

# Investment Planning Workbook

Whether you are new to investing or a seasoned investor checking in with your investment plan, it's important to set clear goals, choose the right advisor, and keep your plan up to date as your life changes.

## Getting started

This workbook won't 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 honestly, discuss it with your financial advisor in detail, and update it annually (or after a big life event, like marriage, a new job, or an inheritance).

Your financial advisor will need to know details about you and your financial situation. The information you share will allow them to give you sound advice, and to satisfy regulatory obligations to know their client. The quality of the advice you receive will depend on how well your advisor – and you – understand your goals, your financial circumstances and your risk tolerance. So it's important to be open and honest in these discussions.

Keep a copy of this form for future reference, and ask your financial advisor for a copy of any other forms (like new account application forms) used to assess your investment needs and objectives.



**FINANCIAL AND  
CONSUMER SERVICES  
COMMISSION**

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## Contact us

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#spendsmart



## Step 1: Personal information

Name: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Business number: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Birth date: \_\_\_\_\_  
Email: \_\_\_\_\_  
Number of dependants: \_\_\_\_\_  
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 advisor?  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 advisor.**

## Step 2: Household net worth

<b>Assets</b>	<b>You</b>	<b>Spouse</b>
Cash		
Chequing/Savings Accounts		
RRSPs/RRIFs		
TFSA's		
Non-RRSP Investments		
Life Insurance (cash value)		
Employment Pensions Plan		
Personal Property		
Vehicle		
Real Estate		
Jewelry/Collectibles		
Other Assets		
Business Property		
<b>TOTAL</b>		
<b>Total Household Liabilities</b>		

<b>Liabilities</b>	<b>You</b>	<b>Spouse</b>
Credit Card Balances		
Bank Loans		
Investment Loans		
Taxes Owing		
Mortgage Balance		
Other Debts		
<b>TOTAL</b>		
<b>Total Household Liabilities</b>		
<b>NET WORTH (total assets - total liabilities) =</b>		



### Step 3: Monthly household income and expenses

People tend to underestimate expenses. Looking at your true income and expenses can not only help you better understand where your money is going, it can also help you find areas to cut back and save. This is extra money that you could put toward your long-term goals!

Plan ahead and include all expenses. Contribute regularly to a savings account to prepare for unexpected expenses. For irregular or annual expenses, divide the total amount by 12 and set this money aside each month so it doesn't get spent until it is needed.

Income	Monthly Amount
Monthly Pay (after taxes)	
Alimony or Child Support	
Other Income	
<b>TOTAL</b>	

Transportation Expenses	Monthly Amount
Car payment	
Auto Insurance	
Gas	
Parking Costs	
Public Transit Costs	
Other	
<b>TOTAL</b>	

Housing Expenses	Monthly Amount
Mortgage/Rent	
Property Tax	
Home/Tenant Insurance	
Condo Fees	
Electricity	
Gas/Heating	
Water/Sewage	
Telephone	
TV	
Internet	
Other	
<b>TOTAL</b>	

Health/Medical Expenses	Monthly Amount
Dentist	
Optometrist	
Medicines	
Other	
<b>TOTAL</b>	

Savings/Contributions	Monthly Amount
Personal Savings	
RRSP	
RESP	
TFSA	
Other	
<b>TOTAL</b>	

Debt/Loan Payments	Monthly Amount
Credit Card	
Line of Credit/Loan	
Legal Fees	
Alimony or Child Support	
Other	
<b>TOTAL</b>	

Personal Expenses	Monthly Amount
Groceries	
Cell Phone	
Entertainment	
Gifts	
Clothing	
Charity	
Vacation	
Dry Cleaning/Laundry	
Personal Grooming	
Furniture	
Bank Fees	
Other	
<b>TOTAL</b>	

Debt/Loan Payments	Monthly Amount
Child Care	
School Tuition	
Lunch Money	
School Supplies	
Extra-curricular Activities	
Allowances	
Cell Phone	
Other	
<b>TOTAL</b>	

If you have a monthly shortfall (for example, you spend more than you make), it's time to think about ways to reduce your expenses or increase your income. Visit [FCNB.ca](http://FCNB.ca) for budgeting and money saving tips.



## Step 4: Financial goals

The answers to these questions will help you and your financial advisor understand and assess your financial needs, goals, and tolerance for risk.

1. Today, I have \$\_\_\_\_\_ to invest, and plan to invest an additional \$\_\_\_\_\_ each month.

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

Goal	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
- Reasonably secure
- Somewhat uncertain
- Very uncertain

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

6. I would feel comfortable if, over the course of any one year, my overall investment portfolio dropped in value by:

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

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

- None
  5% of the total  
 15% of the total
  25% or more of the total

8. My priorities when investing are:

	Very important	Fairly important	Not a Priority
Preserving my capital			
Earning a regular income			
Having the value of my investments grow over time			
Speculating in high-risk ventures			

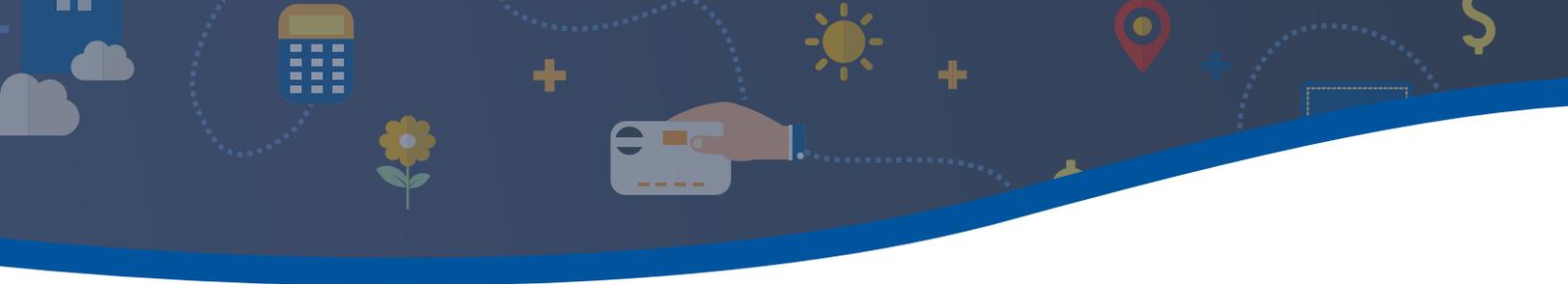
9. I plan to retire in \_\_\_\_\_ years. When I retire, my goal is to have an income of \$\_\_\_\_\_ per month (in today's dollars).

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

Source	Monthly Amount
Employment Pension:	\$
RRSP / RRIF:	\$
Investment Income:	\$
Other:	\$
<b>TOTAL:</b>	\$

11. I have previously invested in:

- Exchanged Traded Funds
  Common Shares
  GICs  
 Bonds and Debentures
  Mutual Funds
  Trust Units  
 Stock Options
  Limited Partnerships
  Futures  
 Preferred Shares
  Other: \_\_\_\_\_



12. I would rate my investment knowledge of securities:

	None	Some Knowledge	Quite Familiar	Well Informed
GICs				
Mutual Funds				
Exchange Traded Funds (ETFs)				
Common Shares				
Bonds and Debentures				
Preferred Shares				
Trust Units				
Limited Partnerships				
Stock Options				
Futures				

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 prefer to rely entirely on the recommendations of my financial advisor.
- I consider the advice of my financial advisor, but often apply my own judgment and experience.
- I am comfortable making all my own investment decisions.

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

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

