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dept.
National War-Savings Committee

LEARNING HOW TO SAVE

Suggested for use in arithmetic classes in the upper grades of the elementary school, in domestic science, civics, and bookkeeping classes or in general assemblies in high schools



A limited number of additional copies of this bulletin may be had by addressing the National War-Savings Committee
Washington, D. C.

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LEARNING HOW TO SAVE.

"It means the utmost economy, even to the point where the pinch comes. It means the kind of concentration and self-sacrifice which is involved in the field of battle itself, where the object always looms greater than the individual."—WOODROW WILSON.

Plan for Saving. When money is saved by business men, or is received or paid out, they make a record of it in their account books, to show how much has been received and how much spent. To be businesslike with your money, you need to keep a written record of receipts and expenses.

Successful business men, farmers, and housekeepers not only "keep books" or records of money received and spent, but they also make money plans or "budgets" in advance to show how much money they expect to receive and how they expect to use it when they receive it. A boy or girl can similarly make a budget plan for using his or her money; and then can keep a written account of actual receipts, actual savings, and actual expenses.

KEEP PERSONAL ACCOUNTS.

As a patriotic service, it is suggested that you keep in some notebook, or on a paper, a record for your money like the following:

RECORD OF SAVINGS for W. S. S. By.....
 Of school..... Home address.....
 During week beginning (dated)

BUDGET OR MONEY PLAN FOR THIS WEEK, MADE AT ITS BEGINNING.

(1) I expect to receive—	(2) Expect to save—	(3) Expect to spend—
On hand..... \$.....	For W. S. S..... \$.....	For school..... \$.....
From earnings.... \$.....	For..... \$.....	For war relief... \$.....
From gifts..... \$.....	For..... \$.....	For..... \$.....
From..... \$.....	Total..... \$.....	Total..... \$.....
Total..... \$.....		

ACCOUNTS OF MONEY ACTUALLY RECEIVED, SAVED, AND SPENT DURING THIS WEEK.

Balance on hand.	Amount received.	Received from—	Amount saved.	Amount spent.	Spent for—
1st day..... \$.....	\$.....	\$.....	\$.....
2d day..... \$.....
3d day..... \$.....
4th day..... \$.....
5th day..... \$.....
6th day..... \$.....
7th day..... \$.....
Totals for week.....

WAR SAVINGS STAMPS RECORD.

Amount of W. S. S. owned at beginning of this week..... \$.....
 Amount of W. S. S. purchased during week..... \$.....
 Amount of W. S. S. owned at end of week..... \$.....

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Copy the form on a sheet of paper and right now, for practice, carry through an imaginary account of a week's receipts, savings, and expenditures.

Notice in the account form that first, at the top of the page, a budget is drawn up, or a plan is made ahead showing (1) how much you expect to receive by gifts or earnings during the week, (2) how much you expect to save for W. S. S., and (3) how much you expect to spend. You write at the top of the receipts column the money on hand at the beginning of the week and at the bottom of the record page the amount of W. S. S. owned by you at the beginning of the week.

Now, you are ready for entering actual receipts. Notice that on the first day of the record you enter opposite "1st day," in the second column, the money actually received ("Amount received"), and in the third column whether it is gifts or earnings; in the fourth column you enter the money actually saved ("Amount saved") that day for W. S. S.; and in the fifth column the money actually spent ("Amount spent") that day, and in the last column the object for which it is spent.

The money saved for W. S. S. is to be set aside at home, separate from your other money, and brought to the School War-Savings Society at the first opportunity. Each day you make entries in your record of money received, saved, and spent, and at the end of the week you find the total in each column—received, saved, spent, writing the totals at the bottom of the columns. Then you can compare these actual totals in the accounts with the plans made in the budget above, to see whether your plan was well carried out. Finally, you complete the record below as to W. S. S. by entering the amount purchased during the week and by showing the amount on hand at the end of the week.

The same kind of record form is then made up for each following week. Or, if preferred, one may make the record form for a whole month instead of for a week. To do this, omit the numbering of the days, 1st to 7th, in the left column, and write in there the day of the month when money is received, saved, or spent. For example, April 1, April 5, etc.; thus, it becomes a monthly budget and account.

How to Get Money.

How can you get more money to save? In some cases parents will give you more money—perhaps a small sum regularly, since it is to be saved. But in war time, parents are already under extra financial burdens. What other sources of money are there for you? Earning, of course. The law properly forbids regular employment of children under 14 years of age, but older school boys can often earn by running errands, by taking care of furnaces, lawns, and gardens, by cleaning rugs, etc., after school and on Saturdays; country boys, by care of poultry, a pig, an acre of corn, etc. Girls may care for children, do errands, assist in their own or some other household by sewing, marketing, cooking, canning, collecting and selling waste materials and the like. Think of some way you can earn and ask your parents' advice about it.

Should you expect to be paid for helping at home? Certainly not. In the home we do for one another freely; but your parents may be willing to hire you to do some special work which they usually hire done.

Why Save? Why should one save? In order to help win the war, of course; but saving pays you directly, for by giving up many things you do not need now, you save and secure future goods that may, a few years from now mean much for your success and happiness. What will a \$5 W. S. S. buy when it is paid back to you—or a number of such stamps? These stamps and the personal discipline secured by saving may make possible later a special course of training, or entrance into a skilled trade, or the opening of a store, or the securing of a farm; if you are a girl, War-Savings may help you to become a stenographer, a bookkeeper, a nurse, a teacher, instead of being poorly paid because you are an unskilled worker.

How to Win the War. Don't forget that we must all save. If we go on buying as we did before the war, our Government will not be able to get enough material to provide clothes, ammunition, guns, ships, food, and other necessary supplies for our Army and Navy. If we go on spending as usual our Government can not have enough men working to produce the things that are necessary to win the war. Men who work for you can not work for the Government.

How Much Should We Spend? How much can you reasonably save and how much should you spend now? You should spend now whatever is necessary for health and for your present education, for without health and education, you can not give full patriotic service later. You should certainly give some money to war relief and to other worthy causes. But can you not save for victory by spending less money for those things which are not necessary for your health or for your efficiency? Wherever you have been wasteful, whether in supplies for school work, or by being careless with your clothes, or by spending for food you do not need, you can reduce your expenses and save something more.

Plan to Save. Everyone should use the personal money plan or budget to plan ahead as to earnings and savings, and the personal account to keep a daily record of money received, saved, and spent. Such a budget and account will strengthen your will to save and the Nation's will to win.

How You Can Help Your Family to Save. As a patriotic service every boy and girl should learn to keep family expense accounts so that they can help keep money records in their own families and thus increase the family savings. Our families are already saving large sums for the Nation, but often we can save more if we keep written records of the necessary uses of money by the family, and then try to find out ways of economizing.

Family Expenses. What are the chief expenses of a family? First—food, of course, meaning by that the cost of all food purchased.

Second—house expense, for the house or apartment where the family lives, whether the expense be for rent or if the house be owned, the expense for taxes, insurance, and repairs.

Third—housekeeping expenses, or running expenses of the home, such as heat and light, supplies, like soap and brooms, wages for

household help if any, repairs to furniture, renewal of utensils, linen, and the like.

Fourth—clothing.

Fifth—personal expenses of the individual members of the family, such as insurance, medical care, recreation, newspapers, school expenses, car fare, lunches, etc.

Sixth—savings, including investments, new property.

Seventh—War-Savings Stamps.



A Plan for Family Saving Will Help.

TO keep a record of the family's receipts and expenses, a budget and account form like the following may be used. Copy it, take it home, and see whether your mother will not allow you to help in keeping her household accounts for a week. The record for each day calls for the entering of all expenditures and at the end of the week for the separation of all items of the same kind, those for food, those for clothing, etc., to see just what the cost for each has been during the week.

How much must the family's expenses be? That will of course vary with such conditions as these: The size of the family and the ages of the children; whether they live on a farm or in a small town, or in a large city; whether they rent or own their home; as well as whether their income is small or large. However, most family incomes are not over \$20 to \$30 a week and we may consider how such an income will probably be spent by a family, composed of father, mother, and three children, living in a town or city in a rented home.

HOUSEHOLD ACCOUNTS.

WEEK BEGINNING..... NAME.....

On hand at beginning of week..... \$.....

.....

Total.....

Budget, or plan to spend:

For food.....

House (rent or expense).....

Housekeeping.....

Clothing.....

Personal.....

Savings.....

Total.....

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HOW MONEY WAS SPENT.

First day.		Second day.		Third day.			
Article.	Cost.	Article.	Cost.	Article.	Cost.		
.....							
.....							
.....							
.....							
Fourth day.		Fifth day.		Sixth day.		Seventh day.	
Article.	Cost.	Article.	Cost.	Article.	Cost.	Article.	Cost.
.....							
.....							
.....							
.....							
Weekly food expenses.				Total weekly expenses.			
For—		Amount.		For—		Amount.	
Bread cereals.....		\$.....		Food.....		\$.....	
Meat, fish, eggs.....				House.....			
Milk, cheese.....				Housekeeping (fuel, light, supplies, wages, utensils, renewals).....			
Fruit, vegetables.....				Clothing.....			
Butter, butterine.....				Personal (insurance, medi- cine, fares, school, recrea- tion).....			
Sugar, sirup, etc.....				War-Savings Stamps.....			
Cocoa, tea, coffee.....							
Other foods.....							

SUMMARY.

	Amount.		Amount.
Money on hand at beginning of week.....	\$.....	W. S. S. Record.	
Total received during week.....		Owned, beginning of week.....	\$.....
Total money for use.....		Bought during week.....	
Total money spent.....		Owned, at end of week.....	
Balance on hand for next week.....			

How to Spend a Dollar. If one divides every dollar of the family income of \$20 to \$30 a week into dimes, these dimes will be used for the various needs of the family about as follows:

	Of each dollar spent—	Of \$20 a week—
1. For food.....	5 dimes.....	\$10, more or less.
2. For house (rent or expense).....	2 dimes.....	\$4 or less.
3. For housekeeping.....	1 dime.....	\$2 or less.
4. For clothing.....	1 dime.....	\$2 or more.
5. For personal expense and savings.....	1 dime.....	\$2 or more.

By writing these dimes or tenths as a number, "5-2-1-1-1," one can easily memorize them as a shorthand description of the division of the income of \$20 to \$30 into the tenth parts of it required, respectively, for food, house, housekeeping, clothing, and personal expense and savings combined.

Will your own family's income divide as "5-2-1-1-1"? It will not exactly, of course, and it may vary widely from that division. Each family has to work out its own best division of money and the "5-2-1-1-1 tenths" division is simply suggested—to be compared with our own spending of an income.

Food will tend to cost more than five-tenths or half the income if the income is smaller than \$20 a week, and it will tend to cost less than half if the income is \$30 a week or more. Where one has a garden, poultry, etc., the food purchased will, of course, cost less, but the cost value of all the food used by five people, if all were purchased, would scarcely be less than \$10 a week.

The two most important war items in the family budget are the food expense and savings. If as a people we will eat less meat, less sugar, and less fat, and more milk, more grain foods, and more fruits and vegetables, it will be good for health, good for the pocket-book and will save food needed for our Army and for our allies. Keeping accounts will help do this and will save money for War-Savings Stamps.

What Foods to Buy. A simple rule can be given for dividing money spent for food among the different kinds of food. If we think of every dollar spent for food, where the income is \$20 or \$30 a week, as divided into dimes, the following division will aid economy and health:

	Of \$1 for food.	Of \$10 weekly for food.
1. Grain foods, breads, cereal, meal, spaghetti, rice, etc...	2½ dimes.	\$2.50
2. Meat, fish, and eggs.....	2 dimes.	2.00
3. Milk.....	2 dimes.	2.00
4. Fruits and vegetables.....	2 dimes.	2.00
5. Miscellaneous (fats, butter, oil, lard, sugar, beverages)...	1½ dimes.	1.50

This, too, may be put in a shorthand form for memorizing—"2½-2-2-2-1½" dimes in every food dollar for, respectively, grain foods, meats, milk fruits and vegetables combined, and for all other foods combined.

How a Family Can Save. How can the family save for the Nation? By writing down daily just what its money is spent for, and at the end of the week finding the weekly total spent for food, house, housekeeping, clothing, and personal expense, and the weekly total spent for each kind of food. Then check up the family expenses with the family budget, "5-2-1-1-1," and the food expenses with the food budget, "2½-2-2-2-1½."

Food costs can be usually reduced by eating less meat, more of grain foods, and more of fruits and vegetables. Every family can produce some foods, even if with city families it be only some green vegetables in a war garden. Savings can be made in food cost, perhaps 50 cents or more a week, that can go into War-Savings Stamps.

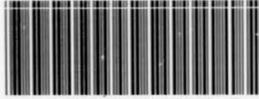
Many families save by setting aside a small sum for War-Savings Stamps at the first of the week and have a small additional sum left at the end of the week for savings. Is there danger of the family saving too much? Patriotism demands first the safeguarding of health by sufficient food, fuel, and other necessities, but luxuries and comforts may well be reduced in order to increase savings.

Make Savings Safe. Put the family savings into War-Savings Stamps at the earliest possible moment, and watch each week the growing total of War-Savings Stamps which the family has purchased to aid the Nation.



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