

Worksheet

Getting Started

Whether you're planning your financial future for the first time, or reviewing your present plan, it's important to establish clear financial goals.

You'll also want to identify the resources you have to achieve your goals and think very carefully about how much risk you are prepared to take with your money.

Completing this worksheet will not tell you which investments are right for you, but it will help you work through information that is important to your overall investment strategy.

Fill it out carefully, discuss it with your financial advisers in detail, and update it at least annually or whenever your personal circumstances change significantly.

Personal Data – Step 1

NAME:

ADDRESS:

PHONE: ()

FAX: ()

BUS. PHONE: ()

BIRTH DATE:

EMAIL:

EMPLOYER:

S.I.N.: - -

OCCUPATION:

SPOUSES' NAME:

BIRTH DATE:

EMPLOYER:

OCCUPATION:

NUMBER OF DEPENDENTS:

AGES: / / /

Have you prepared a will?

Last updated:

Do you feel you have adequate insurance?

Last reviewed:

Do you have an accountant?

Name:

Do you have a financial adviser?

Name:

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Comment: Life and property insurance and estate planning are, for most people, important parts of a sound financial plan. If you aren't sure what your needs are, consult your financial advisers.

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Household Net Worth Calculation – Step 2

ASSETS	YOU	SPOUSE
Cash		
Chequing/Savings Accounts		
RRSPs/RRIFs		
Non-RRSP Investments		
Life Insurance (cash value)		
Employment Pension Plans ⓘ		
Personal Property		
Vehicles		
Real Estate		
Jewelry and Collectibles		
Other Assets		
Business Property		
Total:		
Total Household Assets:		
LIABILITIES		
Credit Card Balances		
Bank Loans		
Investment Loans		
Taxes Owning		
Mortgage Balance		
Other Debts		
Total:		
Total Household Liabilities:		
NET WORTH (TOTAL ASSETS–TOTAL LIABILITIES):		

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Comment: If you have an employment pension plan, your financial advisers or your pension administrator can help you determine its present value.

Summary of Monthly Household Income and Expenses – Step 3

INCOME	EXPENSES ⓘ
Employment	Rent/Mortgage Payments
Self-employment	Property Insurance
Investment Income	Utilities
Rental Income	Property Taxes
Private Pension Plans	Repairs
CPP/OAS/QPP	Interest on Loans and Credit
Child Support	Groceries
Other Income	Clothing
Total Monthly Income:	Furniture
Less Deductions	Entertainment
Income Tax	Medical/Dental
EI/ CPP/QPP	Education
Other Deductions	Personal Care
Total Deductions	Gifts and Donations
	Subscriptions
	Transportation
	Life/Disability Insurance
	Other Expenses
NET MONTHLY INCOME	TOTAL MONTHLY EXPENSES
MONTHLY SURPLUS OR SHORTFALL ⓘ	
(NET MONTHLY INCOME – TOTAL MONTHLY EXPENSES):	

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Comment: Don't forget to include all expenses. For annual expenses, divide by 12. For irregular expenses (like furniture) try to estimate a monthly average. Many people tend to underestimate expenses. It's a good idea to track them for a few months to check your estimates.

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Comment: Think of the monthly surplus as the amount that you could save and invest each month to achieve your long term goals. If you have a monthly shortfall (i.e. you spend more than you make) it's time to think about ways to reduce your expenditures or increase your income.

Financial Objectives – Step 4

The answers to these questions will help you and your financial advisers properly assess your financial needs and objectives, as well as your tolerance for risk.

1 Today, I have \$ _____ to invest, and plan to invest an additional \$ _____ each _____

2 My major financial objectives include (e.g. buying a house, paying off a mortgage, buying a car, paying for a child's education, saving for retirement):

	Objectives	Estimated Cost	When ?
1			
2			
3			
4			
5			

3 The likelihood that I will have to withdraw a significant amount of my investment before the times estimated in question 2 is: Low Medium High

4 My household income stream is: very secure somewhat uncertain
 reasonably secure very uncertain

5 I would feel comfortable if I had \$ _____ that I could access quickly in case of emergency. ⓘ

I would feel distinctly uncomfortable if, over the course of any one year, my overall investment portfolio declined in value by:

<input type="checkbox"/> 1 – 2%	<input type="checkbox"/> 6 – 10%	<input type="checkbox"/> 16 – 20%
<input type="checkbox"/> 3 – 5 %	<input type="checkbox"/> 11 – 15%	<input type="checkbox"/> over 20%

7 For my overall investment portfolio, the largest decline in value (even if it was temporary) that I would ever be prepared to accept is: ⓘ

<input type="checkbox"/> no decline at all	<input type="checkbox"/> 15% of the total
<input type="checkbox"/> 5% of the total	<input type="checkbox"/> 25% or more of the total

8 My priorities when investing are:

	Very Important	Fairly Important	Not a Priority
Preserving my capital	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Earning a regular income	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Having the value of my investments grow over time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speculating in high-risk ventures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9 I plan to retire in _____ years, and when I retire, my goal is to have an income of \$ _____ per month (in today's dollars)

10 After retirement, I expect to receive monthly income from the following sources: ⓘ

Employment Pension
RRSP/RRIF
Investment Income
Other
Total

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Comment: Most people like to have some money set aside for emergencies. That money can still be invested to earn a return for you, but should be invested in securities that can quickly and easily be turned into cash.

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Comment: If you are not comfortable with fluctuations in the value of your portfolio, you should choose investments that are very low risk. Remember though, that low risk securities almost invariably offer lower rates of return.

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Comment: Your financial advisers or pension administrator may be able to help estimate the future income you can expect from pension plans and other investments.

11 I have previously invested in:	Yes	No
GICs	<input type="checkbox"/>	<input type="checkbox"/>
Mutual Funds	<input type="checkbox"/>	<input type="checkbox"/>
Common Shares	<input type="checkbox"/>	<input type="checkbox"/>
Bonds and Debentures	<input type="checkbox"/>	<input type="checkbox"/>
Preferred Shares	<input type="checkbox"/>	<input type="checkbox"/>
Trust Units	<input type="checkbox"/>	<input type="checkbox"/>
Limited Partnerships	<input type="checkbox"/>	<input type="checkbox"/>
Stock Options	<input type="checkbox"/>	<input type="checkbox"/>
Futures	<input type="checkbox"/>	<input type="checkbox"/>

12 I would rate my investment knowledge of securities: ⓘ	None	Some Knowledge	Quite Familiar	Well Informed
GICs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mutual Funds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Common Shares	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bonds and Debentures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preferred Shares	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trust Units	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Limited Partnerships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stock Options	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Futures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

13 On average, I spend _____ (how much time) monitoring my investments and researching other investment opportunities. ⓘ

- 14 When it comes to making investment decisions: ⓘ
- I rely entirely on the recommendations of my financial advisers.
 - I consider the advice of my financial advisors, but often apply my own judgment and experience.
 - I am comfortable making all of my own investment decisions.

15 I think a reasonable annual rate of return for my portfolio of investments would be: ⓘ

<input type="checkbox"/> I don't know	<input type="checkbox"/> 6 – 8%	<input type="checkbox"/> 12 – 15%
<input type="checkbox"/> 3 – 5 %	<input type="checkbox"/> 9 – 11%	<input type="checkbox"/> more than 15%

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Comment: It's never a good idea to invest in securities that you know little or nothing about. Investigate before you invest!

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Comment: The less time you have to monitor your investments, the less risk you will probably be comfortable with.

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Comment: If you intend to rely heavily on your financial advisers, your most important investment decision may be choosing the right ones.

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Comment: Remember that risk and return are closely related. It is not realistic to expect high rates of return if you are not prepared to take significant risks with your money.

Your financial advisers will need to know a great deal about you and your financial situation in order to provide you with sound advice and to satisfy their regulatory obligations to "know their client". This worksheet has not been designed to collect all of the data your advisers will need, so you should expect them to ask you for additional information as well. Remember that the quality of the advice you receive will depend on how well your advisers - and you - understand your goals, your financial circumstances and your risk tolerance. Be sure to keep a copy of this form for future reference, and ask your financial advisers for a copy of any other forms (like new account application forms) that they use to assess your investment needs and objectives.

Date: _____ Signature: _____

Brought to you by the Canadian Securities Administrators

λ Alberta Securities Commission	λ Office of the Administrator of Securities, New Brunswick	λ Registrar of Securities, Northwest Territories	λ Commission des valeurs mobilières du Québec
λ British Columbia Securities Commission	λ Securities Division, Department of Government Services and Lands,	λ Nova Scotia Securities Commission	λ Saskatchewan Securities Commission
λ Manitoba Securities Commission	λ Government of Newfoundland and Labrador	λ Ontario Securities Commission	λ Registrar of Securities, Government of Yukon
		λ Department of Community Affairs & Attorney General, Prince Edward Island	