

# Unit 2 - Preparing a Personal Budget/Financial Records

Content Area: **Business Education**  
Course(s): **Personal Financial Literacy**  
Time Period: **October**  
Length: **6 weeks**  
Status: **Published**

## Enduring Understandings

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### [Samples](#)

Planning, budgeting, and keeping good records provide the road map that leads to financial security.

As one begins accumulating financial records and legal documents, one should have a good filing system to help organize, store, and retrieve needed information

## Essential Questions

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### [Samples](#)

How can I take control of my finances and achieve my financial goals?

How can I get a clear picture of my financial position?

## Content

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### [Vocabulary](#)

Disposable income

Financial plan

Budget

Fixed expenses

Variable expenses

Assets

Liabilities

Net worth

Personal property inventory

Net worth statement

## **Skills**

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### [Bloom's Taxonomy](#)

Communicate the purpose of financial planning and the need for a budget.

Prepare a personal budget.

Explain the need for and create a net worth statement.

Explain the need for and create a personal property inventory.

Discuss and understand the concept of “living within your means.”

Create a financial plan that includes short-term and long-term goals.

Generate a comprehensive list of all of the financial records that must be kept by responsible adults and the uses for same.

## **Resources**

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## **Standards**

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NJ: 2014 CCCS: 21st Century Life and Careers

NJ: Grade 12

9.1 Personal Financial Literacy

Strand A: Income And Careers

9.1.12.A.1 Differentiate among the types of taxes and employee benefits.

Strand B: Money Management

9.1.12.B.4 Analyze how income and spending plans are affected by age, needs, and resources.

9.1.12.B.5 Analyze how changes in taxes, inflation, and personal circumstances can affect a personal budget.

9.1.12.B.6 Design and utilize a simulated budget to monitor progress of financial plans.

Strand D: Planning, Saving, And Investing

9.1.12.D.2 Assess the impact of inflation on economic decisions and lifestyles.

Strand F: Civic Financial Responsibility

9.1.12.F.2 Assess the impact of emerging global economic events on financial planning.