QCAT

Queensland Civil and Administrative Tribunal

For office use only	
Case number and type:	
Adult number:	
Date:	
Registry:	
Sent to:	

A financial management plan for administrators/proposed administrators (version 3.0) *Guardianship and Administration Act* 2000

A financial management plan for administrators/proposed administrators

Refer to the attached instructions prior to filling out this form

Part A BASIC INFORMATION ABOUT THE ADULT

Tribunal client number

Name

Title *Given name/s* *Middle name/s* *Surname/Family name*

How old is the adult?

Years

Date of birth / /

Date *Month* *Year*

What are the Adult's current contact details? *Give details for the place where the adult is now living or staying if this has changed since the tribunal hearing.*

Address

Suburb State/Territory Postcode

Email

Telephone

Mobile phone *Daytime phone*

Part B HOW DO YOU INTEND TO MANAGE THE FINANCES OF THE ADULT?

1. Immediate plan

What actions, if any, do you plan to undertake immediately for the adult?
For example:

- *$14,500 from bank account to be invested in fixed term deposit for six months at 4% to provide additional income for adult, or*
- *$6,000 from proceeds of car sale is to be invested in bank cash management fund to provide additional income for adult*

2. Future plan

What are the longer-term strategies to be put into place to manage the adult's financial resources?
For example:

- *Set up direct debits for residential aged care fees*
- *Explain how debts are to be paid out/reduced*
- *House to be insured*
- *House to be sold to fund residential aged care fees*
- *Legal claims for damages or about a deceased estate to be undertaken/finalized*
- *Multiple bank accounts to be closed if no longer needed*

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Part C FINANCIAL DETAILS

1. Income

Provide details of the Adult's income

	$ after tax per fortnight
Pension	
Mobility allowance	
Rent assistance	
Wage/salary *(includes annuity)*	
Investment income *(includes share dividends, bank/term deposit interest)*	
Rental income	
Any other income *(list below):*	
total income	

2. Expenditure

Provide details of the Adult's expenses

	$ per fortnight
Accommodation	
nursing home fees / rent / board and lodging	
house and contents insurance	
home repairs and maintenance	
Utilities *(includes power / gas / phone / water and property rates)*	
Transport	
registration / insurance / maintenance	
Petrol	
train / bus fares, taxies etc	
Personal	
meals / food	
medical (insurance / pharmacy costs etc)	
alcohol / tobacco	
entertainment (including gambling)	
personal care (includes clothing and hairdresser costs)	

2. Expenditure *(continued)*

Provide details of the Adult's expenses

	$ per fortnight
gifts (birthdays & donations)	
care / paid support expenses	
other	
Recreational	
holidays	
regular activities	
Other *(list below)*	
Repayments (includes mortgage loans / credit cards)	
total expenditure	

3. Budget summary

total income per fortnight		total expenses per fortnight		income less expenses per fortnight	
$		$		$	

If the Adult's expenses are greater than their income, what do you plan to do to make ends meet?

4. Current assets

Please indicate if the asset is held solely or jointly. Provide details of all assets and where they are situated, e.g. house, contents, motor vehicles, caravans, accommodation bonds, personal effects.

List current assets	Where is the asset located?	Approximate value $
	Total	

List current bank accounts and term deposits	Interest rate	Value $
	Total	

List other investments *(shares, managed funds, etc.)*	Company	Current value $
	Total	

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4. Current assets *(continued)*

Do you plan to make any changes to the above investments *(this includes amounts held in low interest bearing bank accounts)*? Have you considered seeking financial advice and have you considered the prudent person rule when making investment decisions on behalf of the adult?

Are there any assets which you intend to sell (e.g. real estate, shares, vehicles)? *(please tick)*

☐ No

☐ Yes - please give details below

List assets to be sold	Reasons for sale	Estimated value $
	Total	

5. Debts and liabilities

Please provide details of debts and liabilities and when they are due:

Who is owed money?	Date due	Amount of debt $
	Total	

6. Liabilities to be managed

How do you intend to pay out / reduce the Adult’s debts and liabilities?

Liabilities	What you intend to do	Estimated liability $
	Total	

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Part D DETAILS ABOUT THE ADMINISTRATOR/PROPOSED ADMINISTRATOR

Name

Title *Given name/s* *Surname/Family name*

Full postal address

Suburb State/Territory Postcode

Email

Telephone

Mobile phone *Daytime phone*

WARNING

Section 216 of the *Queensland Civil and Administrative Tribunal Act* 2009 makes it an offence for a person to knowingly give the registry documents containing false or misleading information. Maximum penalty for such an offence – 100 penalty units.

Sign and date here

The information in this application is true to the best of my knowledge.

Applicant/s sign here Date

Print your name/s here

Lodgement Details

Deliver to:	**Mail to:**	**Email to:**
Queensland Civil and Administrative Tribunal Floor 11, 259 Queen Street Brisbane Qld 4000 or at any local Magistrates Court	Queensland Civil and Administrative Tribunal GPO Box 1639 Brisbane Qld 4001	enquiries@qcat.qld.gov.au

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INSTRUCTIONS FOR COMPLETING

A financial management plan by administrators

The Queensland Civil and Administrative Tribunal requires information about the actions you intend to take as administrator to ensure the adult's income and assets are being used in their best interests.

What should a financial management plan include?

The financial management plan must set out details of all the adult's income and assets and show what you intend to do to manage the income and assets for the benefit of the adult.
A financial management plan should cover the following matters:

- income and source of income;
- details of the assets and where they are situated;
- debts and when they are due;
- bank account details;
- budget, e.g. board and lodging, clothing, money for the person's personal needs, pharmaceutical needs, optical expenses, medical expenses, hospital fees, nursing home fees, dental expenses, taxes, gas, electricity, rates, holiday, insurance premiums, repairs and private health cover;
- any proposed gifts, e.g. birthday, Christmas presents;
- money to be spent for maintenance of the adult's family;
- legal matters relating to the adult's financial or property matters and how you propose to address these; and
- any additional information relevant to the person's financial and legal affairs.

Where can I go for help with the financial management plan?

Information about the completion of this form is available at qcat.qld.gov.au or by calling the QCAT registry on 1300 753 228. You can also seek advice seek the advice of professionals such as accountants, solicitors or financial planners.

Protecting your privacy

We collect your contact details to ensure QCAT proceedings comply with the *Queensland Civil and Administrative Tribunal Act* 2009. We may contact you to help evaluate QCAT operations. You do not have to participate in feedback or surveys. If you do participate, no identifying information will be published. We will not disclose your contact details or any other personal information to a third party unless required by law.