

# WorkSheet

## Your Investment Planning Worksheet

This worksheet complements other publications in this series:

### Getting Started

encourages readers to develop a personal investment strategy and explains some of the key steps along the way - like identifying your objectives, reviewing your financial resources, and assessing your investment knowledge and tolerance for risk.

**Choosing Your Financial Advisers** guides readers in selecting their financial advisers and explains why they should make their choices carefully. It also explains why the law requires financial advisers to “know their client”.

### 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.

*Make copies of this worksheet before you fill it out so you can update it from time to time or pass it on to friends.*

#### PERSONAL DATA

#### STEP 1

! NAME: \_\_\_\_\_

! ADDRESS: \_\_\_\_\_

! *Okay, you know this information already, but your advisers will find it helpful if it's right up front.*

PHONE: (        ) \_\_\_\_\_ BUS. PHONE: (        ) \_\_\_\_\_

FAX: (        ) \_\_\_\_\_ E-MAIL: \_\_\_\_\_

BIRTH DATE: \_\_\_\_\_ SOCIAL INSURANCE #: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_

SPOUSE'S NAME: \_\_\_\_\_

BIRTH DATE: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_

NUMBER OF DEPENDENTS: \_\_\_\_\_ AGES: \_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_

! Have you prepared a will? (Yes/No) Last updated: \_\_\_\_\_

Do you feel you have adequate insurance? (Yes/No) Last reviewed: \_\_\_\_\_

Do you have an accountant? (Yes/No) Name: \_\_\_\_\_

Do you have a financial adviser? (Yes/No) Name: \_\_\_\_\_

! *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.*

CONTINUED.....

**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	_____	_____
<b>Total:</b>	<b>\$ _____</b>	<b>\$ _____</b>

**Total Household Assets:**

**\$ \_\_\_\_\_**

**LIABILITIES**

Credit Card Balances	\$ _____	\$ _____
Bank Loans	_____	_____
Investment Loans	_____	_____
Taxes Owing	_____	_____
Mortgage Balance	_____	_____
Other Debts	_____	_____
<b>Total:</b>	<b>\$ _____</b>	<b>\$ _____</b>

**Total Household Liabilities:**

**\$ \_\_\_\_\_**

**NET WORTH (TOTAL ASSETS - TOTAL LIABILITIES) = \$ \_\_\_\_\_**

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

**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 (month/year).

**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. _____	• _____	• _____

**INCOME**

Employment \$ \_\_\_\_\_

Self-employment \_\_\_\_\_

Investment Income \_\_\_\_\_

Rental Income \_\_\_\_\_

Private Pension Plans \_\_\_\_\_

CPP/OAS/QPP \_\_\_\_\_

Child Support \_\_\_\_\_

Other Income \_\_\_\_\_

**Total Monthly Income:** \$ \_\_\_\_\_

**Less Deductions**

Income Tax \$ \_\_\_\_\_

EI/ CPP/QPP \_\_\_\_\_

Other Deductions \_\_\_\_\_

**Total Deductions:** \_(\$ \_\_\_\_\_)\_

**NET MONTHLY INCOME =** \$ \_\_\_\_\_

**!** 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.

**! EXPENSES**

Rent/Mortgage Payments \$ \_\_\_\_\_

Property Insurance \_\_\_\_\_

Utilities \_\_\_\_\_

Property Taxes \_\_\_\_\_

Repairs \_\_\_\_\_

Interest on Loans and Credit Cards \_\_\_\_\_

Groceries \_\_\_\_\_

Clothing \_\_\_\_\_

Furniture \_\_\_\_\_

Entertainment \_\_\_\_\_

Medical/Dental \_\_\_\_\_

Education \_\_\_\_\_

Personal Care \_\_\_\_\_

Gifts and Donations \_\_\_\_\_

Subscriptions \_\_\_\_\_

Transportation \_\_\_\_\_

Life/Disability Insurance \_\_\_\_\_

Other Expenses \_\_\_\_\_

**TOTAL MONTHLY EXPENSES =** \$ \_\_\_\_\_

**! MONTHLY SURPLUS OR SHORTFALL**  
**(NET MONTHLY INCOME – TOTAL MONTHLY EXPENSES) =** \$ \_\_\_\_\_

**!** 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.

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

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.

**!** 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.

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

1 - 2%       6 - 10%       16 - 20%  
 3 - 5%       11 - 15%       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:

no decline at all       15% of the total  
 5% of the total       25% or more of the total

**!** 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.

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	\$_____
<b>Total</b>	<b>\$_____</b>

**!** 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"/>

**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.**

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 Partnership	<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"/>

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

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

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

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 advisers, but often apply my own judgment and experience.
- I am comfortable making all of my own investment decisions.

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

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

- I don't know
- 3 - 5%
- 6 - 8%
- 9 - 11%
- 12 - 15%
- more than 15%

**!** 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.

**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: \_\_\_\_\_

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