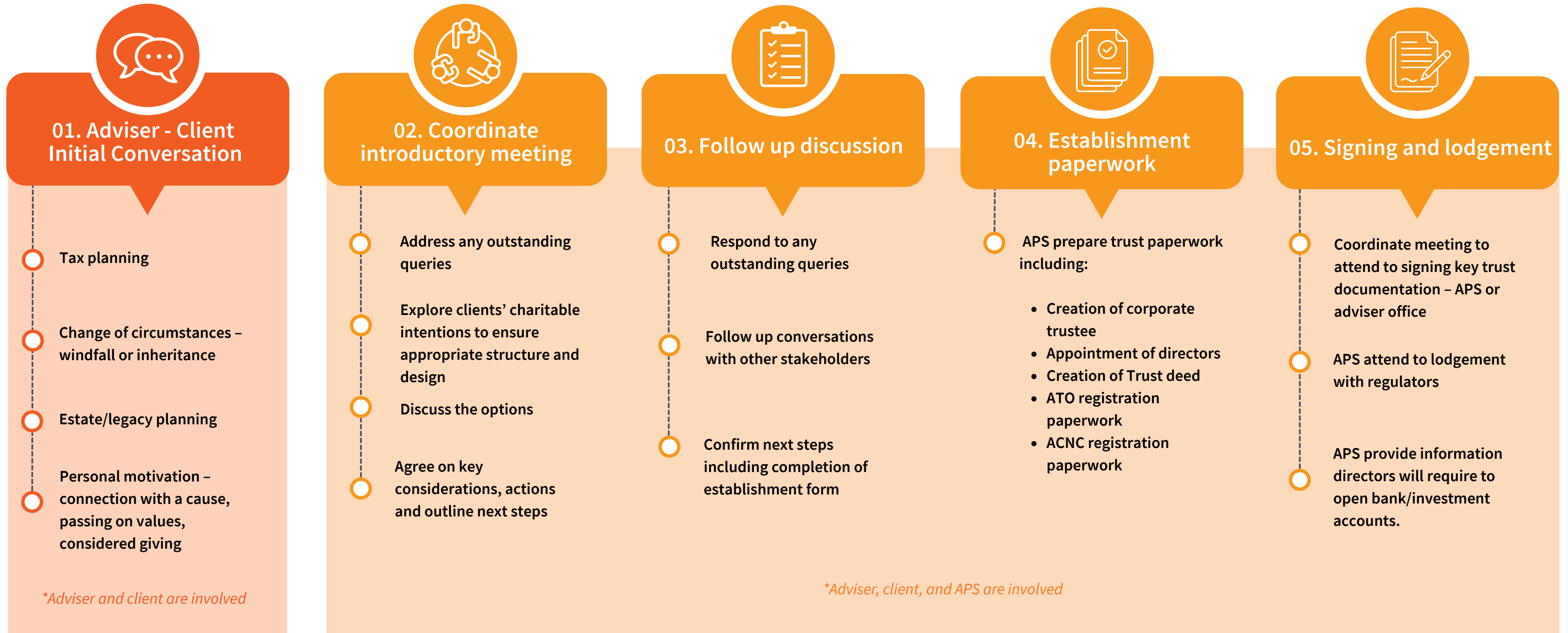


Adviser - Client Journey Map: Establishment



Adviser - Client Journey Map: Ongoing governance & giving advice



01. Initial trustee meeting

Coordination and facilitation of the inaugural meeting. The purpose of the meeting is to:

- Brief directors on guidelines, role and responsibilities
- Document director disclosures
- Approve investment strategy
- Appoint auditor
- Discuss giving objectives
- Introduction to portal for directors and advisers
- Take minutes and attend to action items
- Preparation and distribution of board papers to directors.



02. Annual trustee meeting

Coordination, preparation and facilitation of the annual trustee meeting. The purpose of this meeting is to:

- Approve the Financial Report and lodgement with regulators
- Provide an investment update (adviser)
- Review/confirm investment strategy
- Facilitate a giving conversation with family members and review/confirm giving strategy
- Confirm directors registers, take minutes and attend compliance obligations.



03. Mid-year meeting (optional)

Coordination, preparation and facilitation of a mid-year trustee meeting if desired. The purpose of this meeting is to:

- Provide an investment update (adviser)
- Review/confirm investment strategy
- Facilitate a giving conversation with family members and review/confirm giving strategy
- Support advisers or their clients with verification of charity eligibility and provision of EFT details via secure portal.
- Confirm directors registers, take minutes and attend compliance obligations.

Contact APS Today:
02 9779 6300



BEHIND THE SCENES:

Specialist giving support: APS can help clients identify and engage with charities, understand the impact of their giving and connect with other like-minded funders.

Regulatory and compliance: Ongoing monitoring of PAF compliance, maintaining registers and related party transactions, lodgement with regulators.

PAF Accounting: Our inhouse accounting team reconcile transactions, obtain supporting documentation, prepare financial reports, apply for franking credit refunds, lodge BAS and arrange the audit.