

Instructions for completing

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

The Queensland Civil and Administrative Tribunal can appoint administrators to deal with all or some financial matters for an adult with impaired decision-making capacity. Before the appointment of an administrator is considered, the tribunal will require information about the suitability and competence of the person proposed and information about how they will undertake their duties.

A financial management plan is only required when you have agreed to a proposed appointment as an administrator for an adult with impaired decision-making capacity.

The *Guardianship and Administration Act 2000* (the Act) outlines how the tribunal will consider the appointment of an administrator to act for an adult with impaired decision-making capacity for financial matters.

The Act states that unless the tribunal orders otherwise, a person who agrees to a proposed appointment as an administrator must provide a financial management plan to the tribunal, or its nominee, for approval.

For further information about the role, duties and responsibilities of an administrator you should refer to the Act. Information is also available on the QCAT website: www.qcat.qld.gov.au.

How do I complete this form?

This guide has been prepared for proposed administrators. It gives information on how you can prepare a financial management plan that will help the tribunal understand how you propose to undertake the duties of an administrator, should you be appointed.

If you have a more complex arrangement or plan to present, you can decide not to use this format. Individuals, trustee companies and professionals can elect to submit a separate plan as an attachment to this form.

The form is divided into eight parts to assist you to provide information on:

- preliminary details (basic information about the adult)
- lifestyle and cultural considerations to be included in the plan
- support needs of the adult
- further considerations which need to be addressed by the plan
- legal matters to be included in the plan
- financial details of the adult
- how you propose to manage the adult's affairs
- details about you, the proposed administrator completing this form.

Instructions for completing (continued)

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
- ~~As a~~ e.g. board and lodging, clothing, money for the adult'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
- 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
- any additional information relevant to the person's financial and legal affairs.

This material is a guide only and you may wish to add additional details of the adult's financial matters, life circumstances and future considerations. If there is not enough space provided, please attach 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 tribunal. There is also more information on the QCAT website: www.qcat.qld.gov.au.

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

(Version 2E)

For office use only

| | |
|------------------------------|--|
| Case number and type: | |
| Adult number: | |
| Date: | |
| Registry: | |
| Sent to: | |

1. Basic information about the adult

Tribunal client number (if applicable)

Name

Title

Given name/s

Surname/Family name

How old is the adult?

Years

What is the adult's date of birth?

 / /

Day

Month

Year

What are the adult's current contact details?

Give details for the place where the adult is now living or staying.

Address

 Postcode

Telephone

 ()

Daytime phone

Mobile phone

 ()

After hours number (if different)

Fax

 ()

Email

2. 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.*

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3. What support needs must be considered in the financial management plan? *e.g. for the adult to continue to live in their own home they will need 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.*

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| 3.1 What are the adult's current support needs: |
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| 3.2 What are the adult's future support needs (if known): |
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4. What further considerations need to be addressed by the financial management plan?

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5. Legal matters relating to an adult's finances or property
e.g. personal injury claim, family maintenance, buying or selling of property.

5.1 What legal matters relating to the adult's finances or property needs to be included in the financial management plan?

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| 5.2 What benefit/s to the adult do you anticipate from your proposed course of action? |
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6. Financial details

6.1 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 | |
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| Total income | |

6.2 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) | |
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| 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) | |

6.2 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 | |
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| Repayments (includes mortgage loans / credit cards) | |
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| Total expenditure | |

6.3 Budget summary

| Total income per fortnight | Total expenses per fortnight | Income less expenses per fortnight |
|---|------------------------------|------------------------------------|
| \$ | \$ | \$ |
| <i>If the adult's expenses are greater than their income, what do you plan to do to make ends meet?</i> | | |
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6.6 Assets to be kept

Are there any assets (e.g. real estate) which will not be sold?

- Yes – If yes, please provide details
 No

| List assets which will not be sold | Reason for retention | Estimated value \$ |
|------------------------------------|----------------------|--------------------|
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| TOTAL | | |

6.7 Liabilities to be maintained

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

- Yes – If yes, please provide details
 No

| List liabilities which will not be paid out | Reason for retention | Estimated value \$ |
|---|----------------------|--------------------|
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| TOTAL | | |

7. How do you as proposed administrator intend to manage the affairs if appointed? *Rather than use the space provided, attach your plan to this form if necessary.*

7.1 Immediate plan:

What actions will you undertake immediately for the adult?

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For example:

- notify Centrelink and other institutions of the appointment
- bank statements obtained
- all debts to be paid
- Mr Smith has entered nursing home
- admission fee to nursing home to be paid \$45,000
- insurers informed of house being vacated

7.2 Future plan:

What long term strategy will address the adult's needs?

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For example:

- \$14,500 from bank account invested in fixed term deposit for six months at 4%
- \$6,000 sale of car to be invested in bank cash management fund
- upon receipt of proceeds of house sale, the proposed administrator will obtain advice about investing the surplus (following payment of the \$45,000 nursing home admission fee)
- family members will visit regularly to check and advise of any unmet needs

8. Details about the proposed administrator completing this form

| | | |
|----------------------|----------------------|--|
| Name | | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <i>Title</i> | <i>Given name/s</i> | <i>Surname/Family name</i> |
| Address | | |
| | | |
| | | Postcode |
| | | |
| Telephone | () | |
| | <i>Daytime phone</i> | <i>Mobile phone</i> |
| | | () |
| | | <i>After hours number (if different)</i> |
| Fax | () | |
| Email | | |

8.1 What is your relationship to the adult?

8.2 What skills, knowledge and experience do you have to be an administrator?

If you are a professional or company, please attach details of remuneration and/or fee arrangements for undertaking activities as an administrator.

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.

Proposed administrator sign here

Date

LODGEMENT DETAILS

| Deliver to: | Mail to: | Fax to: | Email to: |
|--|---|----------------|---------------------------|
| Queensland Civil and Administrative Tribunal Level 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 |

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

Date

Contact details

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