

# Private Ancillary Fund Service

PortfolioGuardian specialise in providing accounting and administration services to Private Ancillary Funds (PAF's), Public Ancillary Funds (PuAF's) and are experts in accounting, tax and compliance.

With over 10 years of experience we have helped over 350 Foundations reach their Philanthropic goals.

## The PortfolioGuardian PAF/PuAF Service

PortfolioGuardian can provide:

- PAF/PuAF Establishment;
- PAF/PuAF administration and compliance;
- Management of donation and grant registers – ensuring clients satisfy their minimum distribution requirements;
- Review and confirmation of DGR1 status of grants paid;
- Reporting to ACNC and ATO

## Administration

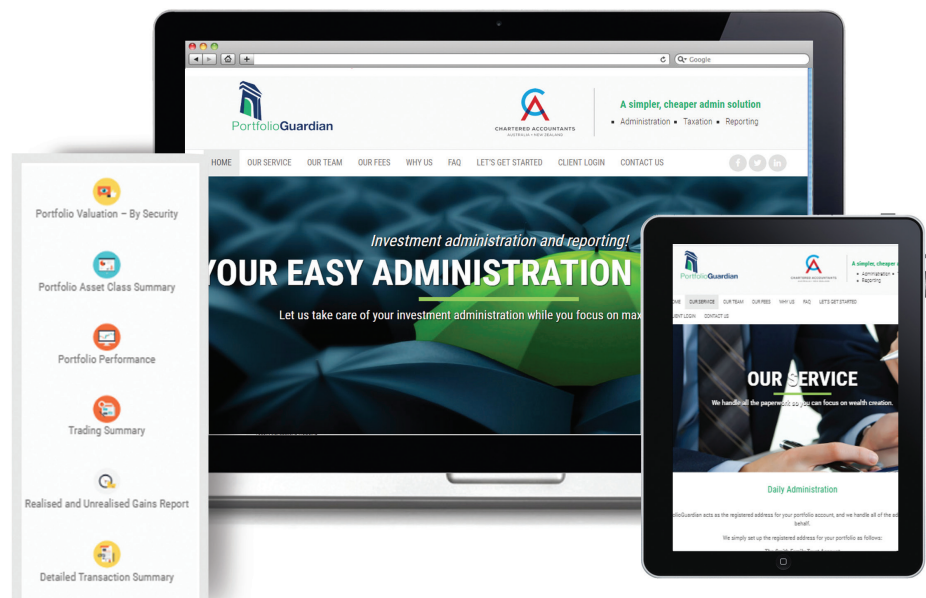
PortfolioGuardian will:

- Act as the mailbox/registered address for each foundation;
- Handle and action investment correspondence on behalf of each foundation;
- Forward investment offers/actionable documentation to the Trustees/Advisers where appropriate;
- Handle the direct crediting of dividends to the foundation bank account;
- Scan and file all documentation on behalf of the foundation;

## Reconciliation and Reporting

PortfolioGuardian will provide the following reports:

- Daily online investment reports for assets that have data feeds;
- Quarterly investment reports;
- Donations register;
- Grants register.





# Private Ancillary Fund Service

Our comprehensive accounting and administration service package includes the following features:

- Act as the mailbox/registered address for the Foundation
- Handle and action investment correspondence on behalf of the Foundation
- Forward investment offers/actionable documentation to the Trustees where appropriate
- Handle the direct crediting of investment dividends/interest/distributions to the Foundation's bank account
- Scan and file all documentation on behalf of the Foundation
- Correctly record and note all donations to the Foundation and issue receipts
- Correctly record and detail all grants paid from the Foundation and follow up receipts
- Monthly reconciliation of bank transactions
- Preparation of Quarterly investment reports
- Access to online portal
- BAS lodgement

- Prepare the Franking Credit Refund Application
- Prepare the Financial Statements
- Facilitate and oversee the audit process (Audit performed by external and independent auditor who will charge a separate fee for their services)
- Report on compliance aspects with regards to investment, valuation and distribution that come to our attention
- Annual preparation of information required for the ACNC lodgement
  - Facilitating the annual Trustee meeting

## Administration, Reconciliation and Reporting

## Annual Compliance

## ASIC compliance for the trustee company

- Preparation of the annual ASIC review for signing and payment by the Trustees.
- We will keep and maintain full statutory records for the Trustee Company.

As a guide, our fee for the above service falls within the range of \$6,000 (+GST) to \$8,000 (+GST), depending on the complexity of the work involved.

## PuAF

In addition to the annual fee, PUAF's will have a \$310 fee levied on each subfund.



CHARTERED ACCOUNTANTS  
AUSTRALIA + NEW ZEALAND

# Private Ancillary Fund Service

## PAF Establishment

Setup of a new private ancillary fund (PAF)

- Establishment of the trustee company
- Preparation of the PAF deed and supporting documentation
- Registrations with ATO and ACNC including registering for an ABN, TFN, DGR status.

The one-off establishment cost for a PAF is \$5,118 (inclusive of GST) which includes the establishment fee of \$4,095 and \$1,023 to cover the establishment of the trustee company and registration with ASIC.

## Board Meetings & Management

- Attendance and preparation of board papers (approx. 1-2 per year)
- Management of board meetings, agendas, minutes and papers
- Act as the Responsible Person

The fee to undertake board meeting management and act as the Responsible Person commences at \$2,500 + (GST)



## Grants Management

- High level strategic advice regarding program design, family engagement workshops and evaluation of your grant making
- Mentoring and advice
- Efficient and effective grants administration, management, communications, tracking and reporting or guidance for you to manage this process in-house.

These services are quoted separately depending on your specific requirements.

## Lets Get Started

Once you have made the decision to utilise our services, simply complete our Application Form and forward it to [hello@portfolioguardian.com.au](mailto:hello@portfolioguardian.com.au)

The completed application form can also be posted to:

PortfolioGuardian

Reply Paid 2507

ADELAIDE SA 5001

If you need any assistance with any aspect of the application form, simply call our Client Service Team on 1300 722 942.

Trust the experts and enjoy our affordable, comprehensive PAF service.

# Running your PAF

PortfolioGuardian will allocate you a Client Manager who is your primary contact day to day.

Once you are ready to make a donation to the PAF, we will note the donation and issue you a receipt to provide to your personal Accountant.

If you are trading in shares, when setting up investments it's vital you establish your address as follows:

**The Directors**  
**The Smith Foundation**  
**c/- PortfolioGuardian**  
**GPO Box 2507**  
**ADELAIDE SA 5001**

We will receive all information, scan and hold on file to satisfy audit requirements. Where we receive information you need to action – we will forward to you within 24 hours.

## Paying Grants

When you decide to pay a grant it is vital you email us to let us know.

We will:

- Confirm the recipient is a DGR1 organisation;
- Update your grant register with the grant amount;
- Ensure that a receipt is issued to satisfy audit.

In June we will review your minimum distribution requirements and notify you where you need to take action.

## Foundation Accounts

On an annual basis, PortfolioGuardian will:

- Prepare the Franking Credit Refund application and/or TFN withholding;
- Prepare the financial statements and Foundation's Annual Return;
- Facilitate and oversee the audit process;
- Report on compliance aspects in regard to investment, valuation and distribution that come to our attention;
- Lodge details with ACNC.

These reports will be forwarded to you to arrange signing.

## GST

We will register all foundations for GST and will prepare and lodge quarterly activity statements as required.

## Your bank account

It is vital we have third party on-line authority to our client bank accounts to assist us with our monthly processing and reconciliation. We will arrange third party online view only access to each foundation.

## Data Feeds

Each foundation will also be required to sign a data feed form for Class Investment Reporter software and Xero accounting software to enable automatic electronic feeds of the investment and bank data to our systems.

## Summary

For further information, please call us on 1300 722 742.

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### Postal

GPO Box 1215  
Adelaide SA 5001

### Telephone

1300 787 576 (National)  
08 8221 6540 (Adelaide)

### Facsimile

08 8221 6552 (Adelaide)

### Email

hello@portfolioguardian.com.au

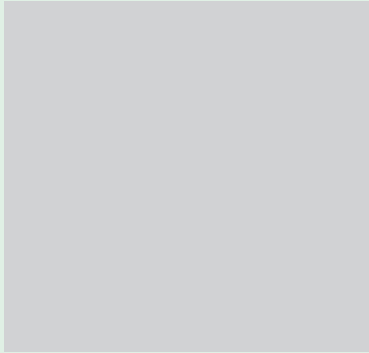
### Adelaide

65 Gilbert Street  
Adelaide SA 5000

### Melbourne

Collins Place  
L 30, 35 Collins Street  
Melbourne VIC 3000

# PAF & PuAF Client Application Form



Type of Foundation:

- PAF                       PuAF  
 Charitable Trust       Charitable Company

## Foundation Details

Foundation Name \_\_\_\_\_

Trustee \_\_\_\_\_

Trustee Type     Individual                       Corporate

Australian Business Number (ABN) \_\_\_\_\_  
(if applicable)

Tax File Number (TFN) \_\_\_\_\_

Registered for GST?    Yes     No

Registered Address \_\_\_\_\_

Business Address \_\_\_\_\_  
(if different from above)

Portfolio HIN \_\_\_\_\_

## Banking Details

Primary Bank Account \_\_\_\_\_

Address \_\_\_\_\_

Account Name \_\_\_\_\_

BSB \_\_\_\_\_ A/C \_\_\_\_\_

## Individual Details

### Individual 1

Relationship to Account:  Individual  Trustee  Director  Company Secretary  Primary Contact  
 Responsible Person  Public Officer

Title \_\_\_\_\_ Given Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Surname \_\_\_\_\_

Street Address \_\_\_\_\_

\_\_\_\_\_ Tax File Number \_\_\_\_\_

Date of Birth \_\_\_\_\_ Country of Birth \_\_\_\_\_ City \_\_\_\_\_

Occupation \_\_\_\_\_ Employer \_\_\_\_\_

Email \_\_\_\_\_

### Individual 2

Relationship to Account:  Individual  Trustee  Director  Company Secretary  Primary Contact  
 Responsible Person  Public Officer

Title \_\_\_\_\_ Given Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Surname \_\_\_\_\_

Street Address \_\_\_\_\_

\_\_\_\_\_ Tax File Number \_\_\_\_\_

Date of Birth \_\_\_\_\_ Country of Birth \_\_\_\_\_ City \_\_\_\_\_

Occupation \_\_\_\_\_ Employer \_\_\_\_\_

Email \_\_\_\_\_

### Individual 3

Relationship to Account:  Individual  Trustee  Director  Company Secretary  Primary Contact  
 Responsible Person  Public Officer

Title \_\_\_\_\_ Given Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Surname \_\_\_\_\_

Street Address \_\_\_\_\_

\_\_\_\_\_ Tax File Number \_\_\_\_\_

Date of Birth \_\_\_\_\_ Country of Birth \_\_\_\_\_ City \_\_\_\_\_

Occupation \_\_\_\_\_ Employer \_\_\_\_\_

Email \_\_\_\_\_

### Individual 4

Relationship to Account:  Individual  Trustee  Director  Company Secretary  Primary Contact  
 Responsible Person  Public Officer

Title \_\_\_\_\_ Given Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Surname \_\_\_\_\_

Street Address \_\_\_\_\_

\_\_\_\_\_ Tax File Number \_\_\_\_\_

Date of Birth \_\_\_\_\_ Country of Birth \_\_\_\_\_ City \_\_\_\_\_

Occupation \_\_\_\_\_ Employer \_\_\_\_\_

Email \_\_\_\_\_

## Investment Adviser Details

Name \_\_\_\_\_ Company \_\_\_\_\_

Address \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Do you nominate your Investment Adviser as the primary contact for your portfolio?  Yes  No

Do you authorise your Investment Adviser to access your financial statements online?  Yes  No

Do you authorise us to deal with your Investment Adviser direct?  Yes  No

## Investment Administration Details

Please advise where you would like us to send the following investment documents:

Annual Report  Trustee  Adviser  Not Required

Meeting Proxy  Trustee  Adviser  Not Required

Investment Offers  Trustee  Adviser  Not Required

## Dividend Reinvestment Plan

If you invest in listed securities or unit trusts they may offer you the option to have the dividends/distributions paid in cash, or reinvested. Please advise us of your preference:

Receive in cash

Re-invest

## Declarations and Consent

I/we hereby declare that all of the above information is true and correct.

I/we agree to provide all information provided by PortfolioGuardian to ensure the efficiency of ongoing reporting.

I/we acknowledge we have read and will abide by the terms and conditions as set out in this client information pack.

Signed Individual 1 \_\_\_\_\_ Date \_\_\_\_\_

Signed Individual 2 \_\_\_\_\_ Date \_\_\_\_\_

Signed Individual 3 \_\_\_\_\_ Date \_\_\_\_\_

Signed Individual 4 \_\_\_\_\_ Date \_\_\_\_\_



## Direct Debit Authority

Portfolio Name \_\_\_\_\_

We request and authorise through PortfolioGuardian (User ID 419702) to arrange for any amount PortfolioGuardian may debit or charge to be debited through the Bulk Electronic Clearing System from the nominated bank account, subject to the terms and conditions of the Direct Debit Request Service Agreement.

By signing this Direct Debit Authority I/we acknowledge having read and understood the terms and conditions governing the debit arrangements between us and PortfolioGuardian as set out in this Authority and in the Direct Debit Request Service Agreement (outlined herein).

I/we authorise PortfolioGuardian to debit the nominated bank account, of which the details have been provided to PortfolioGuardian.

I/we acknowledge that the first debit will occur within one month of signing the PortfolioGuardian application form, based on the relevant fee category as outlined in this client pack.

Signed Individual 1 \_\_\_\_\_ Date \_\_\_\_\_

Signed Individual 2 \_\_\_\_\_ Date \_\_\_\_\_

Signed Individual 3 \_\_\_\_\_ Date \_\_\_\_\_

Signed Individual 4 \_\_\_\_\_ Date \_\_\_\_\_

### Proof of Identification

Each Account Holder is required to provide photographic proof of identification.

Please ensure either a copy of a passport or drivers licence is enclosed with this application.

Blank area for providing proof of identification.