

# **Easy English**

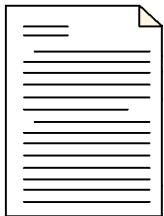
## **Things your financial manager should do**

This fact sheet has some hard words.

The first time we write hard words

- the words are in **blue**
- we will write what the hard words mean.

## About this fact sheet



This fact sheet is about the National Standards for Financial Managers.

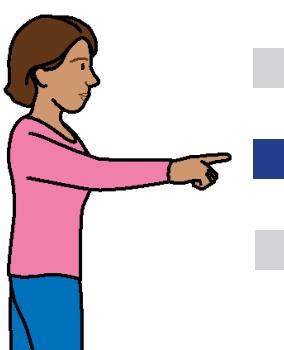
In this fact sheet we call them **the Standards**.

### The Standards

The Standards are things your **financial manager** should do.



A financial manager is a person who **makes decisions** for you about money.



Makes decisions means your financial manager chooses for you.

For example, your financial manager may choose what bills to pay for you.

When your financial manager chooses, they will find out what you think.

## If you need a financial manager

A **Tribunal or Board** decides if you need a financial manager.



Tribunals and Boards make decisions about who needs a financial manager.

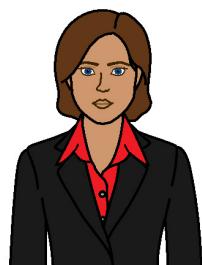
## Who can be your financial manager?

Your financial manager can be:

- a person from your family
- your friend.
- a **trustee company**.



Trustee company means a company that has the job of looking after money for someone else.



The **Public Trustee** can also be your financial manager.

The Public Trustee is a person. Their job is to be a financial manager for people who do **not** have anyone else who can be their financial manager.

People who work with the Public Trustee or a trustee company can be your financial manager.

## How your financial manager should make decisions



If your financial manager works with the Public Trustee or a trustee company they must think about your **rights** when they make decisions.

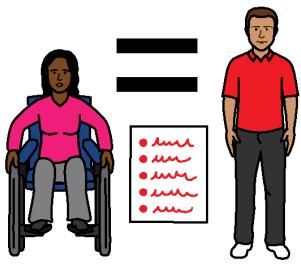


Rights are about being treated

- fairly
- with respect
- with dignity
- the same as other people.

Rights are the things that everyone should be able to

- get
- have
- do.



Your financial manager should think about the  
**United Nations Convention on the Rights of  
Persons with Disabilities.**

In this fact sheet we call this the Convention.

People from different countries wrote the Convention.

It is about the rights of people with disabilities.

It is an agreement that the Australian government signed.



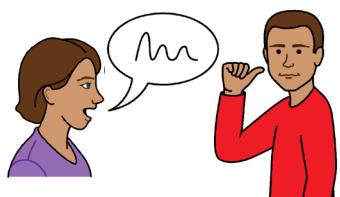
It says what Australia should do so that people with a disability have the same rights as everyone else.

## Things your financial manager should do

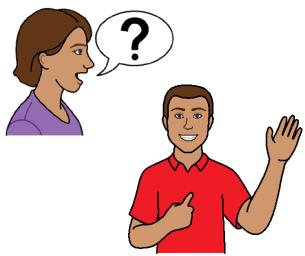
Your financial manager should do these things.



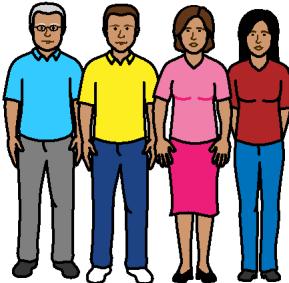
1. Only make decisions that the Tribunal or Board says they can make.
2. Tell you
  - who they are
  - the types of decisions they will make for you
  - how you can ask for more information about a decision they make
  - what you can do if you do **not** like a decision they make.



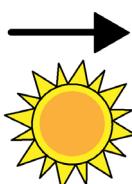
3. Talk to you about
  - what money you have and any valuable things that you own
  - what types of bills you need to pay.



4. Ask you what you want.

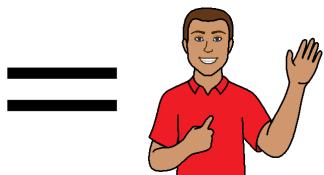


5. Ask people close to you what they think, for example people in your family.



6. Make good decisions about your money so that you have enough money
  - now
  - in the future.

7. Think about what is good for you when they make a decision about your money.



8. Try to make decisions about your money that are the same as what you want, unless this is not good for you.

For example, your financial manager needs to make sure you have enough money for the things you need.

9. If you own something expensive like a house or a car, help you to look after it.

For example, your financial manager might help you get **insurance** for your car.



Insurance will help to pay to fix your car if it is in an accident.

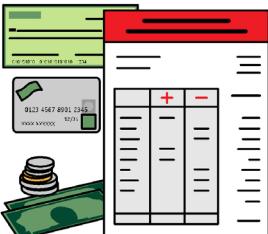
10. Help you to have more money, if you can.

For example, if you have extra money that you do **not** need to pay bills or buy things you need, your financial manager can **invest** this for you.



Invest means your financial manager puts your money where it can make more money for you.

11. If someone else owes you money, help you to get this money.



12. Make a **budget** for you.

Budget means your financial manager writes down what money you have and what bills you need to pay, for example your rent.

13. Help you to pay your **debts**, if you have any.

Debts means money you must pay to other people, for example a mobile phone debt.



14. Help you learn how to

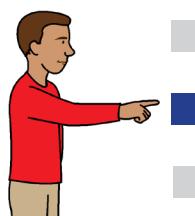
- make good decisions about what to buy with your money
- choose what bills to pay
- make sure you have enough money for the things you need.

15. Help make sure that other people do **not** do

something wrong with your money.



For example, your financial manager should help protect you from someone who wants to take your money.



16. Let you make your own decisions about your money when you can do this.

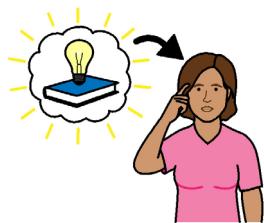
17. Only give information about you to people who need it. For example, Centrelink.



18. Obey the law when they make decisions.



19. Tell the Tribunal or Board things they need to know to decide if you still need a financial manager.



20. Learn new things to help them be a good financial manager.

This Easy English “Things your financial manager should do” fact sheet is about the 2018 National Standards for Financial Management.

For the full twelve standards, see the original National Standards for Financial Management document on the Australian Guardianship and Administration Council website

[www.agac.org.au/agac-publications](http://www.agac.org.au/agac-publications)



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