Instructions for completing

A financial management plan for appointed administrators – *Guardianship and Administration Act 2000*

The Queensland Civil and Administrative Tribunal has appointed you as an administrator to make decisions regarding all or some financial matters for an adult who is unable to make decisions on these matters.

In order to protect the adult's interests, the tribunal requires information about the actions you have taken since your appointment and intend to take in the future to ensure the adult's income and assets are being used in their best interests.

How do I complete this form?

You may have supplied the tribunal with a financial management plan for proposed administrators when the application was made for your appointment; this plan gives the tribunal an indication of how you intend to manage the administration. However, it is common that a proposed administrator does not have full access or may not be aware of the adult's entire circumstances at this time. Therefore, the tribunal requires a further plan to see not only how you have progressed since your appointment as administrator, but also if any unforeseen circumstances have arisen that may require the tribunal's attention.

You can decide you do not need to use this format if you have a more complex arrangement or plan to present. Individuals, trustee companies and professionals can elect to submit a separate plan as an attachment to this form. However, if you do provide your own plan please ensure you supply information regarding the adult's circumstances based on the matters listed below:

What should a financial management plan include?

It should list, where known, all the adult's income and assets and show how they will be used to maximise the benefit to the adult.

A financial management plan should also 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
- any professionals needed to help manage the financial affairs, e.g., an accountant or solicitor
- 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
- what will happen to the adult's house
- all income and expenditure records
- investments you need to make, and investments you need to keep track of
- any proposed gifts, e.g. birthday, Christmas presents

Instructions for completing *(continued)*

- 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.

If you wish to add additional details of the person's financial matters, life circumstances and future considerations, please attach this information to the back of this form.

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

If you are uncertain about any steps in the procedure or you are doubtful about how to answer any of the questions, you should talk to staff at the QCAT registry or seek the advice of professionals such as accountants, solicitors or financial planners. There is also more information available on the QCAT website: www.qcat.qld.gov.au.

LODGEMENT DETAILS

Deliver to:	Mail to:	Fax 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	(07) 3221 9156	enquiries@qcat.qld.gov.au

QCAT
Queensland Civil and Administrative Tribunal

A financial management plan for appointed administrators – *Guardianship and Administration Act 2000*

(Version 2)

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

1. Basic information about the adult

Tribunal client number

Name

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

How old is the adult? *Years*

What is the adult's date of birth? DD / MM / YYYY
Day *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

Postcode

Telephone ( ) *Daytime phone* *Mobile phone* ( ) *After hours number (if different)*

Fax ( )

Email

2. What actions have you taken since your appointment and what needs to be taken into account in this plan so the adult's lifestyle, standard of living and interests can continue or be improved? *e.g. holidays, social and recreational interests, accommodation, employment, educational interests, other daily occupation, payments for services*

3. What support needs have you considered and must be considered in the financial management plan? *e.g. high-level nursing home care – support needs catered for at the home. For the adult to continue to live in their own home I arranged domestic assistance, nursing service, modifications to the property, purchase of aides or appliances. In the future the adult might need a placement in a hostel, independent living support or specialist services*

3.1 What are the adult's current support needs:

For more information on QCAT: Call 1300 753 228 or visit www.qcat.qld.gov.au

3.2 What are the adult's future support needs *(if known)*:

4. What further considerations have been addressed and need to be addressed by the financial management plan? *e.g. social/recreational, accommodation, employment/education, specialist equipment, holidays, private health insurance, home visits or outings*

For more information on QCAT: Call 1300 753 228 or visit www.qcat.qld.gov.au

5. How do you intend to continue to manage the administration?

5.1 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

5.2 Future plan:

What long-term strategy will address the adult's needs, and is this plan now in place?

For example:

- proper accounts to be maintained
- accounts/bills to be paid regularly
- assets to be insured
- investments to be reviewed on a regular basis
- family members will visit regularly to check and advise of any unmet needs

For more information on QCAT: Call 1300 753 228 or visit www.qcat.qld.gov.au

6. **What legal matters relating to an adult's finances or property need to be included in the financial management plan?** *e.g. personal injury claim, family maintenance, buying or selling of property. Have there been any changes since the proposed financial management plan?*

7. Financial details

7.1 Income

Provide details of the adult's income

	$ after tax per fortnight
Pension	
Mobility allowance	
Rent assistance	
Wages / salary (includes annuity)	
Investment income (includes share dividends – bank / term deposit interest)	
Rental income	
Any other income – list below	
Total income	

7.2 Expenditure

Provide details of the adult's expenses

	$ after tax per fortnight
Accommodation	
nursing home fees / rent / board and lodging	
house and contents insurance	
home repairs and maintenance	
Utilities (includes power / gas / phone)	
Transport	
registration / insurance / maintenance	
petrol	
trains / bus fares / taxis, etc.	
other	
Personal	
meals / food	
medical (insurance / pharmacy costs, etc)	
alcohol / tobacco	
entertainment (including gambling)	
personal care (includes clothing and hairdresser costs)	

For more information on QCAT: Call 1300 753 228 or visit www.qcat.qld.gov.au

7.2 Expenditure *(continued)*

Provide details of the adult's expenses

	$ after tax 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	

7.3 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?		

For more information on QCAT: Call 1300 753 228 or visit www.qcat.qld.gov.au

7.4 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?	Approx value $
	TOTAL	

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

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

7.4 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?

Have you sold any assets since your appointment (e.g. real estate, shares, vehicles)? *(please tick)*

☐ Yes – If yes, please provide details below

☐ No

List any assets that have been sold	Reason for sale	Realised $ value
	TOTAL	

7.4 Current assets *(continued)*

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

☐ Yes – If yes, please provide details below

☐ No

List assets which will be sold	Reason for sale	Estimated $ value
	TOTAL	

7.5 Debts and liabilities

Provide details of debts and liabilities and when they are due:

Who is owed money	Date due	Amount of debt $
	TOTAL	

7.6 Liabilities extinguished

Have any liabilities (eg. mortgage, credit card debt) been extinguished since your appointment?

☐ Yes ☐ No

If yes, please provide details:

Liability extinguished	Reason

7.7 Liabilities to be retained

Are there any liabilities (e.g. loans) which need to be retained?

☐ Yes ☐ No

If yes, please provide details:

Liability	Reason for retention	Estimated liability $
	TOTAL	

For more information on QCAT: Call 1300 753 228 or visit www.qcat.qld.gov.au

8. Details about the administrator completing this form

Name

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

Address

Postcode

Telephone ( ) *Daytime phone* | *Mobile phone* | ( ) *After hours number (if different)*

Fax ( )

Email

Privacy consent and disclosure statement

The Queensland Civil and Administrative Tribunal (QCAT) collects personal information from applicants in proceedings (You), for the purposes of compliance with the provisions of the *Queensland Civil and Administrative Tribunal Act 2009*.

Research purposes

QCAT wishes to use your personal information for research purposes to improve its services. An example of research is an online survey or focus group. QCAT may also share information about You with research companies for the purposes of conducting research. Any research company engaged by QCAT will undertake to keep your personal information confidential subject to the *Information Privacy Act 2009*.

By signing this Statement, you consent to communicate with QCAT by email or other suitable manner for research purposes; you consent to the sharing of your personal information with third parties as indicated and you waive your right to take further action against QCAT for any breach of your privacy.

Your consent commences from the date that you sign this Statement and return it to QCAT and continues for research purposes after your matter with QCAT has finalised and until you either withdraw your consent or upon the expiration of a period of 12 months.

Signature of applicant

By signing below, I acknowledge that I have read this Privacy Consent and Disclosure Statement and that I consent to the use and disclosure of my personal information as described in this Statement.

Applicant/s sign here | Select Date *Date*

Contact details

For further information call 1300 753 228 or write to the QCAT registry, GPO Box 1639, Brisbane 4001.

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 – $10,000.

SIGN AND DATE HERE

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

	Select Date
Administrator sign here	*Date*

For more information on QCAT: Call 1300 753 228 or visit www.qcat.qld.gov.au