necessary. The "Activity" is applicable to small and large groups alike.

Domestic Community Orientation Curriculum Financial



Management © 2012 Center for Applied Linguistics page 2



8-10 minutes

The following list begins with the words most easily understood and goes through more complex terms. Use the terms most accessible to your participants.

Introduce the words with the definition and contextual sentence. Omit words if participants already know them. Partner talks are meant to be a brief two minutes and do not have to include all the words. Encourage conversation and interaction, and focus on what participants already know about the word based on your introduction.

Vocabulary Term	Definition	Context	Partner Talk	
bank account	A <i>bank account</i> is the money that you keep in a bank. There are different kinds of <i>bank</i> <i>accounts</i> : savings and checking, for example.	Jennifer takes some money out of her <i>bank</i> <i>account</i> .	Do you have a <i>bank account</i> ?	
ATMATM is a short way of saying automated teller machine. It is a machine for getting		Jiwan thinks it is easier to go to an <i>ATM</i> than to talk to a bank teller. Saw asks, "Where is the nearest <i>ATM</i> ?"	Do you like to use the <i>ATM</i> or to go into the bank?	
checking account	A checking account is money in a bank account that you can use to write checks. A check shows that you will pay for items or services from the checking account.	Fariba writes a check from her <i>checking account</i> to pay for her son's field trip.	Do you have a checking account?	
withdraw	<i>To withdraw</i> is to take money from an account. <i>Withdrawal</i> is the amount of money that is taken out from the account.	Thom <i>withdraws</i> from his bank account. His <i>withdrawal</i> was forty dollars.	Where do you <i>withdraw</i> money?	

Domestic Community Orientation Curriculum Financial



Management © 2012 Center for Applied Linguistics page 3

deposit	Deposit is to put	Po deposits his paycheck	How do you <i>deposit</i>
	money into a bank	into his bank account	money into your bank
	account. Deposit can	every two weeks. Aatifa	account?
	also mean the money	makes a <i>deposit</i> of \$40 into	
	that you put into your	her account.	
	bank account.		

Domestic Community Orientation Curriculum



Financial Management © 2012 Center for Applied Linguistics page 4

Financial Systems Chart

Savings accounts	Checking accounts	Other financial accounts	Types of banks

Domestic Community Orientation Curriculum | Fina

Financial



Management © 2012 Center for Applied Linguistics page 5

Financial Systems Cards

Some terms are duplicated, as they could go in more than one space on the chart.



Domestic Community Orientation Curriculum



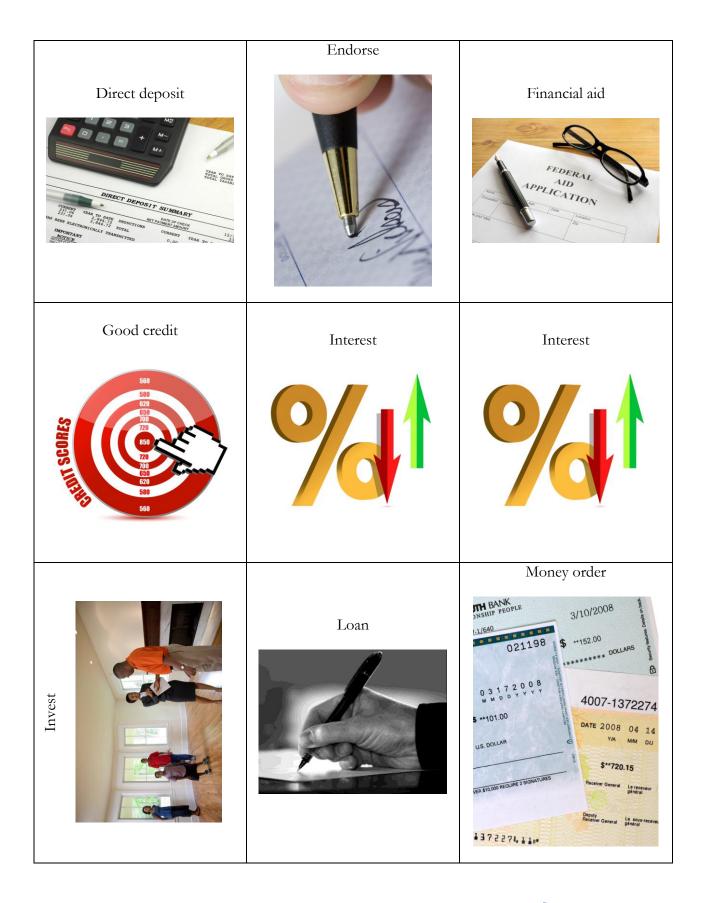
Financial Management © 2012 Center for Applied Linguistics page 6



Domestic Community Orientation Curriculum | Fin



Financial Management © 2012 Center for Applied Linguistics page 7



Domestic Community Orientation Curriculum



Financial Management © 2012 Center for Applied Linguistics page 8



Domestic Community Orientation Curriculum | Fin



Financial Management © 2012 Center for Applied Linguistics page 9



Domestic Community Orientation Curriculum



Financial Management © 2012 Center for Applied Linguistics page 10

Financial Systems Chart Answer Key

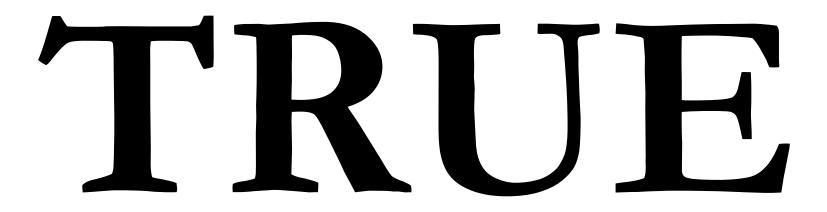
Savings accounts	Checking accounts	Other financial accounts	Types of banks
Balance	Automated teller machine	Bad credit	Bank of America
Deposit	(ATM)	Balance	Chase
Direct deposit	Balance	Credit	Citibank
Interest	Bounced check	Credit card	Credit union
Money order	Check	Debt	TD Bank
	Checkbook		
Online banking	Debit card	Financial aid	Wells Fargo
Savings	Deposit	Good credit	
Statement	Endorse	Interest	
Transfer		Invest	
Withdrawal	Online banking	Loan	
	Overdraft	Online banking	
	Statement	Statement	
	Withdrawal		

Domestic Community Orientation Curriculum Fin

Financial



Management © 2012 Center for Applied Linguistics page 11



Domestic Community Orientation Curriculum | Financial

OR Cultural Orientation Resource Center Management © 2012 Center for Applied Linguistics

page 12

Funded by the Office of Refugee Resettlement, Administration for Children and Families, Department of Health and Human Services, Grant No. 90RB0037

Signs

FALSE

Domestic Community Orientation Curriculum Financial

OR Cultural Orientation Resource Center Management © 2012 Center for Applied Linguistics page 13

Financial Management Statements

1.	You can only have one bank account at a time.	False
2.	Debit cards automatically take money out of your checking account.	True
3.	Checks can only be written for small amounts of money.	False
4.	There are thousands of banks across the U.S.	True
5.	Saving money at home is the safest way to keep your money.	False
6.	Some banks are credit unions.	True
7.	Debit cards and credit cards are the same thing.	False
8.	Checking accounts and credit accounts are the two most common types of banking in the U.S.	True
9.	You can only use your debit card at your bank's ATM machines.	False
10.	Money saved in banks is protected by the U.S. government	True
11.	Bank of America is the only bank in the U.S.	False
12.	You have to make credit card payments every month to have good credit.	True
13.	Credit unions are only for credit cards.	False
14.	Even a small town in the U.S. can have its own bank.	True
15.	There are some free accounts for students, but most bank accounts have fees.	True

Domestic Community Orientation Curriculum Financial



Management © 2012 Center for Applied Linguistics page 14



Financial Management

Budgeting, Finances, and Prioritizing

50 minutes	Objectives	Materials
* ® ⇒∋=	 Participants will be able to: ✓ learn how to set up a budget and keep track of spending ✓ determine how things they may want but do not need could affect their budget ✓ discuss some common household expenses 	 "Your Month Game Board" (4 profiles included), 1 per group "Budgeting Worksheet" (4 corresponding profiles included), 1 per group Playing pieces (colored paper scraps, paperclips, etc.), 1 per group Writing implements, 1 per group
		 Whiting influencency, i per group "Expense Cards" (included), printed and cut Optional: calculators <i>Key English Vocabulary</i> saving budget expense financial planning priorities taxes

Note to Trainer

Please note that this exercise uses very approximate and rounded amounts in order to focus attention on the idea of prioritizing rather than on mathematics. If you feel that these numbers would be distracting, please modify the exercise to use amounts more likely to be encountered in your area.

Pre-Session Preparation

Cut up "Expense Cards."

Facilitator's Introduction of Session to Participants

In this session, we will continue discussing budgeting, prioritizing expenses, and managing family finances.

Introductory Exercise

Briefly review the Key English Vocabulary for this plan. Highlight the words as they come up throughout the session. [If 8-10 minutes can be added, utilize the Teaching English Vocabulary section found at the end of this activity plan to enhance participant understanding of the key vocabulary words.]

Domestic Community Orientation Curriculum | Financial



Management © 2012 Center for Applied Linguistics page 15

Conduct a "think-pair-share" exercise by asking participants think about the expenses their families currently have, and how their family is currently managing their budget. Participants pair with a partner and share budgeting practices.

Activity

Divide participants into groups of 3-5. Distribute one "Your Month Game Board," a corresponding "Budgeting Worksheet," one playing piece, and one writing implement to each group.

All groups begin with their playing piece at the start on their "Your Month Game Board." Groups will move around the board at the same pace as the other groups, keeping track of their budget each "day" on their "Budgeting Worksheets."

Some expenses are defined on group "Your Month Game Boards," while others are defined on the card. Some "Expense Cards" are optional; groups determine how much money they have and decide if they will spend the money, also taking into consideration the expenses they might incur in upcoming days.

Ask each group to move to the first square on their board. Hold out the "Expense Cards" facedown to one participant, and ask that participant to choose a card from your hand. Read what the card says. Groups follow the directions based on the card, and record their actions on their budgeting worksheets.

Ask all groups to move their playing piece to the second square, where groups receive a paycheck. Groups add this income to their "Budgeting Worksheet" based on the paycheck amount provided on their game boards.

Continue until all groups have reached the end.

Debriefing Questions to Ask Participants

- U What expenses do you have each month?
- U How does your family currently keep track of your budget?
- U What are some things you learned from this session that might be helpful?
- U What items did your group want, but could not get? Why?

Variations or Considerations

When working with an individual or a small group, "Your Month Game Boards" can be distributed to individuals or smaller groups.

If time, continue with additional "months."

Distribute calculators to groups to assist with their budgeting.

Domestic Community Orientation Curriculum Financial



Management © 2012 Center for Applied Linguistics page 16



8-10 minutes

The following list begins with the words most easily understood and goes through more complex terms. Use the terms most accessible to your participants.

Introduce the words with the definition and contextual sentence. Omit words if participants already know them. Partner talks are meant to be a brief two minutes and do not have to include all the words. Encourage conversation and interaction, and focus on what participants already know about the word based on your introduction.

Vocabulary Term	Definition	Context	Partner Talk
saving	<i>Saving</i> is keeping or storing money for later.	Idris is <i>saving</i> his money for a trip to visit family.	Why is <i>saving</i> important?
budget	A <i>budget</i> is a plan for how to get and spend money during a certain period.	The school has a <i>budget</i> for each year. The Win family plans a <i>budget</i> each month.	Do you plan a <i>budget</i> ?
expense	An <i>expense</i> is the money that you need to buy or do something; the cost.	Nadifa has a lot of <i>expenses</i> because she is studying at a university.	What are your biggest <i>expenses</i> every month?
financial planning	<i>Financial</i> means having to do with money. <i>Financial planning</i> is deciding how to manage, save, or spend money.	Paw and Yoshu are doing some <i>financial planning</i> to get ready for their baby. Paw's parents are doing <i>financial planning</i> to retire from their jobs.	What are other reasons to do <i>financial</i> <i>planning</i> ?
priorities	<i>Priorities</i> are things that are the most important or urgent.	The Subba family will not take a vacation this year. Their <i>priorities</i> are to fix a leaky pipe and buy winter clothes.	What are your financial <i>priorities</i> ?
taxes	<i>Taxes</i> are the money that you pay to a government. The government uses the money to provide services, such as schools and roads.	Bisrat pays his <i>taxes</i> every year in April. Each time Lemlem eats at a restaurant, she pays a small amount in state <i>taxes</i> .	Do people pay <i>taxes</i> in your home country?

Domestic Community Orientation Curriculum Financial



Management © 2012 Center for Applied Linguistics page 17

Your Month Game Board: Profile 1

Your expenses:

\$40

\$50

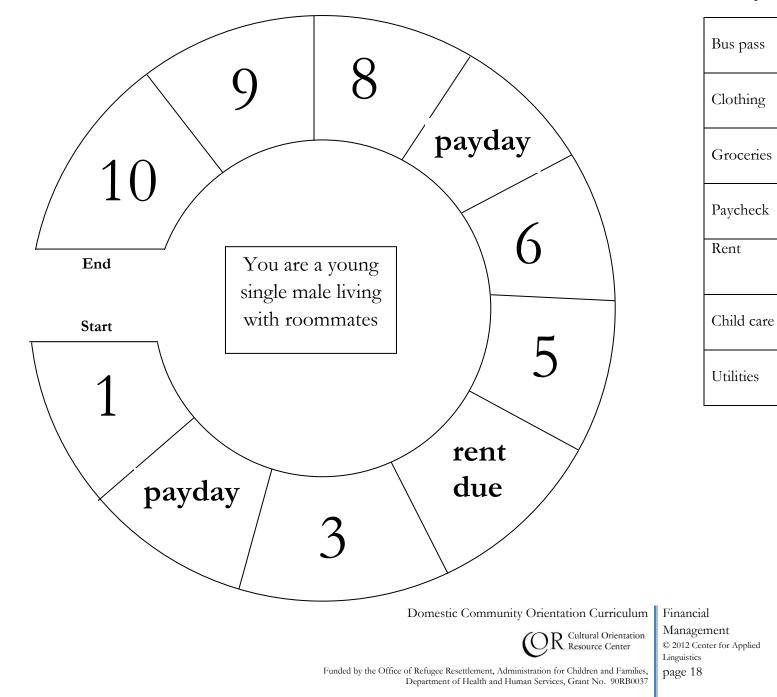
\$80

\$600

\$400

\$0

\$40



Budgeting Worksheet: Profile 1

You are a young single male living with roommates

	Month 1		Month 2	Month 3
Day	Savings:	\$46 0	Savings:	Savings:
#1	Add/subtract:		Add/ subtract:	Add/ subtract:
77 1	Day 1 total:		Day 1 total:	Day 1 total:
#2	Add/ subtract:		Add/ subtract:	Add/ subtract:
#2	Day 2 total:		Day 2 total:	Day 2 total:
#3	Add/ subtract:		Add/ subtract:	Add/subtract:
πJ	Day 3 total:		Day 3 total:	Day 3 total:
#4	Add/ subtract:		Add/ subtract:	Add/ subtract:
774	Day 4 total:		Day 4 total:	Day 4 total:
#5	Add/ subtract:		Add/ subtract:	Add/ subtract:
πJ	Day 5 total:		Day 5 total:	Day 5 total:
#6	Add/ subtract:		Add/ subtract:	Add/ subtract:
#0	Day 6 total:		Day 6 total:	Day 6 total:
#7	Add/ subtract:		Add/ subtract:	Add/ subtract:
 /	Day 7 total:		Day 7 total:	Day 7 total:
#8	Add/ subtract:		Add/ subtract:	Add/ subtract:
11 0	Day 8 total:		Day 8 total:	Day 8 total:
#9	Add/ subtract:		Add/subtract:	Add/ subtract:
)	Day 9 total:		Day 9 total:	Day 9 total:
#10	Add/ subtract:		Add/subtract:	Add/ subtract:
π10	Day 10 total:		Day 10 total:	Day 10 total:

Domestic Community Orientation Curriculum | Financial

QR Cultural Orientation Resource Center

Management © 2012 Center for Applied Linguistics page 19

Your Month Game Board: Profile 2

Your expenses:

\$90

\$120

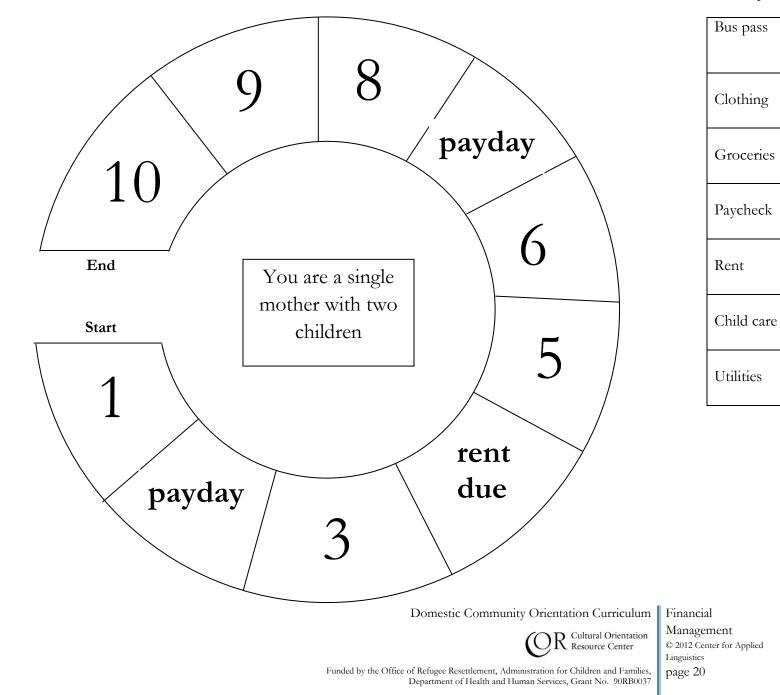
\$210

\$900

\$600

\$420

\$170



Budgeting Worksheet: Profile 2

You are a single mother with two children

	Month 1		Month 2	Month 3
Day	Savings:	\$320	Savings:	Savings:
#1	Add/subtract:		Add/ subtract:	Add/ subtract:
// 1	Day 1 total:		Day 1 total:	Day 1 total:
#2	Add/subtract:		Add/ subtract:	Add/ subtract:
#2	Day 2 total:		Day 2 total:	Day 2 total:
#3	Add/subtract:		Add/ subtract:	Add/ subtract:
π3	Day 3 total:		Day 3 total:	Day 3 total:
#4	Add/subtract:		Add/ subtract:	Add/ subtract:
#4	Day 4 total:		Day 4 total:	Day 4 total:
#5	Add/subtract:		Add/ subtract:	Add/ subtract:
115	Day 5 total:		Day 5 total:	Day 5 total:
#6	Add/subtract:		Add/ subtract:	Add/ subtract:
110	Day 6 total:		Day 6 total:	Day 6 total:
#7	Add/subtract:		Add/ subtract:	Add/ subtract:
11 7	Day 7 total:		Day 7 total:	Day 7 total:
#8	Add/subtract:		Add/ subtract:	Add/ subtract:
110	Day 8 total:		Day 8 total:	Day 8 total:
#9	Add/ subtract:		Add/ subtract:	Add/ subtract:
<i>^{<i>m</i>}^{<i>j</i>}</i>	Day 9 total:		Day 9 total:	Day 9 total:
#10	Add/ subtract:		Add/ subtract:	Add/ subtract:
#10	Day 10 total:		Day 10 total:	Day 10 total:

Domestic Community Orientation Curriculum | Financial

QR Cultural Orientation Resource Center Management © 2012 Center for Applied Linguistics page 21

Your Month Game Board: Profile 3

Your expenses:

\$120

\$270

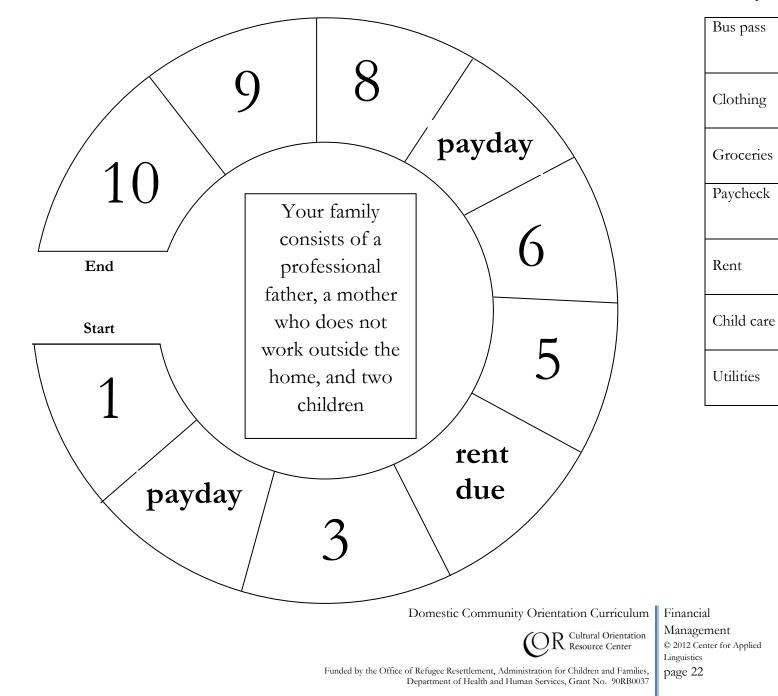
\$240

\$1,800

\$1,400

\$1,000

\$380



Budgeting Worksheet: Profile 3

Your family consists of a professional father, a mother who does not work outside the home, and two children

	Month 1		Month 2	Month 3
Day	Savings:	\$960	Savings:	Savings:
#1	Add/subtract:		Add/subtract:	Add/subtract:
77 1	Day 1 total:		Day 1 total:	Day 1 total:
#2	Add/subtract:		Add/subtract:	Add/ subtract:
#4	Day 2 total:		Day 2 total:	Day 2 total:
#3	Add/subtract:		Add/subtract:	Add/ subtract:
#3	Day 3 total:		Day 3 total:	Day 3 total:
#4	Add/subtract:		Add/subtract:	Add/ subtract:
#*4	Day 4 total:		Day 4 total:	Day 4 total:
#5	Add/subtract:		Add/subtract:	Add/ subtract:
#3	Day 5 total:		Day 5 total:	Day 5 total:
#6	Add/subtract:		Add/subtract:	Add/ subtract:
# 0	Day 6 total:		Day 6 total:	Day 6 total:
#7	Add/subtract:		Add/subtract:	Add/ subtract:
++ /	Day 7 total:		Day 7 total:	Day 7 total:
#8	Add/subtract:		Add/subtract:	Add/ subtract:
#0	Day 8 total:		Day 8 total:	Day 8 total:
#9	Add/ subtract:		Add/subtract:	Add/subtract:
11 7	Day 9 total:		Day 9 total:	Day 9 total:
#10	Add/ subtract:		Add/subtract:	Add/ subtract:
#10	Day 10 total:		Day 10 total:	Day 10 total:

Domestic Community Orientation Curriculum | Financial

R Cultural Orientation Resource Center

Management © 2012 Center for Applied Linguistics page 23

Your Month Game Board: Profile 4

Your expenses:

\$140

\$220

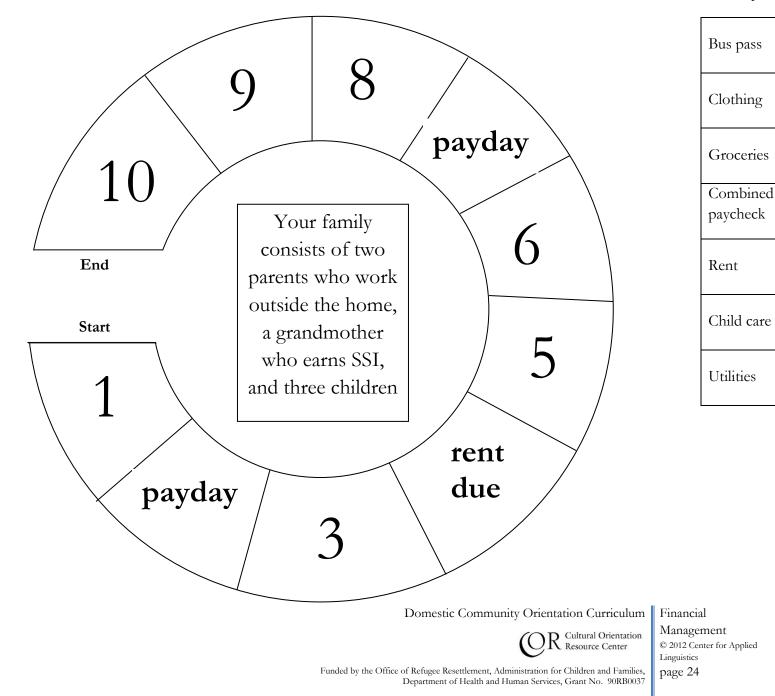
\$250

\$2,000

\$1,600

\$800

\$490



Budgeting Worksheet: Profile 4

Your family consists of two parents who work outside the home, a grandmother who earns SSI, and three children

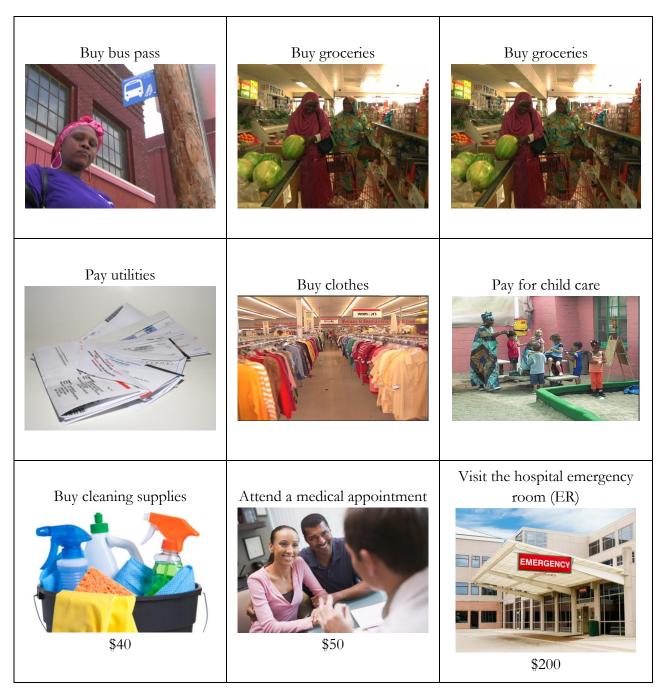
	Month 1		Month 2	Month 3
Day	Savings:	\$600	Savings:	Savings:
#1	Add/ subtract:		Add/ subtract:	Add/ subtract:
77 1	Day 1 total:		Day 1 total:	Day 1 total:
#2	Add/ subtract:		Add/ subtract:	Add/ subtract:
#4	Day 2 total:		Day 2 total:	Day 2 total:
#3	Add/ subtract:		Add/ subtract:	Add/ subtract:
πJ	Day 3 total:		Day 3 total:	Day 3 total:
#4	Add/ subtract:		Add/ subtract:	Add/ subtract:
#4	Day 4 total:		Day 4 total:	Day 4 total:
#5	Add/ subtract:		Add/ subtract:	Add/ subtract:
πJ	Day 5 total:		Day 5 total:	Day 5 total:
#6	Add/ subtract:		Add/ subtract:	Add/ subtract:
#0	Day 6 total:		Day 6 total:	Day 6 total:
#7	Add/ subtract:		Add/ subtract:	Add/ subtract:
 /	Day 7 total:		Day 7 total:	Day 7 total:
#8	Add/ subtract:		Add/ subtract:	Add/ subtract:
# 0	Day 8 total:		Day 8 total:	Day 8 total:
#9	Add/ subtract:		Add/subtract:	Add/ subtract:
<i>π</i> ,	Day 9 total:		Day 9 total:	Day 9 total:
#10	Add/subtract:		Add/subtract:	Add/ subtract:
#10	Day 10 total:		Day 10 total:	Day 10 total:

Domestic Community Orientation Curriculum | Financial

R Cultural Orientation Resource Center

Management © 2012 Center for Applied Linguistics page 25

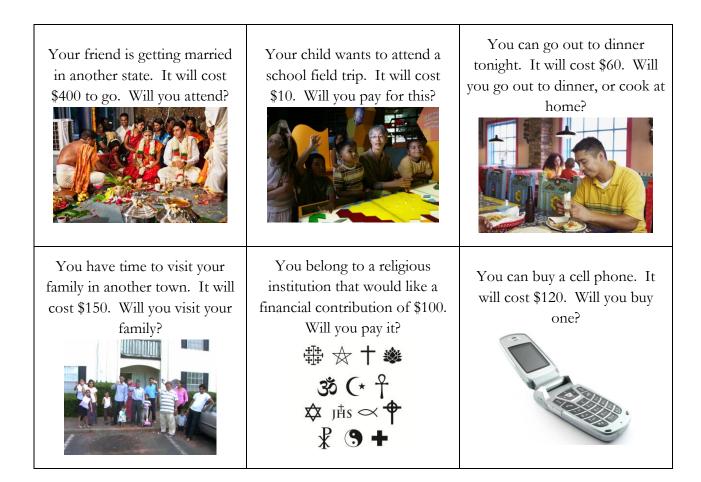
Expense Cards



Domestic Community Orientation Curriculum | Financial



Management © 2012 Center for Applied Linguistics page 26



Domestic Community Orientation Curriculum Financial



Management © 2012 Center for Applied Linguistics page 27