



Managing My Money

Hints and Tips



Easy read

Contents

1. Coins and notes
2. Ways to pay
3. Choosing and opening a bank account
4. Making your money go further
5. Keeping your money safe
6. Important words and what they mean
7. Where to get help and advice

1. Coins and notes

1p (one penny):



or



2p (two pence):



or



5p (five pence):



or



10p (ten pence):



or



20p (twenty pence):



or



50p (fifty pence):



or



£1 (one pound):



£2 (two pounds):



£5 (five pounds):



£10 (ten pounds):



£20 (twenty pounds):



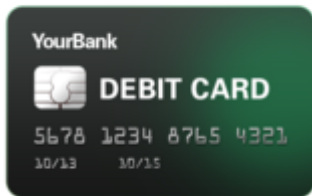
£50 (fifty pounds):



2. Ways to pay



Cash: coins and notes. If you don't have the right money, you will get 'change'.
For example: you buy a newspaper which costs 80p.
You only have a £1 coin. Your change will be 20p.



Debit card: a debit card pays for things in shops. You put your PIN number into a machine.
You can pay up to £45 contactless. Just tap your card on the machine.
The money you spend comes out of your bank account straight away.



Credit card: use this to pay for things too.
What you spend does **not** come out of your account.
Instead, you get a bill at the end of the month.
You have to pay this bill.
You might be charged interest.



Cheque: you fill in a cheque to pay money. The money comes out of your account when the person you pay puts the cheque into their account.









Direct debit: a way of paying bills. The money you are paying is taken from your account each month. This amount might change each month.



Standing order: the bank sends money from your account to another account, to pay a bill, or to save. The amount you pay will always be the same unless you decide to change it.



3. Choosing and opening a bank account

 A photograph of a modern bank building with a sign that says "Bank" above the entrance.	Bank accounts <ul style="list-style-type: none">• keep your money safe• you can pay benefits or wages into the account• pay your bills easily
 A graphic showing a document titled "Your Bank Statement" with a bar chart and several British pound banknotes (£1, £2, £5) scattered in front of it.	You can see how much money you have in your account at any time by...
 A photograph of a person in a wheelchair talking to a bank teller at a counter. The word "Bank" is written below the image.	Going to the bank
 A photograph of a woman talking on a mobile phone. A large question mark is overlaid on the image.	Phoning the bank



	<p>Using the internet</p>
	<p>The bank can send you a bank statement. This is a list of what you have paid, and what others have paid into your account.</p>

Choosing the right bank





Things to do:

	<p>Talk to your advocate, your friends and your family. Ask them which bank they use.</p> <p>When you use the same bank as your friends or family, it can be easier to pay them when you need to.</p>
	<p>Visit the bank to make sure it is easy to access, and the staff are helpful.</p>

Types of bank account

 A graphic showing a document titled "Your Bank Statement" with several banknotes (£20, £5) and coins scattered on top.	<p>The main types of bank account are:</p> <ul style="list-style-type: none">• basic bank account• current account• savings account• passbook account
 A photograph of a bank staff member in a blue uniform talking to a customer at a desk.	<p>Talk to the staff about which bank account would be best for you.</p>

How do I open a bank account?

  	<p>Fill in a form.</p> <p>Give proof of who are and your address.</p>
	<p>When your account has been opened you will get a letter from the bank.</p> <p>This will give you an account number. Keep this letter safe.</p>



They might send you a bank card and PIN number.

Keep these safe and don't tell anyone else your PIN number.

4. Making your money go further



Make sure you budget. Make a list of everything you spend your money on.

This will make it easier to see where you might be able to save money.





Shop around. Compare prices at different shops before you buy.



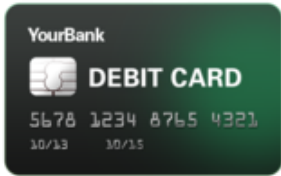

If you use the internet, you may find things are cheaper when you shop online.

But remember you will need to pay for delivery.

	<p>Look for special offers. Shops sometimes offer things at half price, two for one, or other deals.</p> <p><u>Be careful:</u> don't buy unless you really need them</p>
	<p>Don't impulse buy. Make a list and stick to it!</p> <p>If you are spending a lot of money, take time to think before you buy.</p>

5. Keeping your money safe

Staying safe out and about

	<p>When you use your debit card, don't tell anyone your PIN!</p>
	<p>When you are at a cash machine, check there is nobody right behind you.</p> <p>Cover the keypad when you enter your PIN.</p>



Put your money safely in a purse or wallet before walking away.

Scams



There are lots of different kinds of scam. Criminals use scams to try to get hold of your money or personal information.



Text message scams: you might get a text which looks like it is from your bank, or a company you pay bills to.

Do not click links or use the phone numbers in these texts. If you do, you could end up giving away your account details.



Instead, ring the bank yourself to check if the text is genuine.



Email scams: you might get an email which looks like it is from your bank, or someone else in your contacts.

Do not click on any links.

Don't open emails and attachments from someone you don't know.



Phone scams: you may get a call saying it is from your bank, or a company you pay bills to.

Never give your bank account details over the phone. Instead, hang up.

Banks won't ask for your PIN number.



Doorstep callers: Someone might knock on your door, collecting for charity, or offering to do work.

Don't let them in.

Ask for ID.

Don't be afraid to say no.

6. Important words and what they mean

Balance: this is how much money you have in your bank account.

Bank or Building Society: a safe place to keep your money.

Bank account: A special place in a bank where you keep your money. There are different sorts of bank account.

Bank statement: something the bank will send you which tells you how much money you have paid into or taken out of your bank account.

Budget: how you decide to spend your money.

Cash machine: you use this to get money out of your bank account. You will do this using a debit card and typing in your PIN.

Cheque: a piece of paper you fill in to pay money to people.

Credit card: you can use this to pay for things. You get a bill at the end of each month. You then have to pay this bill. If you do not you will pay interest.

Debit card: this is something you can use to get money out of a cash machine, or pay for things in shops.

Direct debit: this is a way of making a payment, especially bills. The company you are paying takes money from your account each month.

Discount: when the price of something is less than you would usually pay.

Interest: when you borrow money or go overdrawn, interest is the extra money you may have to pay back.

Loan: this is when the bank lends you some money which you have to pay back. You will usually have to pay interest as well.

Online banking: is when you do your banking on the internet.

Overdrawn: this means you have spent more money than there is in your bank account. This means you have an 'overdraft'.

PIN number: this is your Personal Identification Number. It is a secret number only you know. You use it when you use your debit card.

Terms and conditions: these are the rules you follow when using your bank account.

Transfer: this is when money is moved from one bank account to another

Transaction: this is what happens every time you take money out of your account, or pay money in, or pay bills, or buy things.

Withdrawal: this is what happens when you take money out of your account.

7. Where to get help and advice

 <p>The image shows a brick building with a sign that says 'Bank' above the entrance. Below the building, two men are standing and looking at a document together. One man is pointing at the document while the other looks on.</p>	<p>You could get advice from:</p> <ul style="list-style-type: none">• Your bank or building society.• Friends or family.
 <p>The logo for the National Autistic Society, featuring a stylized 'O' made of colorful segments (yellow, orange, red, purple, blue) and the text 'National Autistic Society' to its right.</p>	<p><u>Other useful contacts:</u></p> <p>The National Autistic Society 0808 800 4104 www.autism.org.uk</p>
 <p>The logo for Mencap, featuring the word 'mencap' in a pink speech bubble shape and the tagline 'The voice of learning disability' below it.</p>	<p>Mencap 0808 808 1111 www.mencap.org.uk/advice-and-support</p>
 <p>The logo for the Financial Conduct Authority (FCA), featuring the letters 'FCA' in a stylized, bold font with a diagonal slash through the 'C'.</p>	<p>Financial Conduct Authority 0800 111 6768 www.fca.org.uk/consumers</p>

	<p>Citizens Advice (CAB) www.citizensadvice.org.uk Advice line: 03444 111 444</p>
	<p>Money Advice Service www.moneyadviceservice.org.uk 0800 138 7777</p>
	<p>Disability Rights UK https://www.disabilityrightsuk.org/how-can-we-help/advice-and-information Personal budgets helpline: 0330 995 0404</p>
	<p>Action Fraud helpline: 0300 123 2040</p>

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Most of the images in this booklet are taken from Photosymbols, or the author's own photographs.

