



**CAREER CLUSTER**

Finance

**INSTRUCTIONAL AREA**

Financial Analysis

**FINANCIAL SERVICES  
TEAM DECISION MAKING EVENT**

**PARTICIPANT INSTRUCTIONS**

- The event will be presented to you through your reading of the General Performance Indicators, Specific Performance Indicators and Case Study Situation. You will have up to 30 minutes to review this information and prepare your presentation. You may make notes to use during your presentation.
- You will have up to 10 minutes to make your presentation to the judge (you may have more than one judge), followed by up to 5 minutes to answer the judge's questions. All members of the team must participate in the presentation, as well as answer the questions.
- Turn in all of your notes and event materials when you have completed the event.

**GENERAL PERFORMANCE INDICATORS**

- Communications skills—the ability to exchange information and ideas with others through writing, speaking, reading or listening
- Analytical skills—the ability to derive facts from data, findings from facts, conclusions from findings and recommendations from conclusions
- Production skills—the ability to take a concept from an idea and make it real
- Teamwork—the ability to be an effective member of a productive group
- Priorities/time management—the ability to determine priorities and manage time commitments
- Economic competencies

**SPECIFIC PERFORMANCE INDICATORS**

- Describe sources of income.
- Interpret a pay stub.
- Describe the nature of budgets.
- Develop personal budget.
- Explain the need to save and invest.
- Discuss opportunities for building professional relationships in finance.
- Respond to customer inquiries.



## CASE STUDY SITUATION

You are to assume the role of financial services consultants. You have recently been hired by a client (judge) to develop a personal monthly budget.

The client (judge) has supplied your financial services consulting firm with the information below for you to use in developing the budget.

The client (judge) rents a townhouse and has signed a one-year lease, which required a prepayment of a one year renter's insurance policy. In the last few months, the client (judge) has purchased an automobile and has agreed to a 48-month installment loan. The client (judge) has a monthly student loan payment, pays quarterly auto insurance payments and has other fixed, variable and periodic expenses.

The client (judge) is paid a salary of \$75,000 a year. The client (judge) pays 6.2% in social security taxes, 1.45% in Medicare taxes, 2% in state income taxes and has \$800 a month in federal income tax withholding. The client (judge) has additional interest income of \$25 per month from a money market account. The client (judge) also receives a quarterly dividend of \$90 from investments.

Expenses for the last four months have been as follows:

	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>
Rent	\$1,100	\$1,100	\$1,100	\$1,100
Cable/Internet	112	112	112	112
Utilities	128	135	137	152
Car Loan	356	356	356	356
Auto Insurance	560			560
Computer Repair			250	
Cell Phone	102	104	104	103
Renter's Insurance	545			
Groceries	165	170	164	168
Entertainment	87	109	115	95
Student Loan	206	206	206	206

The client (judge) has asked you to develop a personal monthly budget. As you present the budget you are expected to explain the process and terminology to the client (judge). Be sure to use budget formatting that groups income, fixed expenses, variable expenses, and periodic expenses by each of these categories.

You will present the budget to the client (judge) in a meeting to take place in your office. The client (judge) will begin the meeting by greeting you and asking to hear your budget ideas as well as the explanation of the budget. After you have made your budget presentation and have answered the client's (judge's) questions, the client will conclude the meeting by thanking you for your work.

## JUDGE'S INSTRUCTIONS

You are to assume the role of a client of financial service consultants (participant team). You have hired the financial service consultants (participant team) to develop a personal monthly budget.

You have supplied the financial services consultants (participant team) with the information below for you to use in developing the budget.

You rent a townhouse and have signed a one-year lease, which required a pre-payment of a one-year renter's insurance policy. In the last few months, you have purchased an automobile and have agreed to a 48-month installment loan. You have a monthly student loan payment, pay quarterly auto insurance payments and have other fixed, variable and periodic expenses.

You are paid a salary of \$75,000 a year. You pay 6.2% in social security taxes, 1.45% in Medicare taxes, 2% in state income taxes and have \$800 a month in federal income tax withholding. You have additional interest income of \$25 per month from a money market account. You also receive a quarterly dividend of \$90 from investments.

Expenses for the last four months have been as follows:

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Cell Phone	102	104	104	103
Renter's Insurance	545			
Groceries	165	170	164	168
Entertainment	87	109	115	
Student Loan	206	206	206	206

You have asked the financial services consultants (participant team) to develop a personal monthly budget. As they present the budget they are expected to explain the process and terminology to you. The consultants (participant team) need to use budget formatting that groups income, fixed expenses, variable expenses, and periodic expenses by each of these categories.

The financial service consultants (participant team) will present the budget they have developed for you and explain the necessary terminology at a meeting with you in their office. You will begin the meeting by greeting the consultants (participant team) and asking to hear their presentation of your budget.

After the presentation, you are to ask the financial service consultants (participant team) the following questions:

1. What does PYF (Pay Yourself First) mean in a budget?
2. Why should I work with a financial planner?
3. What is the difference between fixed, variable and periodic expenses?

Once the finance service consultants (participant team) have answered your questions, you will conclude the meeting by thanking them for their work.

You are not to make any comments after the event is over except to thank the participants.

## JUDGING THE PRESENTATION

Team members, assuming the role of a management team for the business represented, will analyze a case situation related to the chosen occupational area. The team will make decisions regarding the situation, and then make an oral presentation to the judge. The role of the judge is that of an executive for the business.

Participants will be evaluated according to the Evaluation Form.

Please place the name and identification number label on the Scantron sheet (unless it has already been done for you).

Participants will have a 30-minute preparation period and may make notes to use during the role-play.

During the first 10 minutes of the presentation (after introductions), the team will present their analysis, their decisions and the rationale behind the decisions. Allow the teams to complete this portion without interruption, unless you are asked to respond.

During the next 5 minutes, you may ask questions of the team to determine their understanding of the situation presented. Each member of each team should respond to at least one question. To ensure fairness, you must ask each team the same questions. After asking the standard questions, you may ask other questions for clarification specific to the current team.

After the questioning period, please thank the team and state that they will be notified of your decision soon. Then complete the Evaluation Form, making sure to record a score for all categories. The maximum score for the evaluation is 100 points. The presentation will be weighted at twice (2 times) the value of the exam scores.

A maximum score of “Exceeds Expectations” in any category means that, in your opinion, the information is presented effectively and creatively; nothing more could be expected of an employee.

A “Meets Expectations” rating means that the information is present well. Though there may be a few minor problems or omissions, they are not significant. Creativity, however, is not shown to any great degree. A combined total score of 70 or better on the written and presentation sections will earn the participant team DECA’s Certificate of Excellence at the international conference.

A “Below Expectations” score means that the information presented does not meet minimum standards of acceptability.

A “Little/No Value” score means either that some major flaw has been noted that damages the effectiveness of the presentation (this may be a major omission, a serious misstatement or any other major flaw) or that the information presented is of no value (does not help the presentation at all).

We hope you are impressed by the quality of the work of these potential managers. If you have any suggestions for improving the event, please mention them to your series director.

*We thank you for your help.*

**JUDGE'S EVALUATION FORM**  
**FTDM**  
**SAMPLE EVENT**

<b>PERFORMANCE INDICATORS</b>	<b>Exceeds Expectations</b>	<b>Meets Expectations</b>	<b>Below Expectations</b>	<b>Little/No Value</b>	<b>Judged Score</b>
<b>DID THE PARTICIPANT:</b>					
1. Describe sources of income?	10-9	8-7	6-5-4	3-2-1-0	_____
2. Develop a personal budget?	10-9	8-7	6-5-4	3-2-1-0	_____
3. Interpret a pay stub?	10-9	8-7	6-5-4	3-2-1-0	_____
4. Describe the nature of budgets?	10-9	8-7	6-5-4	3-2-1-0	_____
5. Explain the need to save and invest?	10-9	8-7	6-5-4	3-2-1-0	_____
6. Discuss opportunities for building professional relationships in finance?	10-9	8-7	6-5-4	3-2-1-0	_____
7. Respond to customer inquiries?	10-9	8-7	6-5-4	3-2-1-0	_____
<b>PRESENTATION</b>					
8. Clarity of expression	6-5	4	3-2	1-0	_____
9. Organization of ideas	6-5	4	3-2	1-0	_____
10. Showed evidence of mature judgment	6-5	4	3-2	1-0	_____
11. Effective participation of both team members	6-5	4	3-2	1-0	_____
12. Overall impression and responses to the judge's questions	6-5	4	3-2	1-0	_____
			<b>TOTAL SCORE</b>		_____