

The
MONEY
Charity



THE MONEY MANUAL

THE ESSENTIAL
GUIDE TO MANAGING
YOUR MONEY



YOUR MONEY MATTERS

WELCOME TO THE MONEY MANUAL, A BITESIZED GUIDE FOR ALL THINGS MONEY THAT WILL HELP YOU NAVIGATE YOUR WAY, FROM BETTER BUDGETING TO TIPS ON BECOMING A SAVVY SHOPPER.

Here at The Money Charity, our vision is for everyone to achieve financial wellbeing by managing their money well. We empower people across the UK to develop the skills, knowledge, attitudes and behaviours to make the most of their money throughout their lives.

This guide will help you to [Shape Your Financial Future](#). We'll show you how to identify your financial goals and put together a budget, helping you to understand your income and expenses as well as giving you a clear picture of where your money is being spent.

We'll explore different ways of [Saving](#) and share some ideas about how to adopt good savings habits to help you achieve your financial goals. Likewise, we also appreciate that at certain times on your financial journey you may need to borrow money,

so we will also discuss [Credit and Borrowing](#) options which are suited to different financial needs as well as the implications of debt.

We'll also provide you with information about different [Financial Products](#) like insurance and bank accounts to help you decide which ones are important to you and we'll consider how to find the best products to suit you and your family's needs.

Finally, we've got some great ideas to become the savviest shopper around so that you are getting the best value for money. Look at how to boost your income and make sure you are getting the most from your bank account in our [Everyday Money](#) section. Your new financial journey starts here...

The **MONEY** Charity

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SHAPE YOUR FINANCIAL FUTURE

- P04 Getting Started
- P06 Build A Budget
- P08 Don't Worry, Be H-App-y

SAVING

- P09 Become A Super Saver
- P10 Get The Saving Bug
- P12 Savings Sense

CREDIT AND BORROWING

- P14 Types Of Borrowing
- P16 Credit Crunched

FINANCIAL PRODUCTS

- P18 Insurance
- P20 Basics For Banking
- P22 Keeping Your Money And Details Safe
- P23 Life After Work
- P24 Future Planning

EVERYDAY MONEY

- P26 Become A Savvy Shopper
- P28 Understanding Your Payslip
- P30 Income Boosters

CONTACT

- P31 Donations



The Money Manual is a beginner's guide to looking after your cash – do your own research and get expert advice before making financial decisions. Some details may have changed by the time you read this, so always check things for yourself! Links are independently sourced: we think they're useful, but take care when visiting any sites listed. Published by The Money Charity, a registered charity no. 1106941 and a company limited by guarantee, registered in England and Wales no. 5244075. The Money Manual was written by Emma Waller, and is designed by [Underscore](#).

GETTING STARTED

No matter what your situation, everyone could do with a little helping hand managing their money and we believe everyone can get to grips with achieving their financial goals. Simply put, you can learn how to understand your finances and put them to work for you, so let's get started...

PERFECT PLANNING

Set Goals – these will help you to determine what you want in both the long and short term. The benefit of setting goals is that if you have something to aim for, you are more likely to achieve it. Remember to aim high, but also be realistic with your money plans.

Get Budgeting – on P06 + P07 we will show you how to put together a budget but be prepared, you need to be completely honest with yourself about how much you spend and keep it updated regularly. You'll also need to gather current bills and your regular payment amounts, so start now as this could take you a while. Remember, being in control of your money allows you to keep a check on your income versus outgoings and means you can achieve those all important goals quicker as well as improving your overall wellbeing.

Plan For Good And Bad – every once in a while, life gets in the way and not everything will go to

plan so having a contingency for unplanned spending is always a good idea. Having a spontaneous night out or booking a flight without consulting your budget is not a crime but have an amount built in for these kinds of things. Household items need replacing or repairing over time, so consider an emergency fund too.

“
BEING ABLE TO PROPERLY PLAN MY MONEY AND BUDGET FOR THE THINGS I WANT HAS REALLY HELPED ME TO FOCUS. DON'T GET ME WRONG, I STILL HAVE SOME DEBT BUT I HAVE A PLAN ABOUT WHEN IT WILL BE PAID OFF AND HOW I AM GOING TO DO IT.
- DARIUS, 25, LONDON



FOR MANY PEOPLE THIS IS OFTEN A SIGNIFICANT FINANCIAL CONSIDERATION SO DON'T WORRY ABOUT HOW LONG IT MAY TAKE YOU TO ACHIEVE THIS – THE FACT THAT YOU HAVE IDENTIFIED IT AS A GOAL IS REALLY IMPORTANT.

“
I WAS ABLE TO RETIRE LAST YEAR BUT IT WAS ONLY POSSIBLE BECAUSE I UNDERSTOOD EXACTLY HOW MUCH WOULD BE COMING IN AND GOING OUT. I HAVE A CLEAR BUDGET TO KEEP ME ON TRACK SO I CAN ENJOY MY TIME WITH THE GRANDKIDS AND OCCASIONALLY TREAT MYSELF TOO!
- MARIA, 64, CARLISLE



Go Digital – sometimes a pen and paper is all you need to get the ball rolling but there are some great websites and apps that can help you to manage your money so we've added some of our favourites on P08. Look for this digital icon throughout the Manual for useful online tools and tips.



Ask For Help – there are some great organisations who provide free, confidential help if you feel overwhelmed by your money, or lack of it. Trying to sort out bills and understand your spending can sometimes leave people feeling anxious. For more information about the support available and how to access advice on all things money, go to our website at themoneycharity.org.uk

Keep At It – the more you practise budgeting, the quicker you'll become your own money expert.



OVER TO YOU >>>



Think about financial goals you might have, considering where you want to be in the future. Tick all that apply.

I WANT...

- >>> to be debt free
- >>> to save for a special event (e.g. wedding, birthday, holiday)
- >>> to save for something specific (e.g. car, house, gifts)
- >>> to plan for unexpected events (e.g. boiler breaks, possibility of redundancy)
- >>> to save for retirement

I estimate that I will need £ _____

I plan to do this in _____ months/years

To help me achieve my goals I will _____ in the next 12 months

Over the next couple of years I will _____ to help me achieve my goals

BUILD A BUDGET

Now you have some financial goals, we need to establish how you are going to achieve them. The best starting point is by creating your own budget, looking at how much money you have coming in and comparing this to how much you are spending.

Grab your paperwork, log into your online/mobile banking and take stock of your income and outgoings. We've left space for you on these pages to add up what you spend your money on, with plenty of ideas to help.

IT'S IMPOSSIBLE TO BE EXACT SO DON'T WORRY IF THERE IS SOME GUESSWORK GOING ON. HOWEVER, THE MORE ACCURATE YOU CAN BE, THE BETTER.

01

STEP 1: LOG YOUR INCOME

Monthly Income (£)

Wages/Salary	£	
Benefits	£	
Pension	£	
Other	£	
TOTAL (A):	£	

02

STEP 2: RECORD YOUR ESSENTIALS

Monthly Cost (£)

Rent/Mortgage	£	
Council Tax	£	
Gas/Electricity	£	
Water	£	
TV Licence	£	
Mobile	£	
Insurances	£	
Repayments (loan, credit card etc.)	£	
Broadband	£	
Other	£	
TOTAL (B):	£	

Our free, easy-to-use Budget Builder, available on desktop and mobile, helps you skip all those scraps of paper and get a slick budget set up in no time; it'll do all the sums for you.

budgetbuilder.themoneycharity.org.uk/

03

STEP 3: TRACK YOUR LIVING COSTS

Monthly Cost (£)

Food/Household	£	
Eating Out/Takeaways	£	
Transport (e.g. travel pass, petrol/diesel)	£	
Clothing/Footwear	£	
Toiletries/Medical	£	
Pets	£	
Leisure/Entertainment/Hobbies	£	
Memberships	£	
Toys	£	
Childcare	£	
Other(s)	£	
TOTAL (C):	£	

Be as detailed as you can in this section and log everything. This is the part where you are more likely to underestimate your spending.

TIP! Use The Money Charity's Budget Builder app to track your costs more accurately.

BE COMPLETELY HONEST WITH YOURSELF, NO MATTER HOW HARD THIS MIGHT BE.

05

STEP 5: REVIEW

My total monthly income is £ _____ (TOTAL A)

My total monthly spending is £ (TOTAL E) _____ (TOTAL B+C+D)

TICK THE STATEMENT THAT APPLIES TO YOU...

I have £ _____ left over at the end of the month (TOTAL A-E)

Or

I spend £ _____ more than my income each month (TOTAL A-E)

A BIT OF MATHS NEEDED!

In our budget we have suggested using monthly figures; however, we understand that some people may manage their income weekly and that some bills may be paid quarterly or even annually. Whichever way you choose to budget, make sure that you are consistent; for example, if you pay your car insurance annually and you budget monthly, divide the amount you pay by 12 so that you can allocate a monthly amount to your budget.

06

STEP 6: OVER TO YOU >>>

If you have money left over at the end of the month, does this amount look about right? If not, consider why.

Do I need to make changes to my budget? If so, what are my options?

Earn more income we'll tackle income boosting on P30

Reduce my outgoings we'll show you ways to do this on P26

Find cheaper alternatives easy, go to P26 to find out how

Based on my budget is it possible to achieve my financial goals? Do I need to review my goals?

NOW YOU CAN SEE YOUR SPENDING, SENSE CHECK YOUR CALCULATIONS — DO THEY LOOK RIGHT TO YOU? ARE YOU SURPRISED?

THE MORE YOU UNDERSTAND ABOUT YOUR INCOME AND SPENDING, THE MORE CHANCE YOU'VE GOT IN SUCCEEDING WITH YOUR FUTURE FINANCIAL PLANNING.

04

STEP 4: OTHER PAYMENTS

Not all payments are regular: perhaps you pay the TV licence or car breakdown cover annually so list other payments here. It might also be a good idea to include the month when these payments are due so that you can see when they need to be paid.

Think about including birthdays, celebrations, holidays, and emergency funds too.

	Monthly Cost (£)
TOTAL (D):	

1. SHAPE YOUR FINANCIAL FUTURE

DON'T WORRY, BE H-APP-Y



There is such a vast amount of budgeting help and guidance online, so to help you, we've picked some of our favourite tools to get you started, but always research first before you choose to make sure they provide you with the help that you need.



The Money Advice Service provides a free online financial health check to help you get a clear picture and find out where you stand with your money. Once you've entered all of the information you will get a tailor-made plan to help you.
moneyadviceservice.org.uk/en/tools/health-check



Apps – a simple online search will highlight a range of budgeting apps that have been designed to help you keep track of your finances. Download a couple for free and see which one works best for you. From sending you notifications about your spending to reminding you that your bills are due, these apps can give a real insight into your spending habits.

The MONEY Charity

Our website includes great support to help you budget better. We also offer financial wellbeing workshops to community groups across the UK, from refugee groups to offenders, carers to travellers. We gladly work with everyone, and never assume anything about anyone's capability, background or situation, striving to create safe environments in which to share and learn.



CHECK OUT YOUR BANK – MANY HAVE GREAT ONLINE SUPPORT TO HELP YOU BUDGET



2. SAVING

BECOME A SUPER SAVER

Savings really do hold the key to getting things that are important to you such as the goals that you identified. However, the benefits of saving stretch even further...

You'll Have Money Put Aside For Unplanned Events – having a cushion is generally the first thing you should be saving for. What happens if you are unable to work or the car breaks down? If possible, aim to put away about three to four months' worth of wages/salary to cover essential expenses.

You Won't Have To Borrow – borrowing can be expensive and often means that you will be paying it back for a while. Saving up for something also gives you a sense of achievement and a feeling that you bought something that you saved for without borrowing! Savings can also earn you some interest, so you may even make a bit of money while saving up.

Saving Makes You Feel Good – it feels good to save and can also reduce stress and anxiety. Knowing that you have money saved for unplanned events or for something you really want can truly enhance your overall financial wellbeing.

Plan For The Future – whether it's a wedding, a big family holiday or even your retirement, having some money saved can take the pressure off planning those all important events in your life.



OVER TO YOU >>>



jot down some ideas below about things you would like to save for, how much they may cost and how long it could take you... Congratulations, you now have a savings goal!

2. SAVING

GET THE SAVING BUG

There are many different ways to save if you haven't started. Try some of our ideas below to help you develop a positive habit because once you start saving, you're more likely to continue.

Start Small – it's all about little and often, so keep going and watch it mount up. £1 a week could be all it takes to start with.

Keep It Regular – once you start enjoying the rewards that regular saving brings, try to build up bigger amounts. The key word with saving is 'regular' so that it becomes a habit.

Open A Savings Account – keep savings separate from your usual current account; that way, you're less likely to dip into them. Think about getting one that doesn't allow you to withdraw easily but only do this if you don't need access to the money – it takes away the temptation.

Save The Change – even if you have a savings account, collect your loose change in a jar. If you have kids, this is also a great way for them to get involved; seeing money add up will encourage them to start saving too. Try not to dip into these as it defeats the object.



“

IN OUR WORKSHOPS WHEN WE TALK TO GROUPS OF PEOPLE ABOUT SAVING, IT'S CLEAR THAT THOSE WHO HAVE A REGULAR SAVINGS PLAN ARE MUCH MORE OPTIMISTIC ABOUT THEIR FINANCIAL FUTURE THAN THOSE WHO DON'T.
- SOPHIE, WORKPLACE AND COMMUNITY CONSULTANT FOR THE MONEY CHARITY

”

“

Move Your Money – sometimes it's easier if you don't have to physically move money into your savings account yourself, so set up a regular payment to move the money for you. That way you never have to think about transferring it, as it's already done!

HAVING NO SAVINGS CAUSES PEOPLE TO WORRY AND AFFECTS OUR MENTAL HEALTH. EVEN HAVING A LITTLE BIT PUT AWAY CAN BE THE DIFFERENCE BETWEEN A GOOD NIGHT'S SLEEP AND A NIGHT FILLED WITH ANXIETY.
- BELINDA, TRAINING OFFICER AT THE MONEY CHARITY

”

LOOKING TO SAVE MORE OR FIND NEW WAYS TO SAVE? HAVE A GO AT THESE...

Use An App – there are loads of different, free-to-use ones out there which can help you track your savings, meet your goals and even encourage you to save more when you have it.



Create Online Savings Pots – some banks encourage you to have separate virtual savings pots for different things you want to save for. You can also round up your bank balance and add spare change to the pots automatically. In fact, you don't even need an online account – real jam jars can work too.

Take A Saving Challenge – start by saving just £1 in the first week. Then the next week, set aside £2. The week after £3 and so on... By the end of the year, you'll have saved £1,378!

Turbo Boost Your Savings – sell the unwanted items you have lying around at home. Remember your junk may be someone else's treasure!

Invest – whilst not a guaranteed way to save money, investing in stocks and shares can help build up a nest egg if you are prepared to take a risk. You may not get back all of the money that you put in, and remember investments are dependent on the economy and other factors outside your control, but on the other hand you might make much more than you would in a savings account. Investing in your pension is another savings option. Take a look at our section on pensions on P23.

Always understand the pros and cons of investing before you enter into any agreement and seek financial guidance too.

OVER TO YOU >>>



Make a list of 3 things you are going to do to improve your savings and when you would like to do them by:

WHAT	WHEN
_____	>>> _____
_____	>>> _____
_____	>>> _____

“

I'VE BEEN DOING MY SAVINGS POTS FOR NEARLY A YEAR AND IT'S INCREDIBLE THE DIFFERENT POSITION I AM IN NOW. LAST YEAR I WAS IN THE RED EVERY MONTH BY SPENDING EVERYTHING I EARNED. NOW I HAVE SEVERAL POTS AND ALMOST £4,000 SAVED FOR MY GOALS WITHOUT ANY INCREASE IN WHAT'S COMING IN.
- MAI, 28, DURHAM

”

SAVINGS SENSE

EVERYDAY SAVINGS ACCOUNTS

Choose from easy access, notice or regular savings accounts.

Want to always have access to your money or keep it tucked away for a while? Decide what you want from your savings by taking a look at the different types of accounts available. Remember to compare interest rates as they will be different depending on the account.

You only need a small amount of money to open one of these and they are very easy to set up.

INDIVIDUAL SAVINGS ACCOUNTS (ISAs)

These work exactly the same as other savings accounts, except that ISAs allow you to save without tax being deducted on your interest. There are different types, from easy access ISAs to stocks and shares ISAs.

Your savings are tax-free and you can make regular payments or one-off lump sum deposits which do not affect the interest rate you receive.

You are limited with the amount you can save in each tax year.

FIXED-RATE ACCOUNTS


These are also called fixed-rate bonds and require you to deposit a single lump sum for a set period of time, sometimes for up to five years or even more.


Usually a guaranteed fixed interest rate is applied so you know exactly how much interest you will earn over the term.


You will be unable to make withdrawals until the fixed-term is up. However, if you do decide to withdraw, penalties are often applied.


SMART SAVINGS ACCOUNT HACKS


These are simple tricks that anyone can use to get the most from their money. Get the savings bug, practise what you've learned and you'll be one step closer to fuelling your finances.


01 Keep track of the best interest rates by using trusted online comparison sites. 

02 Don't be afraid to move your savings to better accounts. Transferring is always a good idea to get the best returns, so find accounts that meet your goals and spread your cash around as you need to. 


03 Some banks offer introductory savings rates so take advantage of these. 

04 Banks sometimes give you a cash bonus for opening a savings account. You may also get one if you refer a friend or a family member and they open an account too. 

05 You can have more than one savings account, with more than one bank. 

06 If you are a UK basic-rate taxpayer, you are able to earn up to £1,000 (or £500 if you are a higher rate taxpayer) per year in savings interest before paying tax on it. (This doesn't apply to ISAs.) 

OVER TO YOU >>>

Continue your savings journey on our website [themoneycharity.org.uk](https://www.themoneycharity.org.uk) where we have lots more detailed information about choosing a savings account to suit you, savings plans for emergency funds and much, much more. 

TYPES OF BORROWING

Credit can buy you the goods and services you want without having to hand over any cash up front. More often than not, interest is added so you ultimately end up paying back more than you originally borrowed.

Before you borrow, always make sure you fully understand the terms and conditions of the credit agreement and be certain that you can afford the repayments. There are a large number of different ways to borrow, so always make sure that you choose the type that best suits your needs and financial situation. Some of the most common types of credit are discussed on our website at themoneycharity.org.uk



CREDIT CONTROL

It's possible to have a good relationship with credit, particularly if your borrowing is planned and manageable. To be in this position you need to:

RESEARCH

As with anything money related, always plan and compare different credit options, making sure that you understand the interest rates, also called Annual Percentage Rate (APR), how long it will take you to pay back, the TOTAL amount payable and the regular repayments.

GET BETTER DEALS

As you improve your credit score, you'll have a better chance of getting credit at lower rates. Some lenders offer 0% interest rates and others allow you to overpay to help you pay off the borrowing quicker but, in order to get these offers, you must have a good credit history.

HAVE A BACK-UP PLAN

In the event that your circumstances change, always make sure you have a contingency if anything goes wrong.

CHECK YOUR ELIGIBILITY

Always check your credit report to see if you are likely to be accepted. Experian, ClearScore and Credit Karma offer online credit reports and whilst some are free, others charge a monthly fee, so always check before you sign up.

ENSURE REPAYMENTS ARE MANAGEABLE

Before you agree to any credit, add your repayments to your budget to see if you can afford the extra bill. If it looks like a struggle or if you will be spending more than your income, review your decision and remember you also get a 14 day cooling-off period, so if you change your mind or find a better alternative, you can cancel the agreement without any penalties.



GET YOURSELF ELIGIBLE

Credit Reference Agencies (CRAs) provide data to lenders allowing them to make decisions about how much of a risk you might be based on your previous experiences with borrowing. In a nutshell:

- Always pay your bills on time
- Get yourself on the Electoral Roll so the CRAs can check who you are
- Check your credit report for mistakes and get them fixed
- Don't spend all of your available credit
- Don't make multiple applications for credit in a short space of time
- Use eligibility checkers to find out if you will be approved and what APR you are likely to receive – these are free and don't affect your credit score but may still be recorded on the report as notes

CRAs create individual credit scores based on many things, including your ability to repay previous credit agreements along with lots of other information. Credit scores can give you an indication of the likelihood of being successful with a credit application but remember lenders do not see your score – it's yours.

OVER TO YOU >>>



Planning to borrow? Use our checklist to make sure you consider all of the essentials.

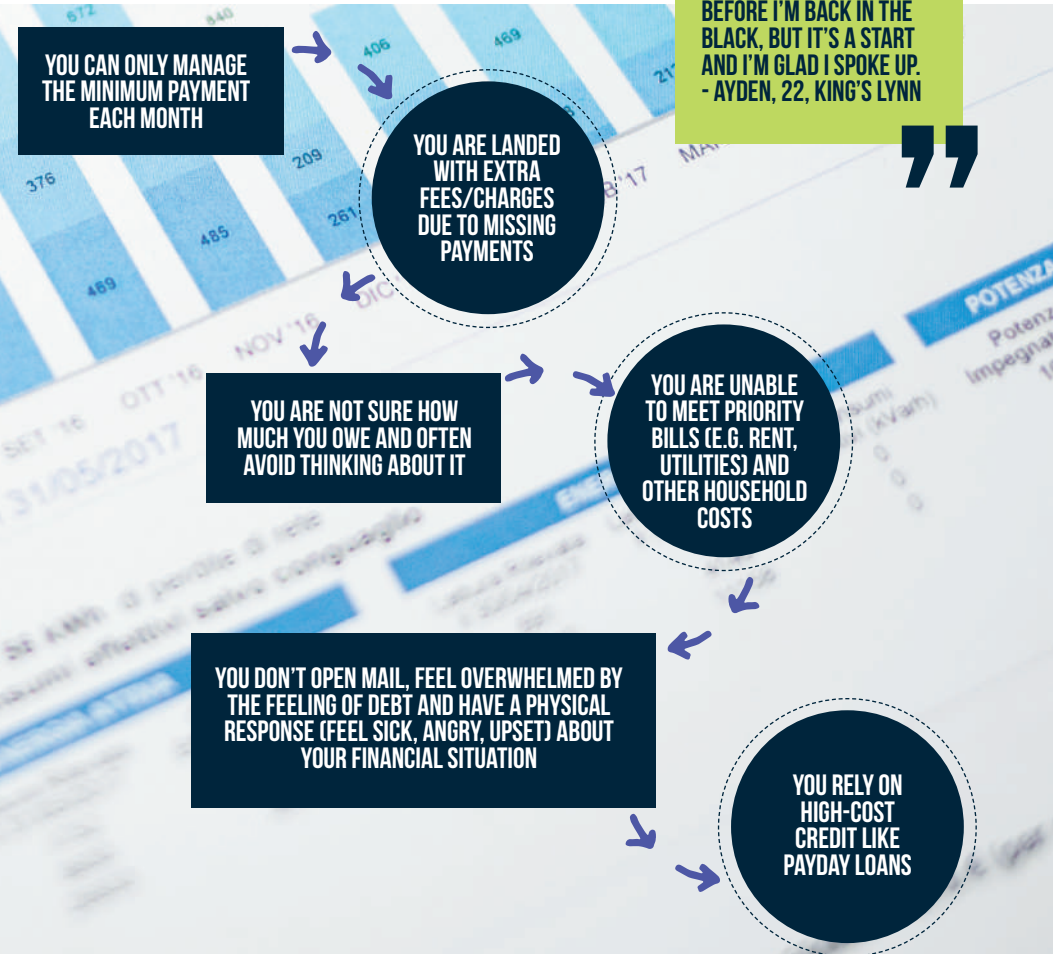
- I have compared and researched different ways I can borrow the money needed
- I have checked my credit report/eligibility
- I understand the APR, how much I will pay back in TOTAL and the repayments
- I have adjusted my budget and know how this will affect my weekly/monthly expenses
- I have a back-up plan in the event of changes in my circumstances
- I have considered other options rather than taking on credit (e.g. wait and save)

CREDIT CRUNCHED

Not all credit is manageable and borrowing can very easily become a problem if you take on too much or your circumstances change and you are unable to repay. If this happens to you, debt can spiral and your wellbeing can be affected.

SPOT THE SIGNS

It may not be obvious to you when debt starts to become a problem and it can creep up without you realising. However, there are some signs that you might identify with:



“ I STARTED GAMBLING AT SCHOOL – ONLINE CASINOS, SPORTS BETTING MAINLY, YOU NAME IT, I GAMBLER ON IT! MY FINANCES WERE A MESS AND MY WAGES DIDN'T COVER WHAT I OWED SO I BORROWED – USUALLY FROM PAYDAY LENDERS. WITH HELP FROM A DEBT ADVISER I'VE BEEN ABLE TO FACE MY DEBTS. THEY HAVE HELPED ME TO ORGANISE EVERYTHING AND EVEN SPOKEN TO MY CREDITORS TO GIVE ME SOME BREATHING SPACE. IT WILL BE QUITE A WHILE BEFORE I'M BACK IN THE BLACK, BUT IT'S A START AND I'M GLAD I SPOKE UP. - AYDEN, 22, KING'S LYNN

”

If any of those signs ring true for you, it's time to act. Follow our plan to help you take back control and overcome debt.

- **Get The Full Picture** – it's time to open the bills and find out exactly how much you owe.
- **Acknowledge** – admitting that debt is a problem is one of the toughest parts of this process, so be honest with your balance rather than beating yourself up.
- **Talk** – family and friends can't magic the debt away but talking to them about it is helpful. If that's not possible, contact the Samaritans at any time on 116 123.
- **Agree** – contact the people/ organisations you owe money to and start to discuss a plan to sort out the debts. Most places should offer you "breathing space", which is an agreement to stop contacting you for a short period of time so that you can get in touch with a debt adviser or work out how you are going to deal with your debt. Most companies will give you at least 30 days' breathing space but it depends on the type of credit you have.

- **Get Expert Advice** – if it's all too much and you are feeling overwhelmed, there is expert help available. Contact details for your options are on our website at themoneycharity.org.uk/work/signposting

Visit The Money Charity website for more information about tackling debt and accessing expert help and support.



BEWARE LOAN SHARKS

People who have had previous problems with borrowing or are struggling financially are more likely to rely on non-regulated, often illegal, lenders.

Loan sharks may appear friendly at first but borrowing from them is never a good idea. They offer little or no paperwork, charge very high interest rates and sometimes pressure you into taking more credit. If you are worried about loan sharks, visit stoploansharks.co.uk for more information.



INSURANCE

Insurance protects you and your assets if something goes wrong; it is a way of managing risk. If something does go wrong, an insurance policy will go some way to repairing or replacing an item or provide financially if you are unable to work or pay your debt. The following are some of the most common insurance policies you may want to consider.

Motor – anyone driving a vehicle needs to have an insurance policy by law so always make sure you have the right level of cover for your needs.



certificate. This means that if the travel business that you book with collapses whilst you are on holiday, the scheme will provide support to minimise the disruption.



Buildings/Contents – buildings insurance covers the structure and permanent fittings of your house and is usually a mortgage requirement. Contents insurance covers all of your belongings.



Health – covers the cost of private medical treatment.



Life – taken out to cover a mortgage so if you die during its term, the loan will be paid off. Check whether your employer provides this, before taking this out.



Phone/Gadget – always check whether these items are covered on contents insurance or as part of a bank account. Be aware that your bank may limit you to one successful claim so always read the small print first.



Critical Illness/Income Protection – provides a lump sum or an income if you are diagnosed with a serious, long-term or life-threatening illness.



Pet – covers vet's fees if your pet needs an operation or requires medical treatment.



Travel – covers for loss of luggage, travel cancellations and medical expenses if you fall ill. If you book a package holiday (and some flights) you may receive an ATOL



IS IT WORTH IT?

Some people choose not to buy insurance if they consider the risk of something going wrong to be small. Putting money away and saving can be just as effective, as this pot of money can then be used if you need to cover the cost of replacing something. If you choose not to insure, you must always consider whether you have the means to comfortably take care of the situation, your property, yourself or your family.



“ TOBY BROKE HIS LEG LAST YEAR AND WE DIDN'T HAVE PET INSURANCE. THE COST OF HIS MEDICAL BILLS AND TREATMENT RAN INTO THOUSANDS OF POUNDS SO THAT WAS THE SAVINGS GONE! THE MONTHLY PREMIUM DIDN'T SEEM WORTH IT AT THE TIME BUT I SHOULD HAVE THOUGHT MORE ABOUT IT. AT LEAST HE'S BETTER NOW AND I'VE TAKEN OUT INSURANCE JUST IN CASE ANYTHING ELSE HAPPENS TO HIM. - TED, 78, DONCASTER ”

TIPS FOR CHOOSING INSURANCE

Always make sure that the cover is right for you and don't assume the policy meets your needs. Ensure you read the Terms & Conditions, especially the exclusions, before you sign on the dotted line.

Always do an online comparison before you buy, using at least two sites, because different comparison sites check a variety of insurers' prices and have different agreements/commissions. Also, some insurers do not participate on comparison sites, so approach them directly.

Make sure you can afford to pay any voluntary excess on the policy. A voluntary excess is the amount that you would have to pay on a claim on your policy before your insurer makes any payment.

If you can afford to pay the policy in a one-off amount (usually the annual cost) then do so. If you choose to spread your payments over the year (monthly payments), you may find that you are charged more overall.

Never automatically renew your policy as you don't always get the best price. Sometimes it doesn't necessarily pay to be loyal!

OVER TO YOU >>>

We have a full section on our website dedicated to financial products. Go to themoneycharity.org.uk



BASICS FOR BANKING

We don't always consider whether the bank that we use gives us the best service or good value for money. We're sometimes fearful of switching, meaning banks can have us pretty much locked into accounts that may not meet all of our needs. Even if you choose not to switch, make sure that your account is working for you by considering the following:

WHAT'S IMPORTANT?

Is it a low overdraft fee or using free cash machines? Keep your eye on what other banks/building societies have on offer. Some banks offer incentives for switching and could offer a better service too.

ACCESS

Do you want to visit a branch or use internet or mobile banking or telephone banking? Some of the new app-based banks can keep their fees lower as they do not have costly branches to run. But, if you want more of a personal touch or access to free cash machines, then you may want to stick with your branch.

COMPARE

Comparison sites review all the different types of accounts and their features so take a look to see what you might be missing out on.

SWITCH

Most high street banks/building societies offer a 7 working day Current Account Switch Service (CASS) that guarantees to move all of your incoming and outgoing payments to your new account.

OPEN BANKING

Banks can now let you compare all of your accounts together online in one place. This makes it easier to transfer money between accounts and lets you compare fees and charges too.

BUSINESS BANKING

If you're self-employed it's a good idea to keep your personal and business finances separate. Most banks offer business current accounts; however, these may have fees. You can also check with some of the newer banks who often have free business banking.



BANKING OPTIONS

ACCOUNTS TO INVESTIGATE

Basic Account – can receive money – salary, benefits or cash deposits – and pay out regular payments. Includes a debit card for withdrawals or paying in shops and online. No overdraft or cheque book, but no credit check either as a result.

Current Account – as per the basic account, but can include an overdraft facility and cheque book. Some come with cash bonuses for opening it.

Packaged Account – current account with extras such as travel insurance or motor breakdown cover, and a monthly fee for the privilege.

Joint Account – a current account used by people at the same address to manage shared expenses.

Shop around for an account with terms, conditions and benefits that work for you. You can switch as often as you like if you find a better deal, so keep an eye on what's out there!

4. FINANCIAL PRODUCTS

KEEPING YOUR MONEY AND DETAILS SAFE



- Use strong passwords and PINs, don't share them with others and don't use the same password or PIN for more than one account.
- Shred or burn any unwanted documents that contain personal information and account details. But remember that you need to keep some financial records, retaining key information for 7 years.
- Take advantage of any security settings offered by your bank, for example Strong Customer Authentication. Banks are now implementing this new system by texting/emailing codes for you to enter at the point of purchase online to verify your identity.
- Protect your devices with up-to-date firewalls, anti-virus software and anti-spyware programmes.
- If offers sound too good to be true, they usually are!
- Be wary of emails and phone calls imitating organisations of authority (e.g. banks, HMRC, police) telling you that you need to act now. These are often scams.
- Avoid clicking on links; again, this is a common method scammers use to access your personal details and account information.
- Regularly check bank statements or your banking app to make sure that you recognise all of the transactions. Contact your bank immediately if you spot something unusual.



TO REPORT AN ONLINE FRAUD OR TO READ MORE ABOUT PREVENTING FRAUD, VISIT [ACTIONFRAUD AT ACTIONFRAUD.POLICE.UK](https://www.actionfraud.police.uk)

4. FINANCIAL PRODUCTS

LIFE AFTER WORK

It can be hard knowing where to begin saving for retirement, but a few questions can put you in the driving seat.

- What lifestyle do you want in retirement?
- How much will you need to live on when you retire?
- How much will you need to save to get the income you need?
- When do you want it?
- What pension arrangements do you have?

PENSION PLANNING

- Pensions belong to you and not your employer, so ensure you keep track of the scheme and its performance.
- If you have had a number of employers, you may have a variety of different pensions. Make sure you know where they all are and the paperwork too. Take financial advice before consolidating your pensions.
- Always seek advice as to what total income you can expect from all of your pension pots.
- Some pensions allow you to increase your contributions. Always make sure that it is financially worthwhile before you make this decision.

AT THE MONEY CHARITY WE OFFER A COMPREHENSIVE RETIREMENT AND PENSIONS WORKSHOP. CONTACT US TODAY TO FIND OUT MORE. WE HAVE A LONG HISTORY OF WORKING WITH COMMERCIAL AND THIRD SECTOR CLIENTS TO ENGAGE THEM WITH FINANCIAL WELLBEING AND SUPPORT THEM TO ACHIEVE BETTER CUSTOMER AND EMPLOYEE OUTCOMES.



OVER TO YOU >>>



You're never too young, or too old, to think about these questions, so take some time to reflect on your retirement goals and your future financial needs by considering these points. You could even talk them through with your family or friends. Read about all of the different types of pension on our website.

4. FINANCIAL PRODUCTS

FUTURE PLANNING

While you can't choose to stop getting older, making decisions about your future is really important as we never know what's around the corner.

Having a will won't help you, but it will make things much easier for your family and friends to sort everything out after you die.

Having A Will:

- can help to reduce the amount of Inheritance Tax payable on the value of your assets
- means that the people you care about are looked after, especially children and others who depend on you financially



NO MATTER WHAT YOUR AGE, EVERYONE SHOULD HAVE A WILL AND CHOOSING HOW TO DO IT CAN AFFECT YOUR FINANCES. CHECK OUT THE TABLE BELOW TO HELP YOU DECIDE.

OTHER PRODUCTS YOU MAY WANT TO CONSIDER ARE:

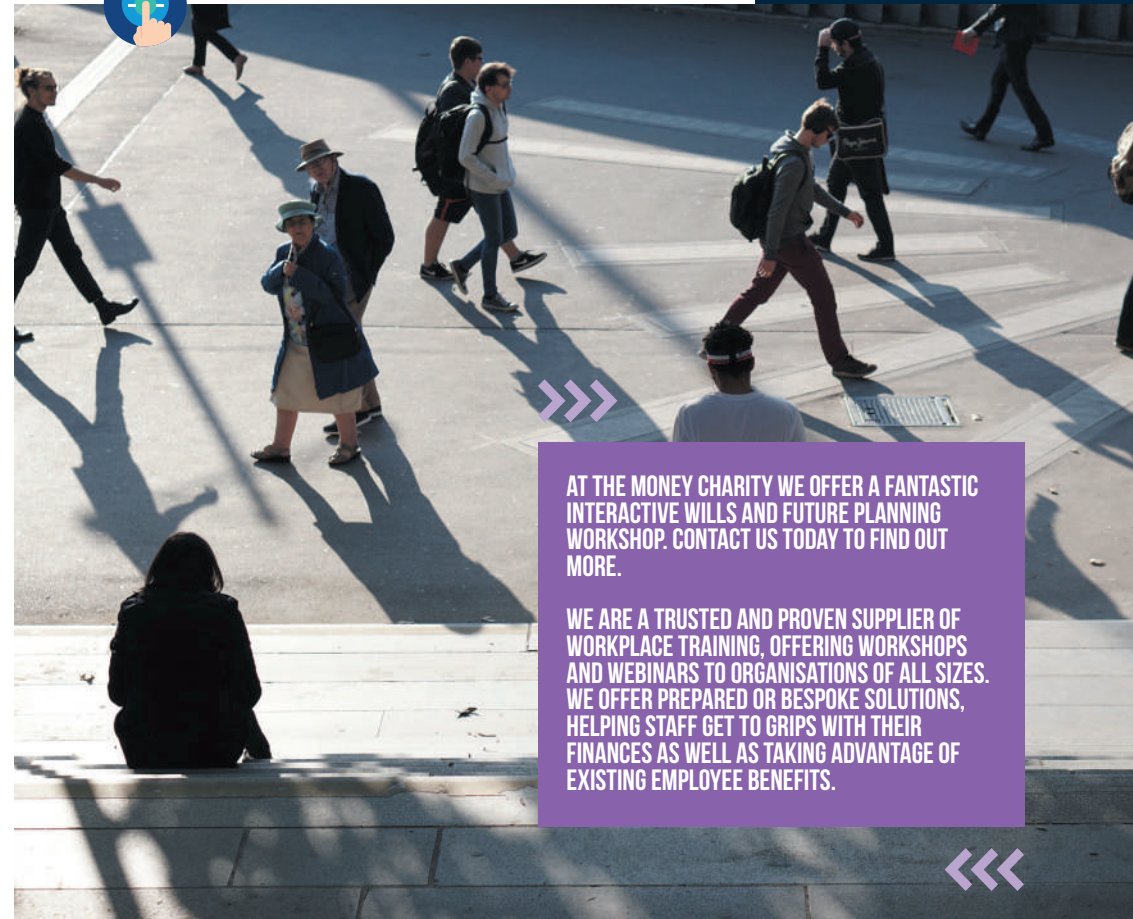
Lasting Power Of Attorney – this is a legal document that allows someone to make decisions for you or act on your behalf about your financial affairs. It is particularly important if you have been diagnosed with a long-term condition and won't be able to make your own decisions in the future. Consult a solicitor or do it yourself at gov.uk/government/publications/make-a-lasting-power-of-attorney

Ordinary Power Of Attorney – similar to Lasting Power of Attorney, but gives permission for someone to make decisions about your financial affairs while you have mental capacity. This is useful if you are going into hospital, find it hard to get out or simply want someone to act on your behalf.

Funeral Plans – these allow you to pay for a funeral in advance

so that your family/friends won't have to cover the cost. You usually pay in either a lump sum or in regular instalments. Always check the details before you buy and make sure the plan covers all of your wishes.

Living Wills – these allow you to decide now on specific medical treatments that you do not want to receive in the future.



AT THE MONEY CHARITY WE OFFER A FANTASTIC INTERACTIVE WILLS AND FUTURE PLANNING WORKSHOP. CONTACT US TODAY TO FIND OUT MORE.

WE ARE A TRUSTED AND PROVEN SUPPLIER OF WORKPLACE TRAINING, OFFERING WORKSHOPS AND WEBINARS TO ORGANISATIONS OF ALL SIZES. WE OFFER PREPARED OR BESPOKE SOLUTIONS, HELPING STAFF GET TO GRIPS WITH THEIR FINANCES AS WELL AS TAKING ADVANTAGE OF EXISTING EMPLOYEE BENEFITS.



SOLICITORS

WILL WRITING SERVICES

DIY



Will and Inheritance Tax experts

Can help with complex family situations

May provide better protection for family members with special needs (e.g. disability)

Less expensive than a solicitor

May offer some support and advice

Can be free of charge with many charities (for those who are eligible)

Least expensive

Good option if your affairs are very simple

Templates can be found online or in shops



Most expensive

Will writers may not be legally qualified

Might not have been trading as long as many solicitors' firms (important if you also want them to store your will)

Aren't regulated in the same way as solicitors - less comeback for you if things go wrong

Riskiest option

BECOME A SAVVY SHOPPER

01

SLASH BILLS

You could save a small fortune by switching to cheaper utilities, broadband and phone providers. Consult price comparison sites first and use online services that can help you with the switching process.

02

CANCEL CONTRACTS

Avoid auto renewing with things like insurance and car breakdown cover. Companies rely on us being lazy and simply accepting the renewal quote. Sometimes suggesting you are going to cancel and that you have found a cheaper alternative can be enough for them to offer you a discount. Remember to cancel contracts like gym memberships or online subscriptions if you no longer use them.

03

CHALLENGE YOURSELF TO GET IT CHEAPER

Set a budget and shop around to see how much cheaper you can get new purchases. Visit online money saving forums to find out about the latest discounts, vouchers and offers.

04

SIGN UP TO EMAILS FROM YOUR FAVOURITE STORES

They often offer a discount on your first purchase or for signing up to their newsletter. If you don't want their emails clogging up your inbox, you can always unsubscribe once you've received your items or set up a separate email account.



TIP! MAKE THESE TIPS HABITS AND YOU COULD SAVE HUNDREDS OF POUNDS OVER THE COURSE OF A YEAR. YOU'LL ALSO BE ONE STEP CLOSER TO ACHIEVING YOUR GOALS AND IMPROVING YOUR FINANCIAL WELLBEING.

07

GET MONEY BACK

Use loyalty or rewards cards to collect points, then swap them for money off or free treats. Shopping online? Search voucher sites or consider using cashback sites which give you money back on each purchase you log through them.

06

DO A WEEKLY SHOP

Go armed with your list and don't shop when you're hungry. Supermarkets are designed to get us to buy more; the less often you go and the more you plan your visit, the more likely you are to come out with food that you will actually eat. Beware of 'local' convenience stores as prices can often be higher. Going at particular times may also mean you can bag a bargain!

05

LIKE A SOCIAL MEDIA PAGE



Giving them a follow/like or even installing a retailer's app on your phone can sometimes give you a discount too. It also keeps you informed about future sales and other price reductions.

OVER TO YOU >>>



If you haven't reviewed your bills for a while, now's the chance. Contact your providers and see what you can save by renegotiating contracts.

UNDERSTANDING YOUR PAYSリップ

Love getting paid but hate the paperwork? We'll help you figure out the numbers that count. It's always wise to check your payslip regularly to make sure you are getting the right pay and are paying the right amount of Income Tax. Sometimes employers make mistakes, so it's a good idea to be able to understand the sections that make up your payslip.

BACS OR BANKERS' AUTOMATED CLEARING SERVICES. THIS IS AN ELECTRONIC PAYMENT SYSTEM MADE BY YOUR EMPLOYER, FROM THEIR BANK ACCOUNT TO YOURS. IT IS THE SAFEST WAY OF RECEIVING YOUR PAY.

In this example, period 8 is the month in the tax year that the payslip relates to. Many employers consider April to be month or period 1 (which is the first month in the new tax year) so period 8 would be for November's earnings. This may be different if you receive your pay weekly.

How much you have earned/paid in contributions during the tax year so far.

XX Name Surname		Company Name		
NI Letter & No: X EXAMPLE1	Tax Code: 1250L	Pay by: BACS	Date: 25th Nov 2019	
		Period: 8		
Description	Rate	Units	This Period	This Year
SALARY	18.23	160	2,916.67	32,500.04
Total			2,916.80	
Tax			400.60	4,408.00
National Insurance			265.76	2,949.12
Student Loan – Plan 2			75.00	715.00
Pension Contribs.			57.93	647.47
TAXABLE PAY: This Period: £2916.67 To Date: £33000.04			TOTAL	799.29
Net Pay			2,117.38	

NAME SURNAME
Address 1
Address 2
Address 3
Post Code

Employer's NIC TP: 305.62
Employer's NIC YTD: 3,391.44
Employer's Pension TP: 48.27
Employer's Pension YTD: 539.50
Tax District:
Tax Reference: 120/EXAMPLE 1

THIS IS THE ACTUAL AMOUNT OF MONEY THAT YOU WILL RECEIVE. SALARY – DEDUCTIONS (INCOME TAX, NI, STUDENT LOAN AND PENSION) = NET PAY

Abbreviations:
TP – This Period
YTD – Year To Date

OVER TO YOU >>>

- Payslip Pointers**
- Check your most recent payslip to make sure your pay and deductions seem right. The same goes for your P60 (a document you will get every year that summarises your annual earnings and deductions) and speak to your boss or HR if something isn't adding up.
 - Check your NI contributions are up to date and information about your State Pension by signing up to the Government Gateway through the gov.uk website.
 - Many employers offer additional perks, from cheaper gym memberships to childcare and cycle loans. Find out what perks your employer offers and how you can benefit by talking to your boss or HR department and get what you're worth!



INCOME BOOSTERS

There could be extra cash out there with your name on it! Here are some of the places it pays to check first.

1. Upskill – training, qualifications and extra hours could also help you increase your income, as could a pay rise or promotion. Talk to your employer about how they can support you.

2. Benefits – make sure you are claiming the right benefits using the benefits calculator on turn2us.org.uk



3. Check Your Payslip – check you are on the right tax code and that your details, including your NI number, are correct.

4. Consider A Side Hustle – from renting out your driveway or a spare room to selling your unwanted items, there are lots of ways to turn what you have into cash.



EXTRA COSTS AND EMERGENCIES

1. Search For A Grant – find out if you are eligible for any charitable funds through the turn2us website.

2. Check Professional Bodies – grants and other support may be available to current or former workers and their families. Search unions, societies and charities in your line of work.

3. Student Support – if you are a student, your university or college can point you in the direction of hardship funds, bursaries and scholarships.

4. Support For People With Disabilities – if you have a disability you may be entitled to additional financial support. Find out at disabilityrightsuk.org/benefits-checklist



DONATIONS

We hope our guide has provided you with a wealth of knowledge about managing your money better and you've learned some valuable tips to help improve your financial wellbeing along the way. Please share them with family and friends and don't forget the kids – children love learning about money so why not share some tips with them too!

Our work makes a major difference to many people in the UK but we are aware that we could always do more; every person who gets involved with us helps take our work further. We have plenty of ideas just waiting for the resources to turn them into reality!



HOW COULD YOU HELP?



I'd Like To Get My Company Involved

– as a charity, we rely upon generous donations of all kinds to keep our vital work going. The majority of our income or gifts-in-kind come from corporate partnerships who work in the financial sector, but we are happy to receive offers of support from any organisation which shares our vision and wants to contribute to it.



I'd Like To Support You Individually

– we have a number of loyal individual givers who have supported us for many years, and would be delighted to welcome new friends who can play a role in enabling our work.



I'd Like To Help Increase Awareness

– if you're a well-connected networker, you can help introduce us to others who would value what we offer, or act as a brand ambassador for us.



I'd Like To Hear More From You

– you can sign up to hear from us regularly or occasionally, direct into your inbox or through social media. If you can share that info more widely in your community, networks or with those closest to you, even better!

If any of the above applies to you, or if you have another idea of how you might get involved, please visit our website themoneycharity.org.uk for the next steps, or get in touch with us at hello@themoneycharity.org.uk or on **0207 062 8933**.

The MONEY Charity






TO MAKE THE NEXT EDITION OF THE
MONEY MANUAL EVEN MORE HELPFUL,
WE'D LOVE TO HEAR FROM YOU.

LET US KNOW BY EMAIL
HELLO@THEMONEYCHARITY.ORG.UK
OR ON OUR [SOCIALS](#).



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SW4 6BS
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