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STAGE 3 — CHAPTER 1

Setting up your finance systems • Worksheet 3

Set up your financial systems

Use this worksheet to decide on the rules and systems you will use to manage your finances.

For this exercise you may want to refer to your answers in your 'Create a financial skills profile' and 'Review your money history' worksheets.

Focus on the areas where you have identified you need support and where you already have effective systems that you want to carry through to your new living situation.

Strategies for support

Remember, if maintaining full control of your finances isn't the best option for your situation, there are ways that you can involve others in the management of your money while retaining the appropriate level of

decision-making that is right for you. Refer to **Setting up your finance systems** (Stage 3, Chapter 1) using the QR code above for some examples that may be useful for this exercise.

Note: This worksheet is designed to help you with your **personal** financial systems. If you have flatmates or share your accommodation with others, it may be relevant to also consider a separate plan for managing the financial systems of the **household** (e.g. roles and responsibilities, payment systems).

STEP 1

Go to the table on page 2 of this worksheet. For each of the financial skills listed, consider:

- » What rules and/or system do you currently have that you will be continuing to use in your new living situation?
- » What new rules and/or system will you be putting in place for your new living situation?

Write these down in column **A**. Use additional paper if necessary.

STEP 2

For each rule or system, write down who will help you set this up **B** and who will help you maintain it **C**. These might be the same or different people depending on how you use your supports.

Once you have completed this worksheet, keep it on hand.
You will use it when you get to Stage 3, Chapter 4: **Making the Move**.

A	What rules and/or system will you use to manage this spending?	B	C
		Who will help you set this up?	Who will help you maintain this?
<i>Understanding how money works and how much things cost</i>	e.g. joint-signatories on bank account, regular check-ins with support team		
<i>Creating and managing a budget for bills and regular payments</i>	e.g. autopayments from a separate 'bills' account		
<i>Creating and managing a budget for personal and/or recreational spending</i>	e.g. separate bank account and eftpos card for spending money		

table continues on next page...

<div>table continues from previous page...</div>	What rules and/or system will you use to manage this spending?	Who will help you set this up?	Who will help you maintain this?
Processing bills and regular payments e.g. making payments with online banking	e.g. have someone with you when you are processing your online payments		
Conducting financial transactions e.g. in-person payments, using an eftpos card	e.g. take out cash once a week for in-person payments		
Keeping your money secure e.g. managing cash or bank cards, avoiding scams	e.g. minimising the cash that you carry around, following strategies for keeping your pin number secure		