# Money Measures Web App



Connecting Math & Money for Young Children



### Introduction

**PURPOSE** 

This is a how-to guide for introducing young children to concepts about personal finances using the Money Measures Web App.

GOALS Learn sound principles for managing money; more specifically, learning about needs-based and wants-based spending choices, spending less money than what is earned as well as the value of saving money to cover future expenses.

Develop critical thinking skills.

## REQUIRED

TOOLS To fully utilize this guide and complete the exercise, it is necessary to create a Money Measures account online at moneymeasuresinc.com. There is no charge to create an account.

> For optimal user experience when completing the exercise, we recommend using a laptop or desktop computer. However, the exercise can be completed on any mobile device.

**COMPLETE** 

TIME TO Approximately 30 minutes





- 1 From the dashboard, click "Personal" to create a file. Name the file "Lifestyle Budget" and select "Create file".
- 2 In a newly created file in which no incomes or expenses have been added, the screen displayed will have arrows that point at phrases that indicate what actions can be taken.
- 3 Click on "Add an income".
- 4 Click inside the "Reference name" box and type in "Allowance".
- 5 Click on the arrow for the drop-down menu in the "Frequency" box and select "weekly".
- 6 Click inside the "Amount" box and type in \$10.
- 7 Click on the "customized payment amounts" box on the right.
- 8 Select a day of the week by clicking on one of the boxes: S, M, T, W, T, F, S
- 9 Click in the box below "Start payments". A monthly calendar will appear with dates highlighted for the day of the week selected previously. Click on one of the highlighted dates that is in the future.
- 10 Scroll down and click "save".
- 11 The "Allowance" income entered will be displayed.
- 12 Add another income by clicking on "Add an income" or by clicking on the arrow beside "Income/Expense management" and selecting "Add an income".
- 13 Click inside the "Reference name" box and type in "Chores for neighbours".
- 14 Click on the arrow for the drop-down menu in the "Frequency" box and select "Twice a month".
- 15 Click inside the "Amount" box and type in \$20.
- 16 Click on the "customized payment amounts" box on the right.



### Create a Budget File & Add Incomes

- 17 Click on the 2<sup>nd</sup> radio button under "Payment #1". Select the "Second" and "Saturday" using the arrows in the applicable boxes.
- 18 Click on the radio button under "Payment #2". Select the "last" and "Saturday" using the arrows in the applicable boxes.
- 19 Under "Start payments", click on the box on the left and select the "last Saturday". Click on the middle box and select the calendar month that comes after the current calendar month.
- 20 Scroll down and click "save".
- 21 The "Allowance" and the "Chores for neighbours" incomes entered will be displayed.
- Add another income by clicking on "Add an income" or by clicking on the arrow beside "Income/Expense management" and selecting "Add an income".
- 23 Click inside the "Reference name" box and type "Gifts".
- 24 Click on the arrow for the drop-down menu in the "Frequency" box and select "Annually".
- 25 Click inside the "Amount" box and type in \$200.
- 26 Click on the box below "Start payments". The current calendar month will be displayed. Select "December 31" of the current year by clicking through the calendar months as needed.
- 27 Scroll down and click "save".
- 28 All three (3) of the incomes entered will be displayed".



#### Create a Wish List

- 1 Within the "Lifestyle Budget" file, click on "Wish list".
- 2 In the 1st box below "Future spending priorities/considerations" type "Bike" and type \$169.50 in the far-right box in the same row as "Bike".
- 3 In the 2nd row of the wish list, enter "Clothes" and \$141.25.
- 4 In the 3rd row of the wish list, enter "Shoes" and \$113.00.
- 5 Click "save".
- 6 Click on the Money Measures logo at the top left of the file to return to the dashboard.

### Copy a Budget File

- 1 The "Lifestyle Budget" file you created and entered incomes for will be displayed on the dashboard.
- 2 Click the word "copy" that is between the file name and the image of a file and on the next screen click "confirm".
- 3 "Copy" the "Lifestyle Budget" file a second time by clicking "copy" and on the next screen click "confirm".
- 4 All three (3) files contain the incomes and wish list items entered.





- 1 Pick one of the files as the master template file and leave it untouched so you can copy it again if needed.
- 2 Open one of the 3 files created.
- 3 The first screen displayed will be the Overview screen and it will show the amount of income that's expected to be received in the next calendar year based on the incomes entered initially.
- 4 Under "Reports", select "Checklist" and see how the money will be flowing into the bank account.
- 5 Select "weekly" and click on the arrow at the right to scroll through the weeks and see how the money will be flowing into the bank account week to week.
- 6 Select "monthly" to see how much income will be received each month.
- 7 Select "annual" to see the amount of the "Allowance", "Chores for neighbours", and "Gifts" income that will be received in the coming year.
- 8 Select "cashflow" to see how money will be flowing into the bank account chronologically.
- 9 In preparation for the next steps, click the box to the left of "show bank balance". On the next screen, click on the first radio button, enter \$10 as the current bank balance and click "save".
- 10 With an opening bank balance of \$10, scroll through the cash flow forecast to see the impact that the money deposited will have on the bank balance.





### Add Expenses

- 1 Click on the arrow on the "Income/Expense management" menu and select "Add an expense".
- 2 Click inside the "Reference name" box and type in "Fun with friends Allowance money".
- 3 Click on the arrow for the drop-down menu in the "Category name" box and select "Fun & leisure".
- 4 Click on the arrow for the drop-down menu in the "Frequency" box and select "weekly".
- 5 Click inside the "Amount" box and type in \$10.
- 6 Click on the "customized payment amounts" box on the right.
- 7 Select a day of the week by clicking on one of the boxes: S, M, T, W, T, F, S
- 8 Click in the box below "start billing" and a monthly calendar will appear with dates highlighted for the day of the week selected previously. Click on one of the highlighted dates that is in the future.
- 9 Scroll down and click "save".
- 10 The "Fun with friends Allowance" expense entered will be displayed.
- 11 Add another expense by clicking on the arrow beside "Income/Expense management" and selecting "Add an expense".
- 12 Click inside the "Reference name" box and type in "Fun with friends Chores for neighbours' money".
- 13 Click on the arrow for the drop-down menu in the "Category name" box and select "Fun & leisure".
- 14 Click on the arrow for the drop-down menu in the "Frequency" box and select "Twice a month".
- 15 Click inside the "Amount" box and type in \$20.
- 16 Click on the "customized payment amounts" box on the right.
- 17 Click on the 2nd radio button under "Payment #1". Select the "Second" and "Saturday" using the arrows in the applicable boxes.





### Add Expenses

- 18 Click on the radio button under "Payment #2". Select the "last" and "Saturday" using the arrows in the applicable boxes.
- 19 Under "Start Billing", click on the box on the left and select the "last Saturday". Click on the middle box and select the calendar month that comes after the current calendar month.
- 20 Scroll down and click "save".
- 21 The "Fun with friends Allowance" and the "Fun with friends Chores for neighbours" expenses entered will be displayed.
- 22 Add another expense by clicking on the arrow beside "Income/Expense management" and selecting "Add an expense".
- 23 Click inside the "Reference name" box and type "Fun with friends Gifts money".
- 24 Click on the arrow for the drop-down menu in the "Category name" box and select "Fun & leisure".
- 25 Click on the arrow for the drop-down menu in the "Frequency" box and select "Annually".
- 26 Click inside the "Amount" box and type in \$200.
- 27 Click on the box below "Start Billing". The current calendar month will be displayed. Select "January 1" of the following year by clicking through the calendar months as needed.
- 28 Scroll down and click "save".
- 29 All three (3) of the expenses entered will be displayed".





# Assign Expenses as being Essential or Discretionary Spending

- 1 Click on the arrow beside "Income/Expense management" and select "Essential/Discretionary expenses".
- 2 On the next screen, assign all 3 expenses as "Discretionary" and click "save".



### **Understanding Spending**

- 1 Review the income and expense information on the overview screen. Note the following:
  - a) all of the money that was earned will be spent
  - b) all of the spending will be on wants-based spending
  - c) the plan for spending money does not include any of the items on the wish list
- 2 Click on the arrow for "Reports" and select the "Cash flow forecast". Note the impact on the bank balance when all of the money being earned is spent as it is received.
- 3 After reviewing the "Cash flow forecast", click on the Money Measures logo at the top left of the file to return to the dashboard.



### Saving Money & Prioritizing Spending

In this part of the exercise, some of the money earned will be saved in the short term to pay for things in the future.

- 1 Open one of the two (2) budget files that only has the incomes and wish list items entered.
- 2 The choices being made in this scenario are:
  - a) The allowance income will be used for "Fun with friends" spending.
  - b) The money earned from doing chores for neighbours and from gifts will be saved in order to get items on the wish list. The order of the purchases will be the bike at \$169.50, the shoes at \$113.00 and finally the clothes at \$141.25.
- 3 Click on the arrow on the "Income/Expense management" menu and select "Add an expense".
- 4 Click inside the "Reference name" box and type in "Fun with Friends Allowance".
- 5 Click on the arrow for the drop-down menu in the "Category name" box and select "Fun & leisure".
- 6 Click on the arrow for the drop-down menu in the "Frequency" box and select "weekly".
- 7 Click inside the "Amount" box and type in \$10.
- 8 Click on the "customized payment amounts" box on the right.
- 9 Select a day of the week by clicking on one of the boxes: S, M, T, W, T, F, S
- 10 Click in the box below "Start Billing" and a monthly calendar will appear with dates highlighted for the day of the week selected previously. Click on one of the highlighted dates that is in the future.
- 11 Scroll down and click "save".
- 12 The "Fun with friends Allowance" expense entered will be displayed.
- 13 Click on the arrow beside "Reports" and select "Cash flow forecast".
- 14 Click the box to the left of "Show bank balance". On the next screen, click on the first radio button, enter \$10 as the current bank balance and click "Save".





- The bike is \$169.50 including taxes. Looking at the right-hand column that shows the bank balances, review the cash flow forecast to find a point in time when the bank balance will not fall below \$169.50. This is when the bike can be purchased without going into debt or overdraft. Make note of the date when the bank balance won't fall below \$169.50.
- 16 Click on "Wish list'.
- 17 Click the "add as expense" that is beside the bike on the wish list.
- On the "Add an expense" screen for the bike, click on the arrow in the "Category name" box and select "Other money out".
- 19 "1-time payment" will have been pre-selected as the "Frequency". Leave this as the frequency.
- 20 The amount of the bike "\$169.50" will be pre-filled as the "Amount".
- 21 Click in the box below "Date of payment" and a calendar will be displayed. Select the day after the first date on which the bank balance will not fall below \$169.50. Then click "save".
- 22 Review the cash flow forecast again to make sure the bank balance will remain above \$0 after the scheduled date for purchasing the bike.
- 23 Next, review the cash flow forecast beginning with the date of the scheduled purchase of the bike to see when the bank balance will not fall below the \$113.00 needed to purchase the shoes. This is when the shoes can be purchased without going into debt or overdraft. Make note of the date when the bank balance won't fall below \$113.00.
- 24 Click on "Wish list".
- 25 Click the "add as expense" that is beside the shoes on the wish list.
- On the "Add an expense" screen for the shoes, click on the arrow in the "Category name" box and select "Other money out".
- 27 "1-time payment" will have been pre-selected as the "Frequency". Leave this as the frequency.
- 28 The amount of the shoes "\$113.00" will be pre-filled as the "Amount".





- 29 Click in the box below "Date of payment" and a calendar will be displayed. Select the day after the first date on which the bank balance will not fall below \$113.00. Then click "save".
- Review the cash flow forecast again to make sure the bank balance will remain above \$0 after the scheduled date for purchasing the shoes.
- 31 Next, review the cash flow forecast beginning with the date of the scheduled purchase of the shoes to see when the bank balance will not fall below \$141.25 needed to purchase the clothes. This is when the shoes can be purchased without going into debt or overdraft. Make note of the date when the bank balance won't fall below \$141.25.
- 32 Click on "Wish list".
- 33 Click the "add as expense" that is beside the clothes on the wish list.
- On the "Add an expense" screen for the clothes, click on the arrow in the "Category name" box and select "Other money out".
- 35 "1-time payment" will have been pre-selected as the "Frequency". Leave this as the frequency.
- 36 The amount of the clothes "\$141.25" will be pre-filled as the "Amount".
- 37 Click in the box below "Date of payment" and a calendar will be displayed. Select the day after the first date on which the bank balance will not fall below \$141.25. Then click "save".
- Review the cash flow forecast again to make sure the bank balance will remain above \$0 after the scheduled date for purchasing the clothes.





# Assign Expenses as being Essential or Discretionary Spending

- 1 Click on the arrow beside "Income/Expense management" and select "Essential/Discretionary expenses".
- 2 Assign the "Fun with friends" expense as being a discretionary expense.
- 3 The bike is a form of transportation. Assign it as being an essential expense.
- 4 Clothes are a necessity. Assign clothes as being an essential expense.



### **Understanding Spending**

- 1 Review the income and expense information on the Overview screen.
- 2 As the Overview screen is reviewed, keep in mind that all of the items on the wish list have been purchased.
- 3 Some money is being spent on things that are needed and some is being spent on things that are wanted.
- 4 There is a surplus, which means the person is planning to spend less than what will be earned.
- 5 Review the "Cash flow forecast". Note the impact on the bank balance as money flows into and out of the account. Note how the money saved is used in the future.





#### **Edit & Delete Income Entries**

Income entries can be deleted.

All information related to income entries can be changed:

- Reference name
- Frequency
- Amount
- Dates as well as days of the week or month

Steps to edit the income information or to delete an income entry are as follows:

- 1 Click on the arrow in "Income/Expense management" menu and select "Income list".
- 2 To delete an income entry, click the "delete" that is beside the income entry you want to delete. You will be prompted to confirm you want the income entry deleted. If you have decided not to delete the income entry or you selected it in error, click "cancel" and the income entry will not be deleted. Otherwise, click "Confirm" to have the income entry deleted.
- 3 To edit the income entry, click the "edit" that is beside the income entry on the "Income list" that you want to edit and the "Edit an income" screen will be displayed.
- 4 To change the reference name, delete the name that is entered in the reference name box and enter another name.
- 5 To change the frequency, click on the arrow in the "Frequency" box, select the frequency you want to use and change the payment/billing information as needed.
- 6 To change the amount, click in the "Amount" box and enter the new amount.
- 7 If the "customized payment amounts" box is selected and you want to change the amount of a customized payment, click "edit billing" to have the series of dated entry boxes displayed. Click on the dated box for which the amount is to be changed and change the amount.





### Edit & Delete Income Entries

- 8 If the "Frequency" is to stay the same but the billing information needs to be changed, click "edit billing" to change the billing information. For example, if the frequency is "Weekly" but the day of the week for the payment has changed, click "edit billing", select the day of the week to be used and select a new start date based on the day of the week selected.
- 9 After entering the new information, click on the "Save Update" button located at the bottom of the screen. If you decide you want to retain the original income entry instead, click "Cancel".





### **Edit & Delete Expense Entries**

Expense entries can be deleted.

All information related to expense entries can be changed:

- Reference name
- Category
- Frequency
- Amount
- Dates as well as days of the week or month

Steps to edit the expense information or to delete an expense entry are as follows:

- 1 Click on the arrow in "Income/Expense management" menu and select "Expense list".
- 2 Click the arrow to the left of the category where the expense is located that you want to edit or delete and the list of expenses in that category will be displayed.
- 3 To delete an expense entry, click the "delete" that is beside the expense entry you want to delete. You will be prompted to confirm you want the expense entry deleted. If you have decided not to delete the expense entry or you selected it in error, click "cancel" and the expense entry will not be deleted. Otherwise, click "Confirm" to have the expense entry deleted.
- 4 To edit the expense entry, click the "edit" that is beside the expense entry on the "Expense list" that you want to edit and the "Edit an expense" screen will be displayed.
- 5 To change the reference name, delete the name that is entered in the reference name box and enter another name.
- 6 To change the category, delete the name that is entered and enter another name.
- 7 To change the frequency, click on the arrow in the "Frequency" box, select the frequency you want to use and change the payment/billing information as needed.
- 8 To change the amount, click in the "Amount" box and enter the new amount.





### Edit & Delete Expense Entries

- 9 If the "customized payment amounts" box is selected and you want to change the amount of a customized payment, click "edit billing" to have the series of dated entry boxes displayed. Click on the dated box for which the amount is to be changed and change the amount.
- 10 If the "Frequency" is to stay the same but the billing information needs to be changed, click "edit billing" to change the billing information. For example, if the frequency is "Weekly" but the day of the week for the payment has changed, click "edit billing", select the day of the week to be used and select a new start date based on the day of the week selected.
- 11 After entering the new information, click on the "Save update" button located at the bottom of the screen. If you decide you want to retain the original expense entry instead, click "Cancel".





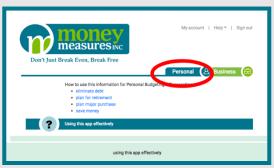
## Changing the File Name

- 1 Open the budget file that is to be renamed by clicking on it from the dashboard.
- 2 Click "edit and share file details" which is displayed at the bottom of every screen within a budget file.
- 3 Click inside the box beside "Name" and type in the new name for the file.
- 4 Click "update".



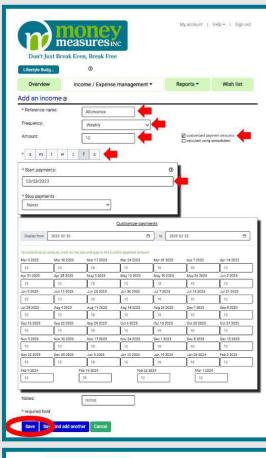
# Screen Captures for Create a Budget File & Add Incomes









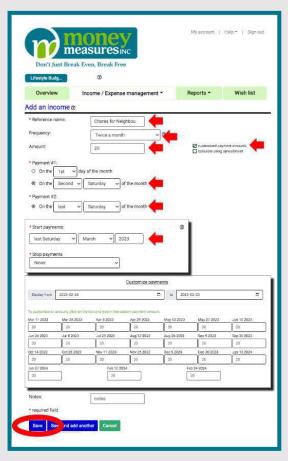






# Screen Captures for Create a Budget File & Add Incomes











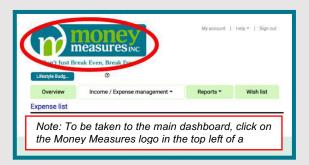


## Screen Captures for Create a Wish List









# Screen Captures for Copy a Budget File













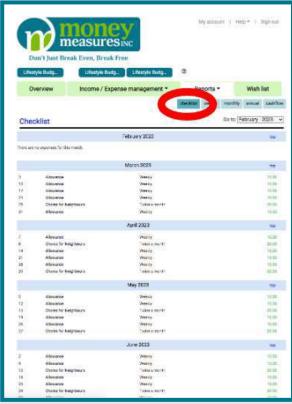


### Screen Captures for Understanding Income







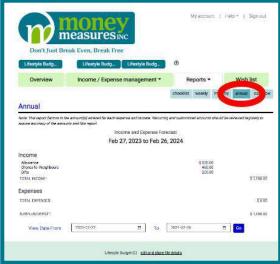




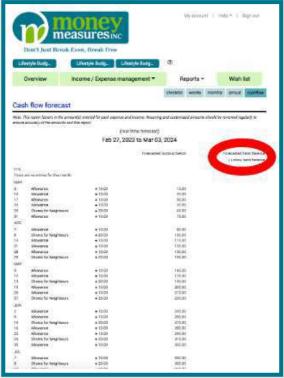
## Screen Captures for Understanding Income







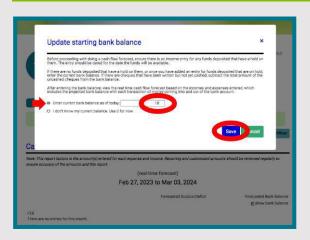


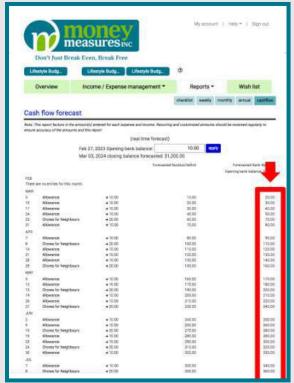




## Screen Captures for Understanding Income





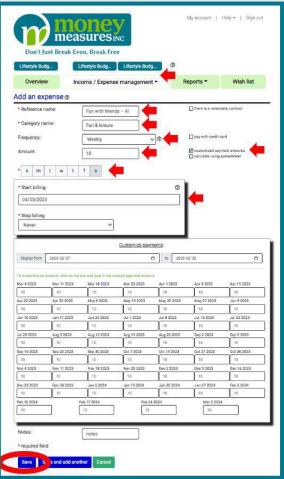




# Screen Captures for Add Expenses







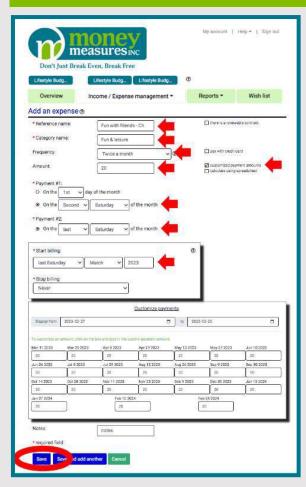




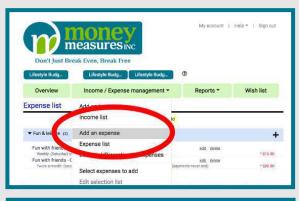


# Screen Captures for Add Expense









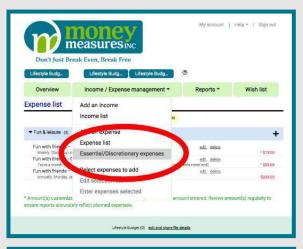






## Screen Captures for Assign Expenses as being Essential or Discretionary Spending









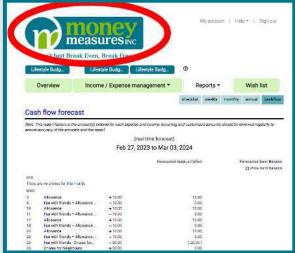
### Screen Captures for Understanding Spending









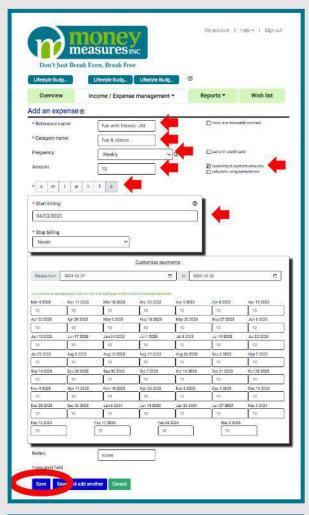












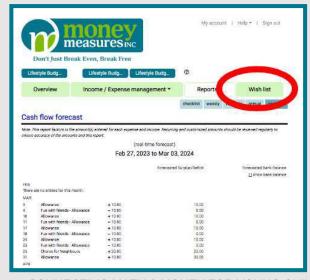


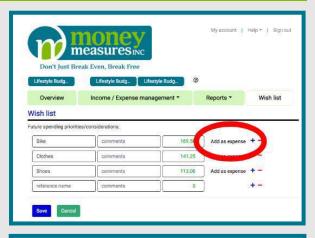












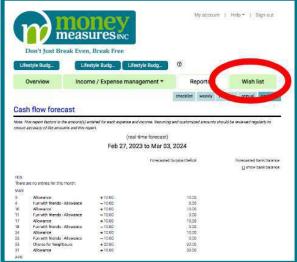


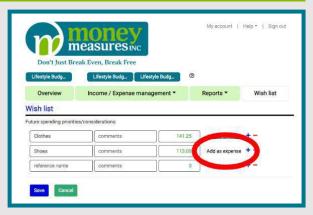












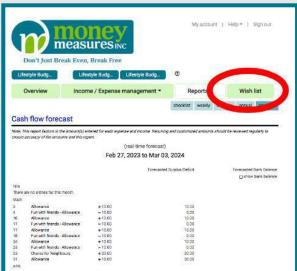


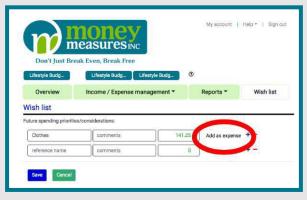


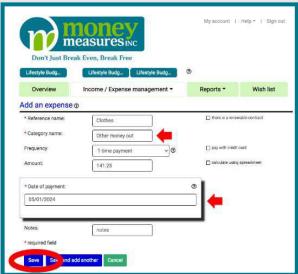








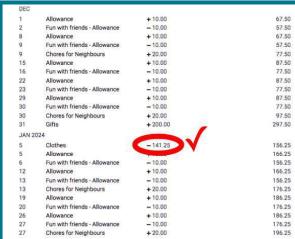








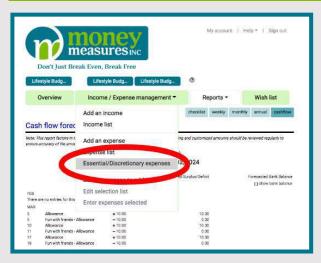






## Screen Captures for Assign Expenses as being Essential or Discretionary Spending









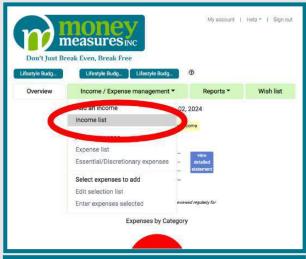
## Screen Captures for Understanding Spending



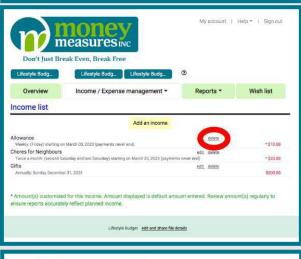


## Screen Captures for Edit & Delete Income Entries

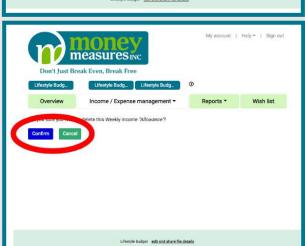


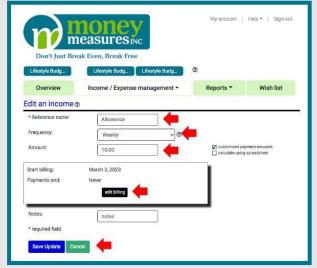








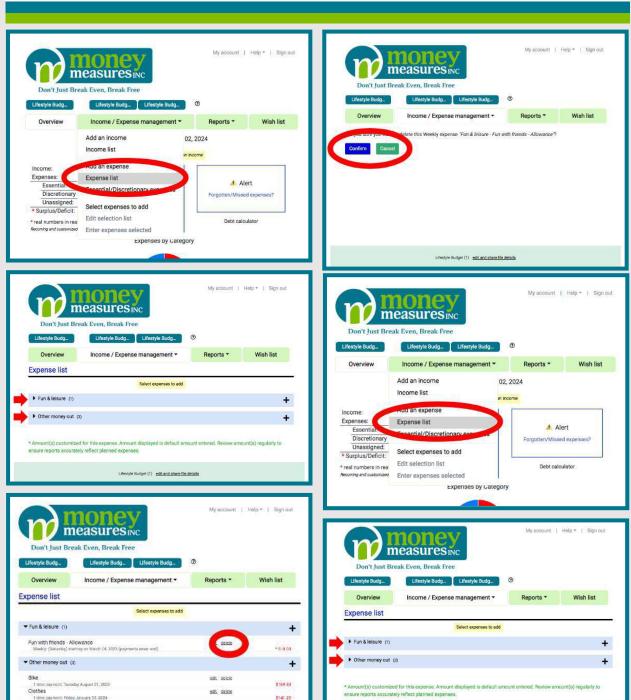






# Screen Captures for Edit & Delete Expense Entries





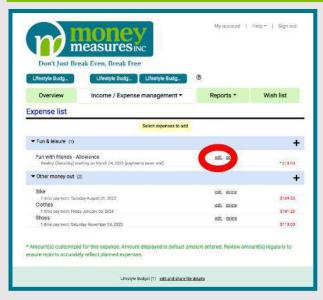
\$113.00



Lifestyle Budget (1) edit and share file details

# Screen Captures for Edit & Delete Expense Entries









# Screen Captures for Changing the File Name



