

Private Ancillary Fund Administration Service



**Australian
Philanthropic
Services**

Simple. Strategic. Rewarding.

The administration service provided by Australian Philanthropic Services (APS) is a one-stop-shop for private ancillary funds, including all accounting, secretariat compliance and grantmaking requirements. This means you can decide how much or how little involvement in your private ancillary fund (PAF) you would like – from attending just one annual meeting to being actively involved in the charities you support.

Administration and secretariat

APS will:

- Provide you with a dedicated Governance and Giving Adviser who is your point of contact for all aspects of your PAF.
- Act as the mailing address for all correspondence, reducing the volume of paperwork that you have to handle.
- Store all documents, statutory records and paperwork on our online system so you can access information on your PAF at any time.
- Maintain the directors' and members' registers.
- Organise trustee meetings, including preparation of an agenda and minutes.
- Receipt and acknowledge all new donations to the PAF and maintain the donations register.
- Maintain the grants register and chase up receipts from charities.

Finance and accounting

APS will:

- Track investment income and credit it to the PAF's accounts.
- Prepare six monthly financial reports.
- Complete yearly financial accounts for audit.
- Facilitate the annual audit, as required by the Australian Taxation Office (ATO). APS has a fixed fee arrangement with an audit firm or we can work with the auditor of your choosing.
- Lodge the annual report required by the Australian Charities & Not-for-profits Commission (ACNC).
- Lodge the Annual Information Return with the ATO.
- Complete and lodge the annual franking credit refund return.

Investments

APS will:

- Prepare regular investment reports.
- Liaise with stockbrokers and investment advisers.
- Receive reports and portfolio valuations for accounting purposes.
- Provide a template investment strategy that is consistent with the Private Ancillary Fund Guidelines.

Specific compliance issues

APS will:

- Monitor compliance with the Private Ancillary Fund Guidelines, ACNC legislation and trustee duties in general.

Grantmaking support

APS will:

- Help you develop a giving strategy for your PAF using our Giving Compass online and facilitated process.
- Validate the eligibility and banking details of charities you wish to support.
- Provide suggestions of credible organisations working in areas of interest to you.
- Supply templates and tools to assist your grantmaking process.
- Connect you to experts and research on social issues e.g. education, international development, medical research.
- Provide year-round telephone and email support to help you make considered funding decisions.
- Invite directors to APS client events and facilitate collaborations with other grantmakers, if requested.
- Facilitate site visits and field trips to experience the work of the organisation you support in action.

For more information, contact Australian Philanthropic Services

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v.3.2016