



Standards Instructional Guidance: HS.PFE.C

- Budgeting, Spending and Money Management

High School Personal Finance Education (HS.PFE) – Adopted 2024

VERSION 1.0



OREGON
DEPARTMENT OF
EDUCATION



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Standard: HS.PFE.C.1

Standard Statement

Describe budgeting strategies for savings goals, emergency funds, fixed expenses and variable expenses.

Key Concepts

- Students can describe a variety of financial strategies to meet savings goals, that could include, but are not limited to:
 - Automatic Transfers
 - Reserve Funds
 - Emergency Funds
 - Fixed Expenses
 - Variable Expenses
- Students can incorporate budgeting tools which could include, but are not limited to:
 - Banking Tools and Apps
 - Spreadsheets
 - Worksheets
 - Third-party Apps

Essential Questions

By the end of the unit, students should be able to answer:

What are effective strategies to effectively manage income, fixed expenses, and variable expenses while still prioritizing savings goals?

What steps can I take to build a robust emergency fund?



Considerations

Socio-Economic:

- Students' ability to use automated transfers, banking apps, or other digital tools may be limited by lack of access to financial accounts or reliable internet.
- Cash-based households may not have experience with digital budgeting tools or fee-based accounts, influencing their comfort with and access to certain strategies.
- Fixed and variable expenses can be especially challenging for students from low-income families, where essential costs like healthcare or housing leave little room for saving.
- Understanding these barriers can help educators create budgeting lessons that are inclusive and rooted in students' lived experiences.

Culturally Responsive:

- Cultural norms can shape how students and their families approach emergency funds. Some students may rely on extended family networks instead of individual savings.
- Framing emergency funds as a proactive strategy for resilience can resonate across cultures and reduce stigma around financial challenges.
- Normalizing conversations about financial struggles can help create an inclusive classroom environment where all students feel safe sharing and learning.
- Stories of how different communities handle financial emergencies can help students see budgeting strategies as relevant and adaptable to their own cultural contexts.

Strength-Based:

- Budgeting activities with students and celebrating their small financial successes, like setting aside a few dollars a month, can boost students' confidence and motivation.
- Recognizing that each student has different goals and resources can support personalized, practical budgeting strategies.
- Encouraging students to experiment with a variety of budgeting tools and approaches can help them find what works best for their individual needs and circumstances.
- Building on students' existing resourcefulness and creativity can turn budgeting into a positive, empowering experience.

Vocabulary

Term	Definition
Banking Tools and Apps	Banking tools and apps are services provided by your bank or credit union. They allow you to access your accounts, make transactions, and view your spending patterns. Some examples of banking tools and apps are online banking, mobile banking, and alerts.
Spreadsheets	Spreadsheets are electronic documents that you can create on your computer or online. They allow you to enter and organize your financial data, perform calculations, and create charts. Some examples of spreadsheet programs are Excel, Google Sheets, and Smartsheet.
Worksheets	Worksheets are paper or digital forms that you can fill out manually or electronically. They allow you to list your income and expenses, plan your budget, and track your progress. Some examples of budgeting worksheets are the 50/30/20 rule, the envelope system, and the zero-based budget.
Third Party Apps	Apps are software applications that you can download on your smartphone or tablet. They allow you to track your income and expenses, set goals, and view reports. Some examples of budgeting apps are Mint, YNAB, EveryDollar, and Empower.

Sample Student Activities

Exploring Budgeting Tools: Introduce students to various budgeting tools.

- Explore features available in banking apps to manage finances effectively, such as:
 - Expense Categorization: How the app automatically categorizes transactions (e.g., groceries, dining out, utilities).
 - Spending Alerts: How the app notifies users when they exceed budgeted amounts in specific categories.
 - Goal Tracking: How to set savings goals within the app.
- Teach students how to create a budget spreadsheet using software like Microsoft Excel or Google Sheets.
 - Provide a sample budget template or guide students in creating their own.
 - Include columns for income, fixed expenses, variable expenses, and savings goals.
 - Students input their estimated amounts.
- Provide budgeting worksheets that guide students through expense tracking and goal setting.
 - Distribute budgeting worksheets (either printed or digital).
 - Students record their income, fixed expenses, variable expenses, and savings goals.
 - Discuss any challenges they encounter.

- Discuss features of third-party budgeting apps (e.g., Mint, You Need A Budget) and their functionalities.
 - Explore functionalities such as linking accounts, setting budgets, and visualizing spending patterns.
 - Consider discussing pros and cons of using specialized budgeting apps and privacy considerations, such as sharing financial data with third-party apps.

Additional Examples

Example strategies related to savings goals, emergency funds, fixed expenses, and variable expenses:

- Automatic Transfer Strategies:
 - Set up automatic transfers from your checking account to a dedicated savings account. Consistent contributions help you reach your goals.
 - Create separate accounts for different savings goals (e.g., vacation fund, emergency fund, down payment). This keeps your objectives clear.
 - Use visual tools (like charts or graphs) to track your progress toward savings goals. Celebrate milestones along the way.
- Emergency Fund Strategies:
 - Allocate a specific percentage of your income (e.g., 10%) directly to your emergency fund.
 - Whenever you receive unexpected money (tax refund, bonus, gift), put a portion into your emergency fund.
 - Aim for an emergency fund equivalent to 3 to 6 months' worth of living expenses.
- Fixed Expenses Strategies:
 - Regularly review fixed expenses (like rent or utilities). Negotiate with service providers to lower costs if possible.
 - Assess recurring subscriptions (streaming services, gym memberships). Cancel those you no longer use.
 - Use calendar reminders to pay fixed bills on time and avoid late fees.
- Variable Expenses Strategies:
 - Allocate cash into envelopes for specific variable expenses (groceries, entertainment). When the envelope is empty, stop spending in that category.
 - Use apps or spreadsheets to record daily variable expenses. Awareness helps you stay within budget.
 - Evaluate whether an expense is essential (need) or discretionary (want) before spending.

Supplemental Resources

External Links

[Open Education Resources/Oregon Open Learning Group: Oregon Personal Financial Education](#)

The resources in this group have been curated by ODE content specialists and Oregon educators to supplement materials for courses that include Personal Financial Education standards.

[Consumer Financial Protection Bureau Your Money, Your Goals Toolkit](#)

The Your Money, Your Goals complete toolkit is available in English, Spanish, and Chinese and includes 43 customizable, fillable PDFs that can be used individually to address specific needs. Topics covered range from initiating financial conversations and setting goals to managing income, saving, dealing with debt, understanding credit, and safeguarding finances. These tools help tailor guidance to each person's unique financial situation.

[Budgeting Guides, Tools, and Spreadsheets](#)

This resource from Purdue University's Library offers a range of guidance on creating a budget, tools for tracking a budget, worksheets for spending plans, budget calculators, and more.



Standard: HS.PFE.C.2

Standard Statement

Identify and examine the costs and benefits of financial decisions.

Key Concepts

- Students can name a variety of financial goals that could include, but are not limited to:
 - Saving for an emergency fund
 - Paying off debt
 - Financing for education
 - Buying a home
 - Saving for retirement
 - Starting a business
 - Lifestyle choices (e.g., travel)
 - Communal savings (e.g., future and family-oriented goals)
- Students can examine goals that include, but are not limited to:
 - Identifying alignment of the goal to values and priorities
 - Estimating the amount and time needed for the goal
 - Evaluating the trade-offs of spending decisions

Essential Questions

By the end of the unit, students should be able to answer:

What are my values when it comes to personal finance?

What strategies can students use to estimate the amount of money and time needed to achieve specific financial goals?



Considerations

Socio-Economic:

- Students' financial goals may reflect their current circumstances. Some may focus on immediate needs like debt repayment or housing, while others may think about long-term goals like retirement or investing.
- Limited financial resources can affect how quickly students can reach their goals and the trade-offs they have to consider in daily spending.
- Economic disparities can shape students' sense of what goals are possible or realistic within their communities and family situations.
- Recognizing these differences can support lessons that respect students' lived realities and encourage inclusive, practical goal-setting.

Culturally Responsive:

- Cultural backgrounds can shape how students and their families prioritize financial goals. Some cultures may emphasize collective or family-oriented goals, while others prioritize individual financial independence.
- Different communities may view financial aspirations, timelines, and the value of patience or long-term planning in unique ways.
- Family and cultural obligations can affect how much time and energy students have to dedicate to personal financial goals, especially when balancing work, education, and caregiving roles.
- Normalizing conversations about these cultural influences can create space for students to reflect on their own values and financial priorities.

Strength-Based:

- Linking financial goals to students' core values and life purposes can help them feel more invested and motivated in their plans.
- Students bring unique perspectives and decision-making skills to financial discussions. Validating these strengths can build confidence.
- Framing spending decisions around personal values empowers students to prioritize what matters most to them and take ownership of their choices.
- Celebrating progress and small wins helps students see that goal achievement is possible, even when starting from different places.

Vocabulary

Term	Definition
Emergency Fund	An emergency fund is a reserve of money set aside to cover unexpected expenses or financial emergencies, such as medical bills, car repairs, or job loss. Having an emergency fund provides financial security and prevents individuals from going into debt when unexpected costs arise.
Debt	Debt refers to money borrowed from a lender or creditor that needs to be repaid over time. It can include credit card balances, student loans, mortgages, or personal loans. Understanding debt helps make informed decisions about borrowing and managing financial obligations.
Education Financing	Education financing involves obtaining funds to pay for educational and training expenses, such as tuition, textbooks, materials, and living costs. It can include scholarships, grants, loans, and work-study programs.
Homeownership	Homeownership refers to owning a residential property, such as a house or condominium. It involves purchasing real estate and managing mortgage payments.
Retirement Savings	Retirement savings are funds set aside during one's working years to provide financial security after retirement. Common choices include 401(k)s, IRAs, and pension plans. Starting early and consistently saving for retirement ensures financial independence during retirement.
Business Startup	A business startup involves creating and launching a new business venture. It includes planning, funding, and managing the business. Understanding the costs, risks, and potential rewards of starting a business is essential for aspiring entrepreneurs.
Travel Goals	Travel goals refer to saving money for travel experiences, such as vacations, exploring new places, or visiting family and friends. Travel goals encourage financial discipline.
Alignment with Values and Priorities	Alignment with values and priorities means ensuring that financial decisions align with an individual's core beliefs, goals, and what matters most to them.
Estimation of Goal Amount and Timeframe	Estimation of goal amount and timeframe involves calculating how much money is needed to achieve a specific goal and determining the desired completion date. Accurate estimations guide creating realistic savings plans and timelines.

Term	Definition
Trade-offs	Trade-offs refer to the choices individuals make when allocating limited resources (such as money, time, or energy) between competing goals or needs. Understanding trade-offs helps evaluate the impact of spending decisions on other financial goals.

Sample Student Activities

- Break Down Goals into Action Steps:
 - Students brainstorm and write down their financial goals. These could include saving for a vacation, buying a car, paying off debt, or building an emergency fund.
 - Students divide their goals into smaller tasks. For instance, if saving for a vacation, tasks could include researching travel costs, setting up a dedicated savings account, and tracking progress.
 - Assign timelines and budgets to each task.
- Set SMART Goals:
 - Teach students the SMART criteria (Specific, Measurable, Achievable, Relevant, Time-bound).
 - Have students apply these criteria to their chosen financial goals.
 - Example: “I will save \$5,000 for a vacation in one year by setting aside \$417 per month.”

Additional Examples

Discussions supporting understanding of a variety of financial goals:

- Identify your financial goal:
 - Start by clarifying what you want to achieve with your money and why.
 - For example, a goal could be saving for a vacation, buying a car, or paying off debt.
- Set SMART goals:
 - SMART stands for Specific, Measurable, Achievable, Relevant, and Time-bound.
 - Make sure your goals are clear, quantifiable, realistic, aligned with your values, and have a deadline.
- Break down goals into action steps:
 - Divide a goal into smaller and manageable tasks that you can accomplish.
 - Assign a timeline and a budget for each task.
- Track progress and celebrate achievements:
 - Identify how to monitor progress and adjust plans as needed.
 - Reward yourself for reaching your milestones and celebrate your successes.

Example considerations to examine goals based on the costs and benefits of spending decisions:

- Alignment of the goal to your values and priorities:
 - Think about what matters most to you and what you want to achieve with your money.
 - Write down your values and priorities and rank them in order of importance.
- Estimate the amount and time needed for your goal:
 - Calculate how much money you need to reach your goal and how long it will take you to save or pay it off.
 - For example, if your goal is to save \$5,000 for a vacation in one year, you need to save about \$417 per month.
- Evaluate the trade-offs of your spending decisions:
 - Weigh the costs and benefits of your spending choices and how they affect your goal.
 - Consider the opportunity cost of each decision, which is the value of the next best alternative that you give up.
 - For example, if you spend \$100 on a night out, you give up the opportunity to save \$100 for your vacation.

Supplemental Resources

External Links

[Open Education Resources/Oregon Open Learning Group: Oregon Personal Financial Education](#)

The resources in this group have been curated by ODE content specialists and Oregon educators to supplement materials for courses that include Personal Financial Education standards.

[Effective U website](#)

The University of Minnesota provides valuable information about SMART goals.

[Purdue Global](#)

Purdue University Global provides examples of SMART goals for students.

[SMART Goal Setting with Your Students](#)

This resource discusses the importance of introducing SMART goals to students. These goals help build students' capacity to tackle challenges effectively.

[Making Finance Personal: Project-Based Learning for the Personal Finance Classroom](#)

Project 2: Setting Financial Goals is a resource from the Federal Reserve Bank of Atlanta.



Standard: HS.PFE.C.3

Standard Statement

Apply a budgeting strategy to create a sample budget that includes common costs associated with housing, transportation, and insurance products and analyze the outcomes.

Key Concepts

- Students can plan a budget by taking steps such as, but not limited to:
 - Setting financial goals (e.g., personal and communal savings, investments, emergency funds, retirement)
 - Make a plan for expenses
 - Monitoring your budget (e.g., understanding available tools to assist)
 - Tracking income and expenses (e.g., fixed and variable expenses)
 - Analyzing spending habits
- Students can select from a variety of factors to consider in a sample budget, which could include, but are not limited to:
 - Income
 - Expenses
 - Savings
 - Insurance (e.g., health, life, disability, car, house)
 - Inflation

Essential Questions

By the end of the unit, students should be able to answer:

How can tracking income and expenses help you make informed financial decisions?

What strategies can you use to adjust your budget when expenses exceed your plans?



Considerations

Socio-Economic:

- Students may have very different experiences with income stability—some may have regular paychecks, while others rely on variable or gig work, which requires more flexible budgeting strategies.
- Students' ability to achieve financial goals may be shaped by family income, existing expenses, and the resources available to them.
- Recognizing these differences can help foster realistic expectations about how long it might take to reach certain savings or spending goals.
- Celebrating progress, no matter how incremental, can help students feel motivated and confident in their budgeting efforts.

Culturally Responsive:

- Budgeting approaches can reflect cultural preferences—some families might favor simple frameworks, while others use more detailed systems to track every dollar.
- Cultural attitudes toward rewarding oneself—whether through small daily treats or larger experiences—can also shape how students view spending and saving.
- Recognizing and validating these diverse attitudes helps students see that budgeting is a personal and culturally influenced process.

Strength-Based:

- Tracking spending and income can build a sense of financial awareness and control, even for students just starting to budget.
- Budgeting takes practice and discipline—normalizing the idea that it's okay to adjust as circumstances change can help students stick with it.
- Focusing on budgeting as a skill-building activity empowers students to adapt and refine their strategies over time, based on their strengths and values.

Vocabulary

Term	Definition
Income	Income refers to the money a person receives in exchange for their labor, products, or investments. Examples can include earnings from working a full-time or part-time job, or money received for contract, freelance or project-based work.
Expenses	Expenses are costs incurred by an individual or household for various necessities and lifestyle choices. Examples can include monthly payment for housing; money spent on groceries and dining out; expenses related to commuting, public transportation, or owning a vehicle;; miscellaneous costs such as clothing grooming and personal care items; utility bills for electricity, water, gas, garbage, and internet services; spending on leisure activities, hobbies, travel and entertainment; and monthly installments on an auto loan.
Savings	Savings is money set aside for future needs or emergencies. Several different types include education savings for tuition, books and educational expenses; retirement savings set aside for post-work years; and emergency fund reserved for unexpected expenses.
Insurance	Insurance is a form of protection against financial losses due to risks (e.g., health issues, accidents, property damage). A couple different types include health insurance coverage for medical costs, and car insurance to protect against auto-related expenses.

Sample Student Activities

Budgeting Simulation: Students can participate in a budgeting simulation where they create a detailed budget based on hypothetical income.

- **Set the Scenario:** Provide students with a hypothetical scenario (e.g., recent college graduate with a part-time job). - Specify the monthly income (e.g., \$2,500).
- **Identify Fixed Expenses:** Students list fixed expenses (non-negotiable costs) such as: - Rent or mortgage - Utilities (electricity, water, internet) - Insurance premiums - Loan payments (student loans, car loans) - Assign dollar amounts to each fixed expense.
- **Allocate Variable Expenses:** Students consider variable expenses (flexible costs) like: - Groceries - Transportation (gas, public transit) - Entertainment (movies, dining out) - Clothing - Allocate funds to each category based on priorities.
- **Prioritize Savings Goals:** Discuss various savings goals (emergency fund, vacation, retirement). - Students allocate a portion of their income to savings based on their goals. - Example: Saving \$200/month for an emergency fund.
- **Trade-Offs and Adjustments:** Encourage students to make trade-offs, such as:
 - If they spend more on entertainment, how does it impact savings?
 - Can they reduce variable expenses to save more?
 - Adjust the budget as needed to balance income and expenses.

- Review and Reflect: Students review their completed budget and reflect on choices made:
 - Did they prioritize essentials?
 - How did they balance wants vs. needs?
 - Did they allocate enough to savings?

Additional Examples

Example considerations for a budgeting plan for personal finances:

- Track Your Income and Expenses:
 - Start by recording your income sources and how much you earn each month.
 - Next, track your expenses and categorize them into fixed (e.g., rent, utilities) and variable (e.g., groceries, entertainment) costs.
 - You can use tools like spreadsheets, apps, or online calculators to help you with this step.
- Analyze Your Spending Habits:
 - Review your income and expenses and identify where your money is going.
 - Compare your spending to your income and see if you have a surplus or a deficit.
 - Look for areas where you can reduce unnecessary spending or increase your income.
- Set Your Financial Goals:
 - Think about your short-term and long-term financial goals. For example, saving for an emergency fund, paying off debt, or buying a house.
 - Prioritize your goals and assign a specific amount and timeline for each one.
 - Write down your goals and track your progress.
- Create Your Budget:
 - Based on your income, expenses, and goals, create a realistic budget that works for you.
 - Allocate your income to your expenses, savings, and debt payments.
 - You can use different budgeting methods, such as the 50/30/20 rule, the envelope system, or the zero-based budget.
 - The 50/30/20 Rule: This rule allocates your after-tax income into three categories:
 - 50% for Needs: Essentials like rent, utilities, groceries, and minimum debt payments.
 - 30% for Wants: Discretionary spending on non-essential items (entertainment, dining out, hobbies).
 - 20% for Savings and Debt Repayment: Allocate this portion toward savings (emergency fund, retirement) and paying off debt.
 - The Envelope System: In this method, you allocate cash into physical envelopes for specific spending categories (groceries, entertainment, transportation). When an envelope is empty, you stop spending in that category.
 - The Zero-Based Budget: With a zero-based budget, you allocate every dollar of your income to specific categories (expenses, savings, debt repayment). The goal is to have zero dollars left unassigned.

- Monitoring Your Budget:
 - Follow your budget and monitor your spending regularly.
 - Adjust your budget as needed to balance your income and expenses
 - Explore tools to assist in managing budgets such as apps, alerts, or reminders to help you stay on track.
 - Compare and contrast various tools for managing and protecting personal finances.
 - Explore financial apps, spreadsheets, and other resources.
 - Review your budget monthly and make changes as needed.
 - Celebrate your achievements and reward yourself for sticking to your budget.

Supplemental Resources

External Links

[Open Education Resources/Oregon Open Learning Group: Oregon Personal Financial Education](#)

The resources in this group have been curated by ODE content specialists and Oregon educators to supplement materials for courses that include Personal Financial Education standards.

[Making Finance Personal: Project-Based Learning for the Personal Finance Classroom](#)

Project 5: Creating a Budget is a resource from the Federal Reserve Bank of Atlanta.