



FINANCIAL LITERACY  
THROUGH PUBLIC  
LIBRARIES

Co-funded by the  
Erasmus+ Programme  
of the European Union



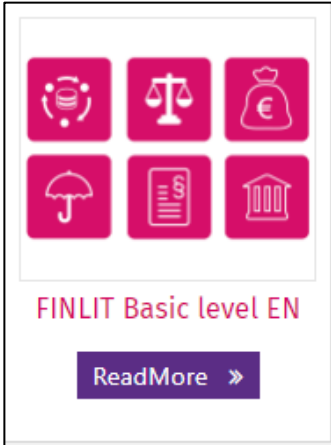
## FINLIT PROGRAM

Financial literacy (FIN+LIT) is one of the key competences for the 21st century. It is a combination of **financial knowledge**, **skills** and **behaviour** that help us make sound financial decisions so that we can achieve financial well-being. No matter how well we manage our personal finances, whether we ever used credit or insurance services, how far our knowledge of financial systems and the euro-zone extends, how much experience we have in online shopping or online banking, we all need more knowledge and more skills to protect ourselves and our families in the rapidly changing and very complex modern financial environment, in which financial products and services are getting more complex and more risky.

The FINLIT educational program provides **knowledge**, develops **skills**, and stimulates **practice** - online and offline. It is based on blended learning, combining face-to face trainings with online courses and is provided through public libraries by trained and certified librarians. The program is available in 5 languages – English, Polish, Bulgarian, Romanian and Slovenian and consists of two levels - basic and advanced available in two online courses with scenarios for onsite facilitation.

The basic level course consists of 6 modules:

1. **Financial planning and personal budget**
2. **Financial system**
3. **Credits and loans**
4. **Insurances**
5. **Consumer protection and security**
6. **Central bank – only in Polish and Romanian**



The card features a 2x3 grid of icons: a piggy bank, scales of justice, a money bag with a Euro symbol, an umbrella, a document with a Euro symbol, and a classical building. Below the grid, the text reads 'FINLIT Basic level EN' and a purple button with 'ReadMore »' is at the bottom.

The advanced level course consists of 6 modules:

1. **Online banking**
2. **Online shopping**
3. **Secure finances on internet**
4. **Saving and investing**
5. **Inheritance**
6. **Earning in retirements**

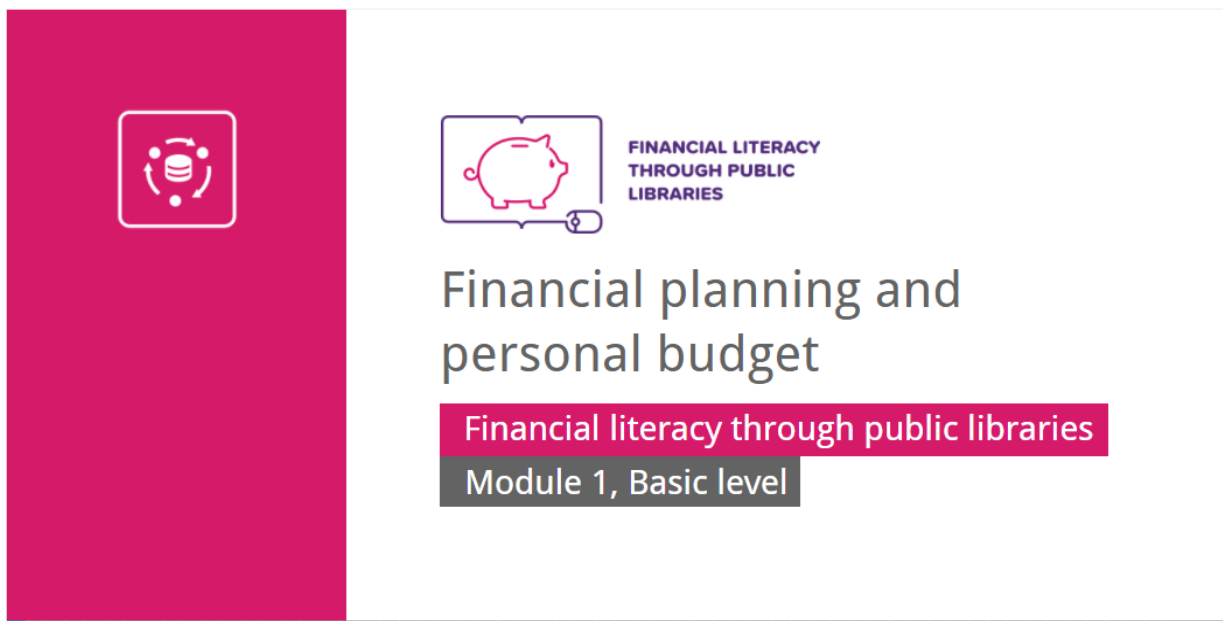


The card features a 2x3 grid of icons: a smartphone, a shopping cart, a padlock, a piggy bank, a document with a Euro symbol, and a person with a Euro symbol. Below the grid, the text reads 'FINLIT Advanced level EN' and a purple button with 'ReadMore »' is at the bottom.

The educational content is rich and presented in a very interesting way, professionally designed and full of practical examples, interactive exercises, individual or group tasks, video and audio resources. All modules are localized to the country's financial system and the products and services offered on the particular financial market.

Here are some examples:

Module 1: Financial planning and personal budget



The cover features a vertical pink bar on the left with a white icon of a person and a gear. To the right, there is a piggy bank icon with a speech bubble, followed by the text 'FINANCIAL LITERACY THROUGH PUBLIC LIBRARIES'. The main title 'Financial planning and personal budget' is in a large, dark font. Below it, two horizontal bars contain the text 'Financial literacy through public libraries' and 'Module 1, Basic level'.

Module 1: Financial planning and personal budget

## Financial planning: Exercise 1 “My advice”

You have two couples and mixture of goals.  
Meet Ana and Peter!  
Please, give your opinion which goals belong to them!  
Suggest other goals that they might have.



Peter, 58 and Ana, 56  
married, have two adult  
daughters, live in their  
own house.

### GOALS

- ♥ Buy a new car
- ♥ Buy an apartment
- ♥ Go on around the world trip
- ♥ Saving for children's education
- ♥ Saving for retirement
- ♥ Ensure for health expenses




## Financial planning: EXERCISE 2 “Personal Balance Sheet”

This is the personal balance sheet of Ivan. Calculate his net value and write in the field below!

ASSETS	Euro	LIABILITIES	Euro
Apartment	200 000	Mortgage	140 000
Bank Deposits	5 000	Consumer loan	30 000
Car	12 000	Leasing	5 000
Mutual funds	10 000		
Country house	50 000		
<b>TOTAL</b>	<b>?</b>	<b>TOTAL</b>	<b>?</b>

Calculate

NET VALUE =

 Check



## Easy budgeting: budget 20-30-50

### How does it work?

- You distribute your money (income) in three categories at a ratio of 50% -30% -20%, instead of 20 or more categories. You may not use detailed budget.
- The ratios may be different, so to reflect your individual situation, for example 60-30-10

**50%** of your income

**Fixed expenses (Needs)**

[Click to find out more!](#)



**30%** of your income

**Flexible expenses (Wants)**

[Click to find out more!](#)



**20%** of your income

**Financial goals  
Individual**

[Click to find out more!](#)




## What to know when taking a loan?



**The cost of credit  
Bank - NBFIs comparison**




Commercial banks are clients of the National Bank, therefore the calculation of interest for their customers (population and companies) starts from the reference interest

See the example 



NBFIs are the customers of commercial banks, therefore the calculation of the interest for their customers (population and small commercial companies) starts from the actual costs with the interests of commercial banks

See the example 



## Source of financing

The purpose of the purchase is usually what most determines the form of the source of financing - credit or loan. It can be assumed that the more precisely the purpose, amount of purchase and repayment date, the more it will be possible to take advantage of the credit. Otherwise, the loan remains.

See examples of financing sources (credit, loan) depending on the purpose of purchase.

### Only loan

- for any purpose
- on holidays
- on a trip
- "Zero percent"

### Loan or credit

- cash
- for home appliances / electronics (credit available from the store, in other cases - a loan)
- for a car (used - e.g. loan; new from the living room - on credit)
- for education (loan for education in general, but student credit)

### Credit only

- flat
- house
- plot
- seagoing vessels

## Assessment tool

1. When choosing an insurance offer, you should be guided primarily by:



the amount of compensation due

the individual needs and financial possibilities of the insuring person

the attractiveness of the price of the policy



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## Banking online

Financial literacy through public libraries

Module 1, Advanced level

## How to use blik?



Less popular **payment methods** include mobile payments, e.g. using **BLIK**.

Watch the video and learn about how to use BLIK in everyday situations.

### Check! What is BLIK?

- What functionalities does it have?
- In what situations can you use it?



## How else can you improve the security of your transactions?



### SMS and push notifications

To monitor your account status on an ongoing basis and not to miss any transaction, use the SMS or push notifications in the smartphone's banking application. If an unauthorized person gains access to your account or payment card, you can detect suspicious operations thanks to notifications. The notification service may be charged extra. Fees should not exceed several zlotys per month.

### Transaction limit

To increase the level of security, it is worth setting daily transaction limits for payment cards and mobile payments. In addition, setting limits can help you manage your expenses better. When activating a bank account, the bank usually sets limits for specific types of transactions. You can change them yourself, e.g. lowering them to the level you choose.

### BIK alerts

To protect yourself from taking a loan on your account, e.g. based on phishing data and stolen or falsified documents, you can activate the so-called BIK alerts. The Credit Information Bureau will inform you by SMS and e-mail about every attempt to take a loan on your data. The service is paid.

## Saving and investing (2/2)



### SAVING



Saving is the process through which we set aside part of our income, which is not spent directly on the purchase of goods and services. The accumulated over time savings are to be used in the future.

How to manage our savings is one of the most important questions.

### INVESTING



Investing is the process of allocating resources, usually money, with the expectation of generating an income or profit. In investing, risk and return are two sides of the same coin; low risk generally means low expected returns, while higher returns are usually accompanied by higher risk.

## How to take a course?

1. Get registered on FINLIT platform – follow the steps in the user guide  
<https://drive.google.com/drive/u/0/folders/1f6x0DxBz-1WVpMPvkl3mrLgYolhEPast>
2. Contact one of the public libraries that is providing FINLIT training and get information on the upcoming courses – check per country.
3. Determine your level and start a course – we recommend starting with the basic level and then upgrading your knowledge with the advance modules.

FINLIT courses are free of charge and provided in public libraries by educational and financial experts and facilitated by certified librarian-trainers.

Upon successful completion of the course, each trainee receives an automatically generated **Certificate** with a unique number.

