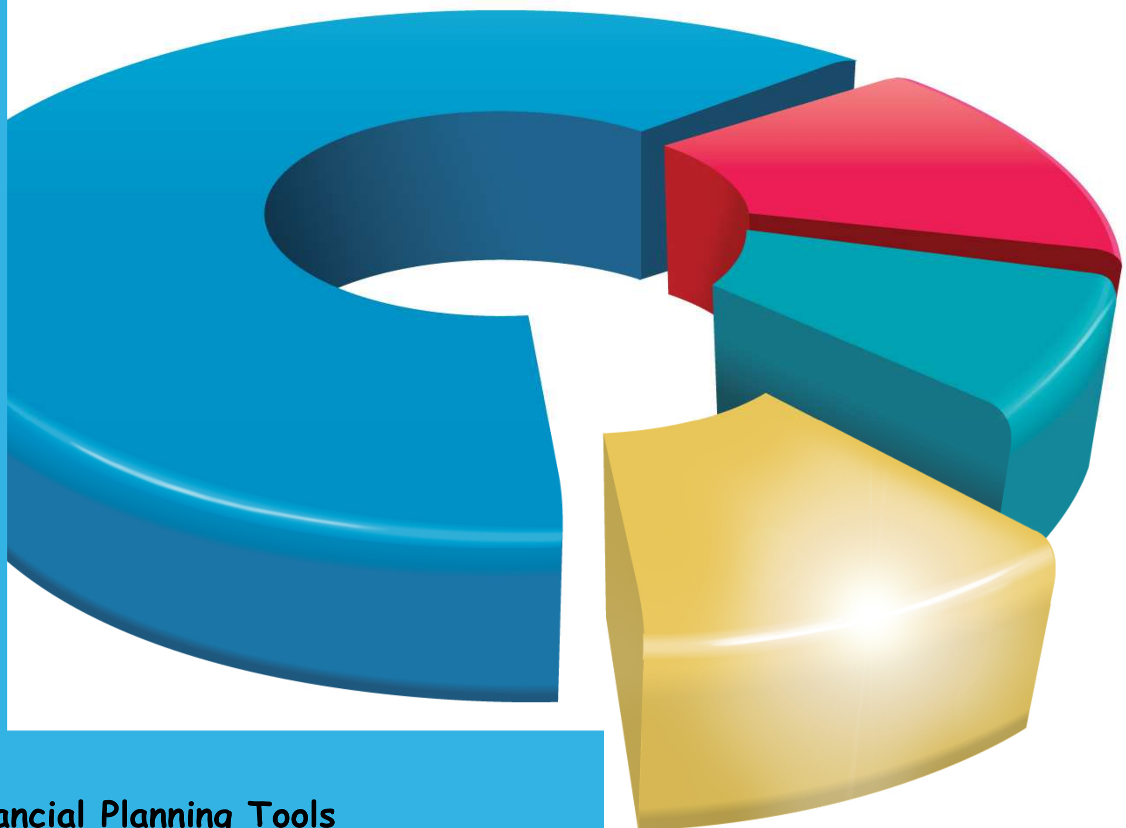
CAPITA
FINANCIAL SOFTWARE

quaysoftware

Client Care Desktop V4



Financial Planning Tools
Client Care Desktop V4

Contents

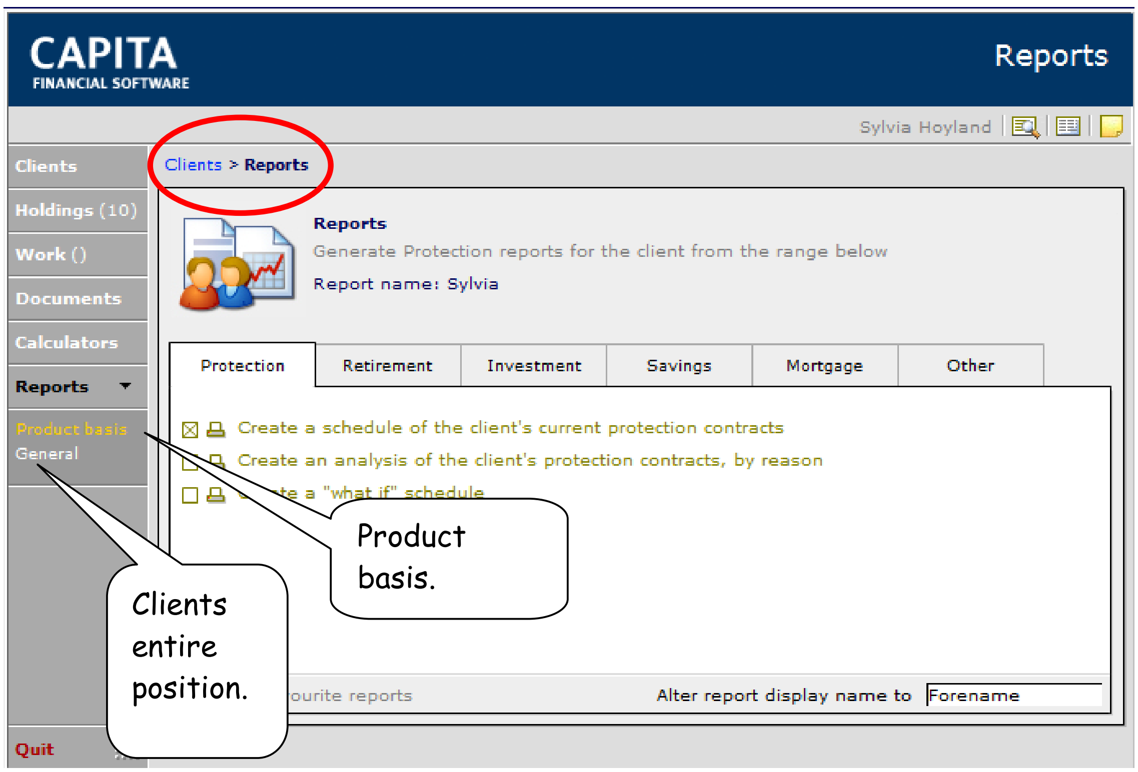
1. FINANCIAL PLANNING TOOLS

Financial planning tools are a built in feature of CCD and are comprised of Schedules, Analysis, Calculators, Research and Third Party Integrations. All of these tools will use information already entered into the database either at client, holding or Fact find level and will produce client facing reports.

2. SCHEDULES

Schedules are found both in the Clients and Fact find modules. No additional information is required, as they are compiled from the information added at holding level.

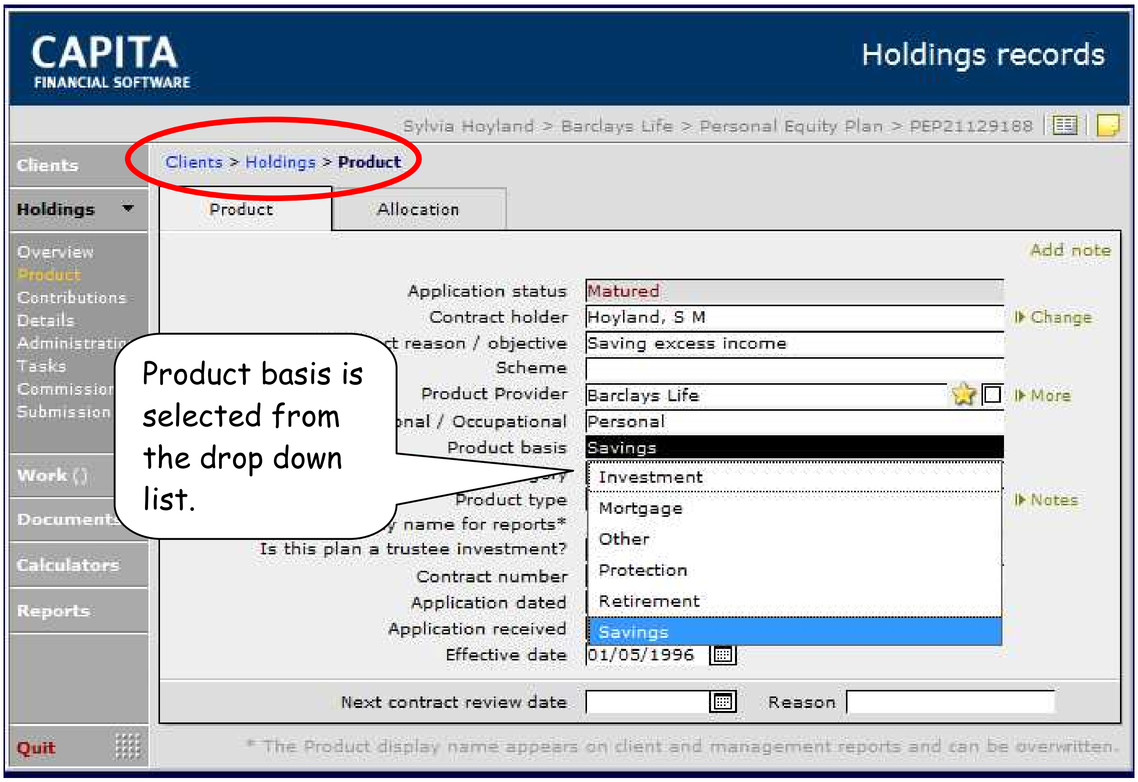
Schedules can be produced either by product basis e.g. investment, retirement, protection etc or from the clients entire position regardless of the product basis.



2.1 Product Basis

Protection	Retirement	Investment	Savings	Mortgage	Other

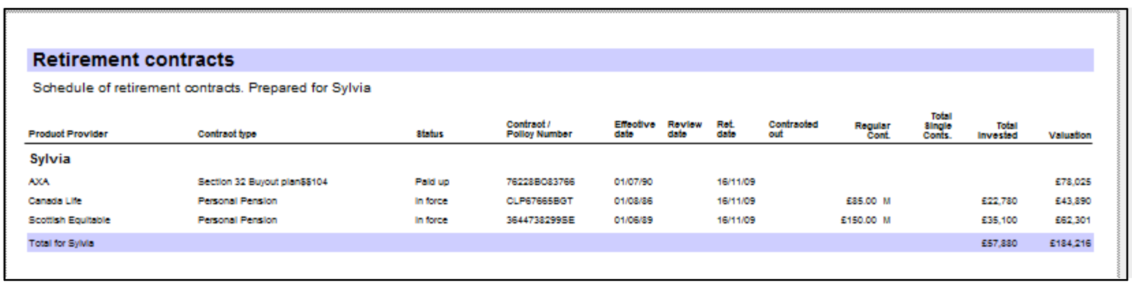
The product basis that a holding will appear in, is determined when the holding is added to the database.



Within each tab a report can be compiled in three ways. By creating a schedule, an analysis or a chart.

2.1.1. Schedule

A schedule will list the client's policies that fall within the category selected.



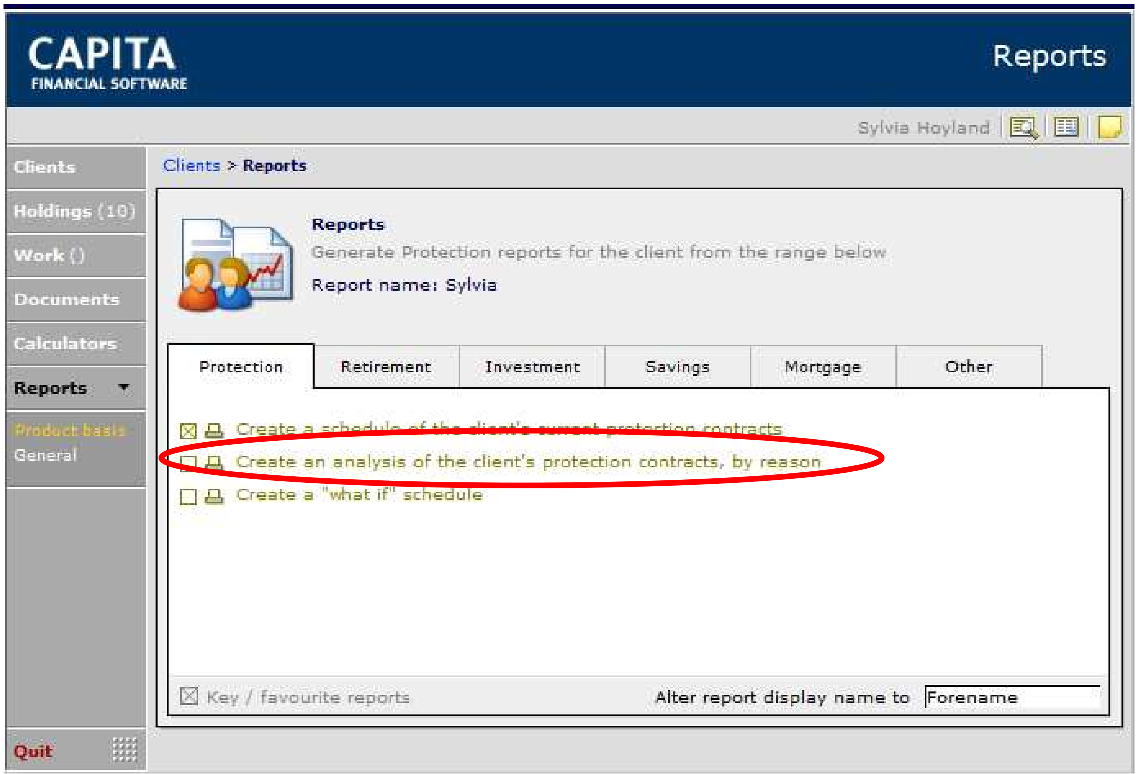
Retirement contracts

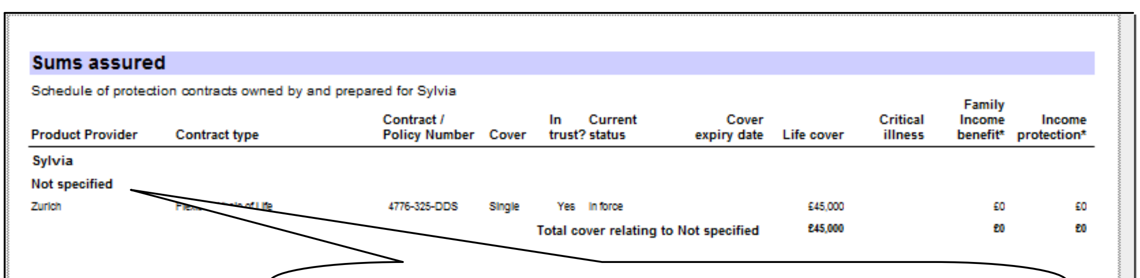
Schedule of retirement contracts. Prepared for Sylvia

Product Provider	Contract type	Status	Contract / Policy Number	Effective date	Review date	Ret. date	Contracted out	Regular Cont.	Total Single Conts.	Total Invested	Valuation
Sylvia											
AXA	Section 32 Buyout plan$$104	Paid up	76228BO83766	01/07/90		16/11/09					£78,025
Canada Life	Personal Pension	In force	CLP67665BGT	01/08/86		16/11/09		£85.00 M		£22,780	£43,890
Scottish Equitable	Personal Pension	In force	3644738299SE	01/06/89		16/11/09		£150.00 M		£35,100	£62,301
Total for Sylvia										£57,880	£184,216

2.1.2. Analysis

The information from a schedule will be used and displayed in a different format.



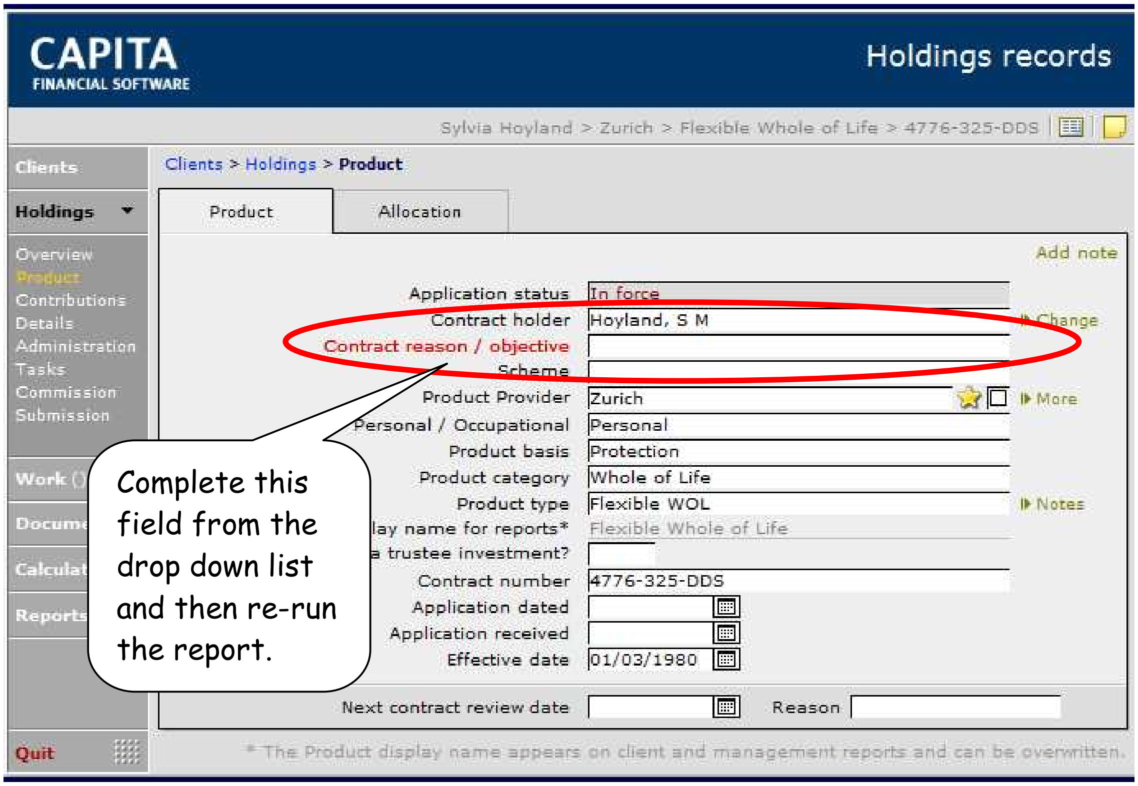


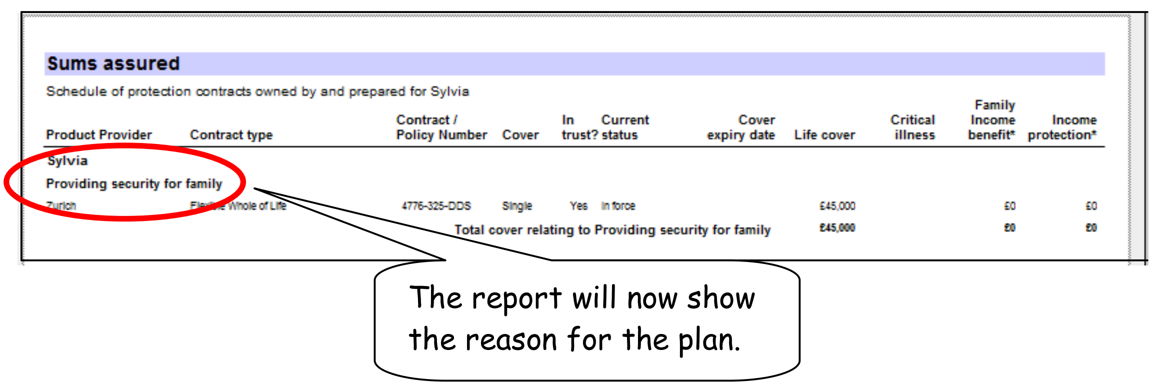
Sums assured

Schedule of protection contracts owned by and prepared for Sylvia

Product Provider	Contract type	Contract / Policy Number	Cover	In trust?	Current status	Cover expiry date	Life cover	Critical illness	Family Income benefit*	Income protection*
Sylvia										
Not specified										
Zurich	Flex[illegible] of Life	4776-325-DDS	Single	Yes	In force		£45,000		£0	£0
				Total cover relating to Not specified			**£45,000**		**£0**	**£0**

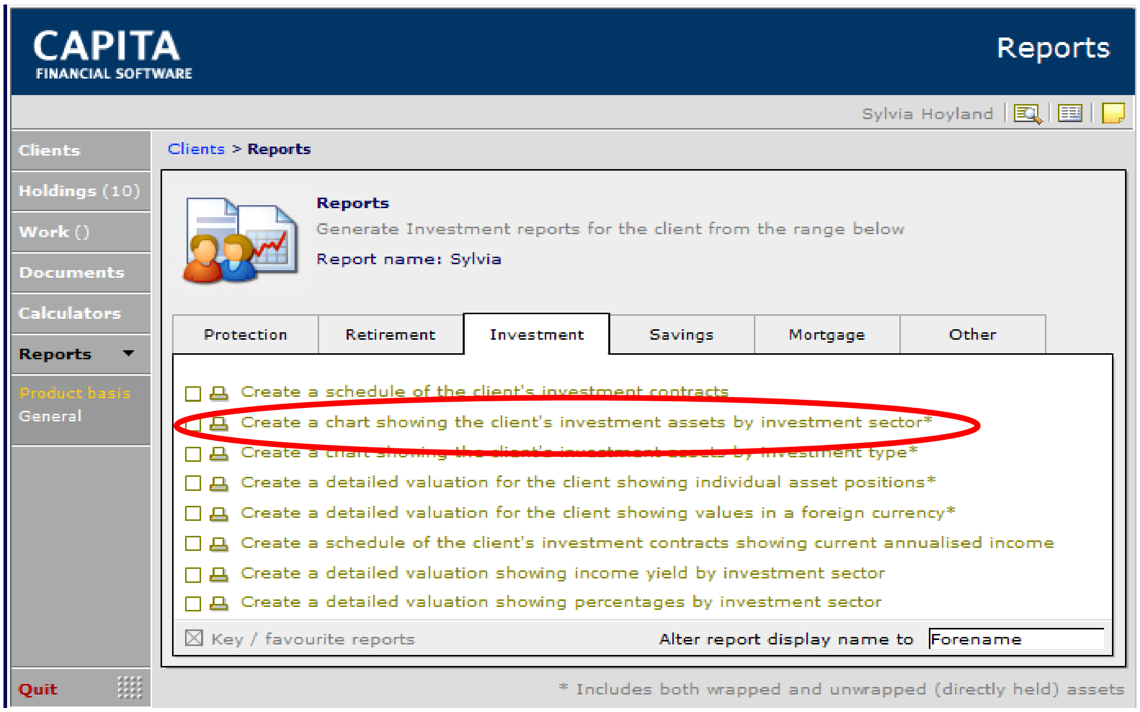
Not specified highlights that a red/critical field has not been completed on the holding record.


CAPITA FINANCIAL SOFTWARE
Holdings records
Sylvia Hoyland > Zurich > Flexible Whole of Life > 4776-325-DDS
Clients > Holdings > Product
Product
Allocation
Add note
Application status
In force
Contract holder
Hoyland, S M
Change
Contract reason / objective
Scheme
Product Provider
Zurich
More
Personal / Occupational
Personal
Product basis
Protection
Product category
Whole of Life
Product type
Flexible WOL
Notes
Flexible Whole of Life
Contract number
4776-325-DDS
Application dated
Application received
Effective date
01/03/1980
Next contract review date
Reason
Quit
* The Product display name appears on client and management reports and can be overwritten.
Complete this field from the drop down list and then re-run the report.


Sums assured
Schedule of protection contracts owned by and prepared for Sylvia
Product Provider
Contract type
Contract / Policy Number
Cover
In trust?
Current status
Cover expiry date
Life cover
Critical illness
Family Income benefit*
Income protection*
Sylvia
Providing security for family
Zurich
Flexible Whole of Life
4776-325-DDS
Single
Yes
In force
£45,000
£0
£0
Total cover relating to Providing security for family
£45,000
£0
£0
The report will now show the reason for the plan.

2.1.3. Charts

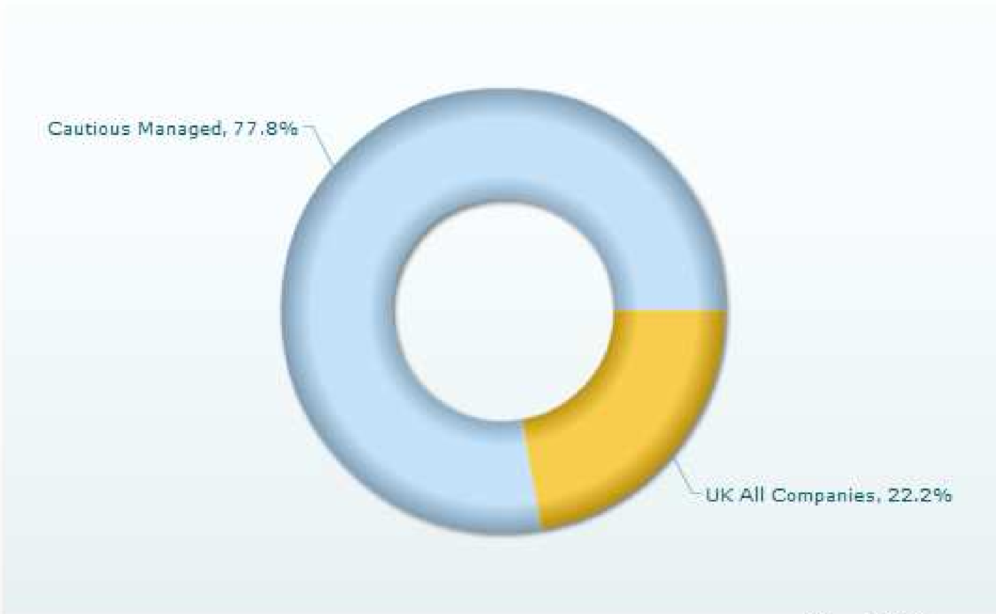
The information from the schedule will also be displayed as a chart.



NB: - When selecting a chart it may appear that no chart has been compiled. Click into the Preview button to view the completed chart.

Analysis of Assets

Analysis of investment assets by investment sector. Prepared for Sylvia



Sector		Value of holding in sector
Mrs S M Hoyland		
Cautious Managed		£338.24
UK All Companies		£96.72
	Sub-Total for Mrs S M Hoyland	£434.96
	Totals	£434.96

2.2. General

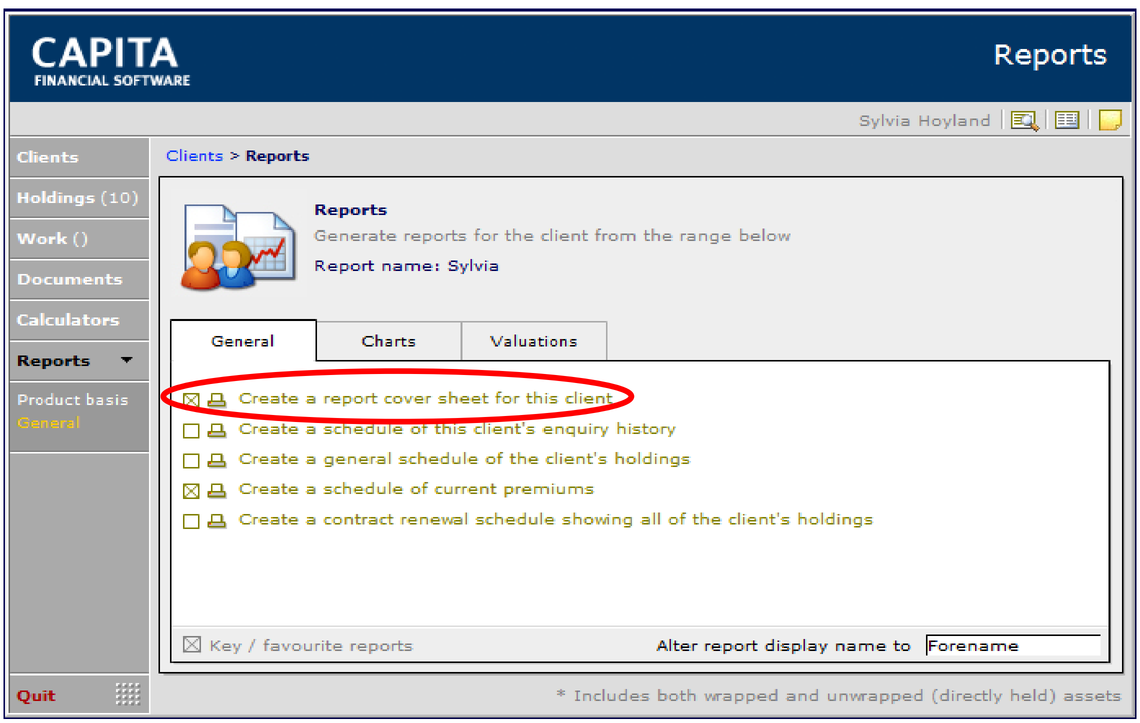
There are 3 tabs in the general reports section. Each tab will compile reports across the whole customer position regardless of the product basis.

2.2.1. General

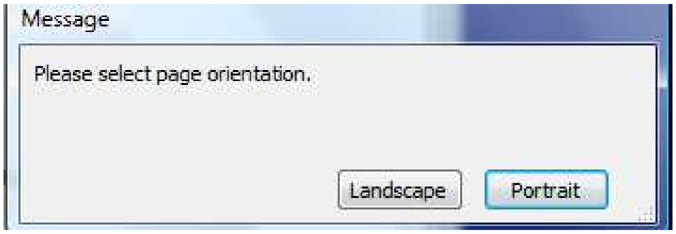
Apart from the first option, all the reports are schedules of the clients enquiries, holdings, premiums or renewal dates.

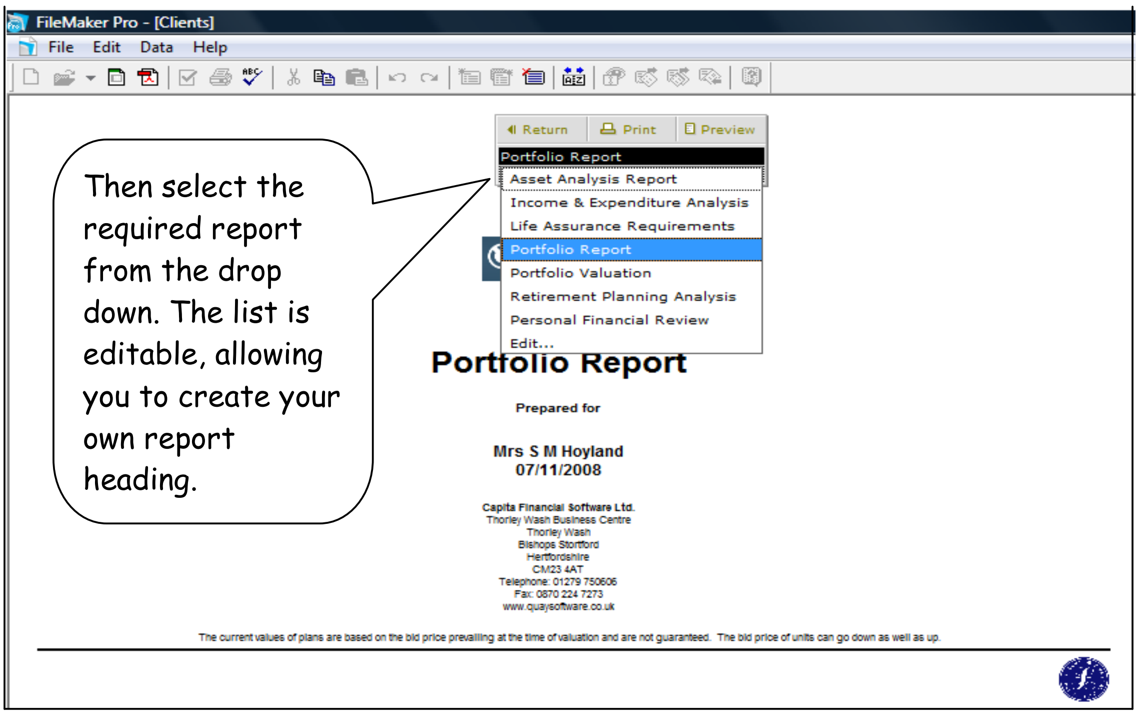
The first option gives you the ability to create a report header sheet for your client. All reports in this and the product basis area do not have header sheets.

Creating a report header sheet will enable you to present a selection of reports in a professional manner.



When selecting the report cover sheet, you will firstly be asked to select the page orientation you require.



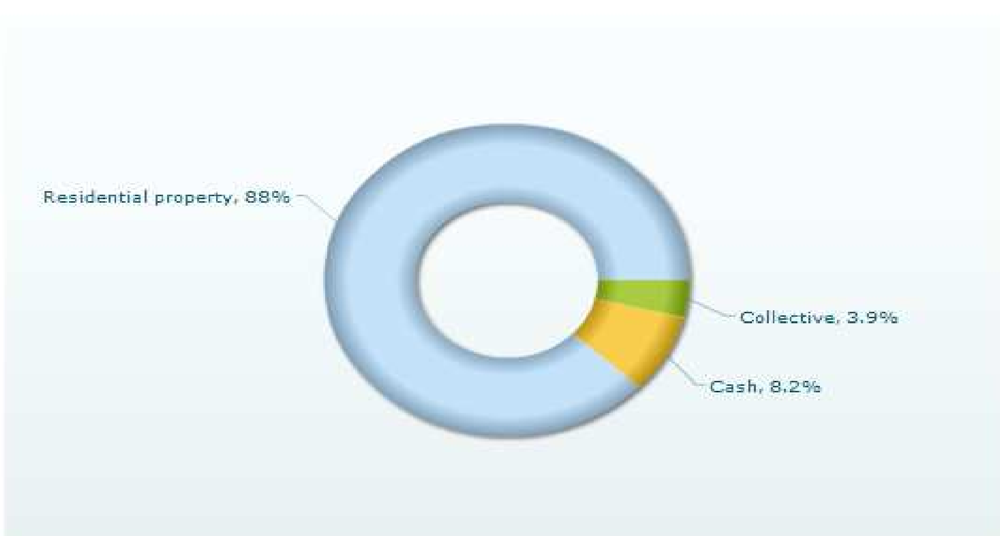


2.2.2. Charts

The chart will include the client entire position and not just by product basis.

Analysis of Assets

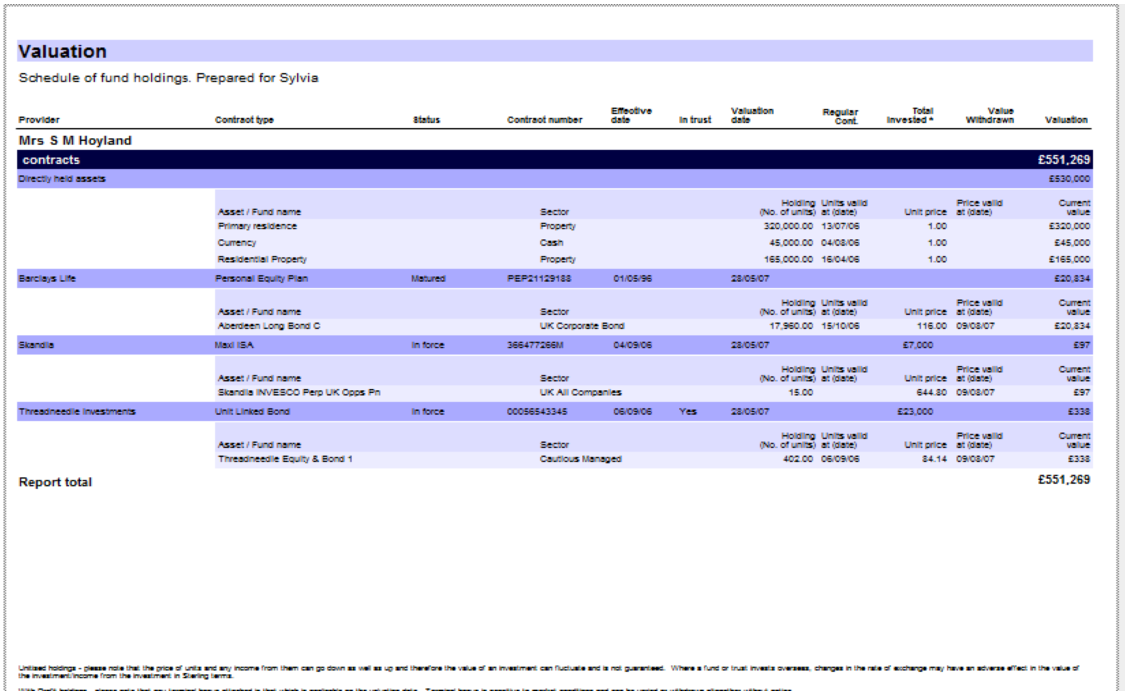
Analysis of assets by investment type. Prepared for Sylvia



Investment type	Value of holding
Residential property	£485,000.00
Cash	£45,000.00
Collective	£21,268.56
Totals	£551,268.56

2.2.3. Valuations

The valuations will show the clients entire position and not just by product basis.



Valuation

Schedule of fund holdings. Prepared for Sylvia

Provider	Contract type	Status	Contract number	Effective date	In trust	Valuation date	Regular Cont.	Total Invested *	Value Withdrawn	Valuation
Mrs S M Hoyland										
contracts										**£551,269**
Directly held assets										£530,000
Barclays Life	Personal Equity Plan	Matured	PEP21129188	01/05/96		28/05/07				£20,834
Skandia	Maxi ISA	In force	366477266M	04/09/06		28/05/07		£7,000		£97
Threadneedle Investments	Unit Linked Bond	In force	00056543345	06/09/06	Yes	28/05/07		£23,000		£338
Report total										**£551,269**

Directly held assets:

Asset / Fund name	Sector	Holding (No. of units)	Units valid at (date)	Unit price	Price valid at (date)	Current value
Primary residence	Property	320,000.00	13/07/06	1.00		£320,000
Currency	Cash	45,000.00	04/08/06	1.00		£45,000
Residential Property	Property	165,000.00	16/04/06	1.00		£165,000

Barclays Life:

Asset / Fund name	Sector	Holding (No. of units)	Units valid at (date)	Unit price	Price valid at (date)	Current value
Aberdeen Long Bond C	UK Corporate Bond	17,960.00	15/10/06	116.00	09/08/07	£20,834

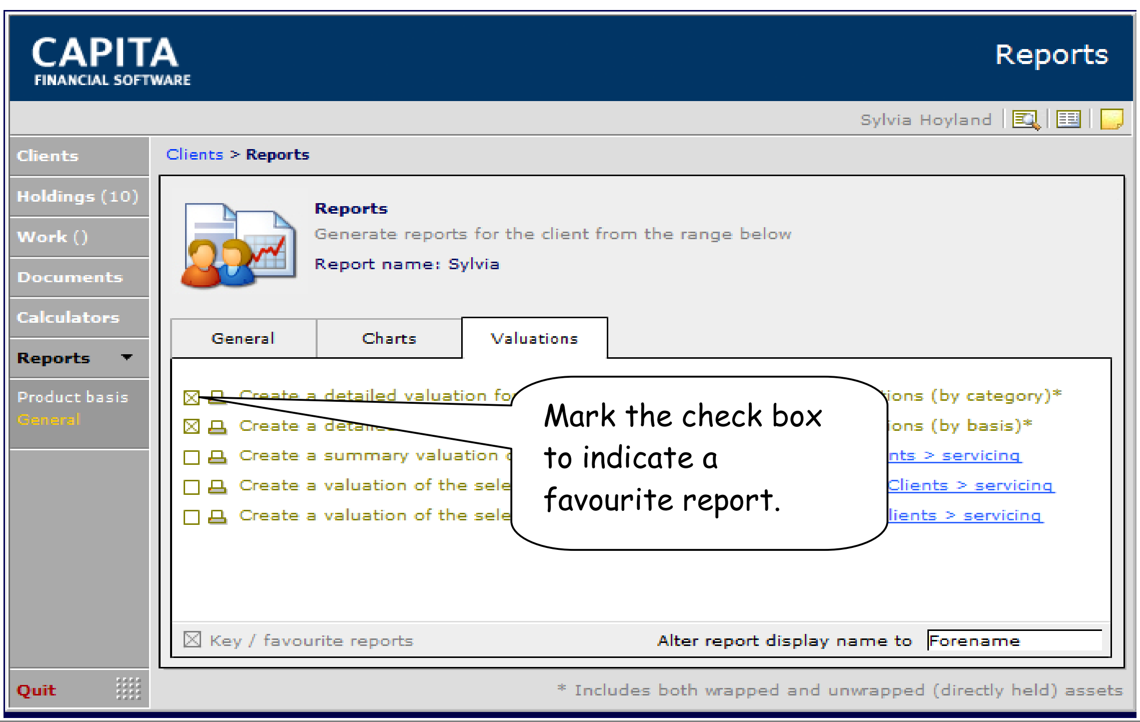
Skandia:

Asset / Fund name	Sector	Holding (No. of units)	Units valid at (date)	Unit price	Price valid at (date)	Current value
Skandia INVESCO Perp UK Opps Pn	UK All Companies	15.00		644.80	09/08/07	£97

Threadneedle Investments:

Asset / Fund name	Sector	Holding (No. of units)	Units valid at (date)	Unit price	Price valid at (date)	Current value
Threadneedle Equity & Bond 1	Cautious Managed	402.00	06/09/06	84.14	09/08/07	£338

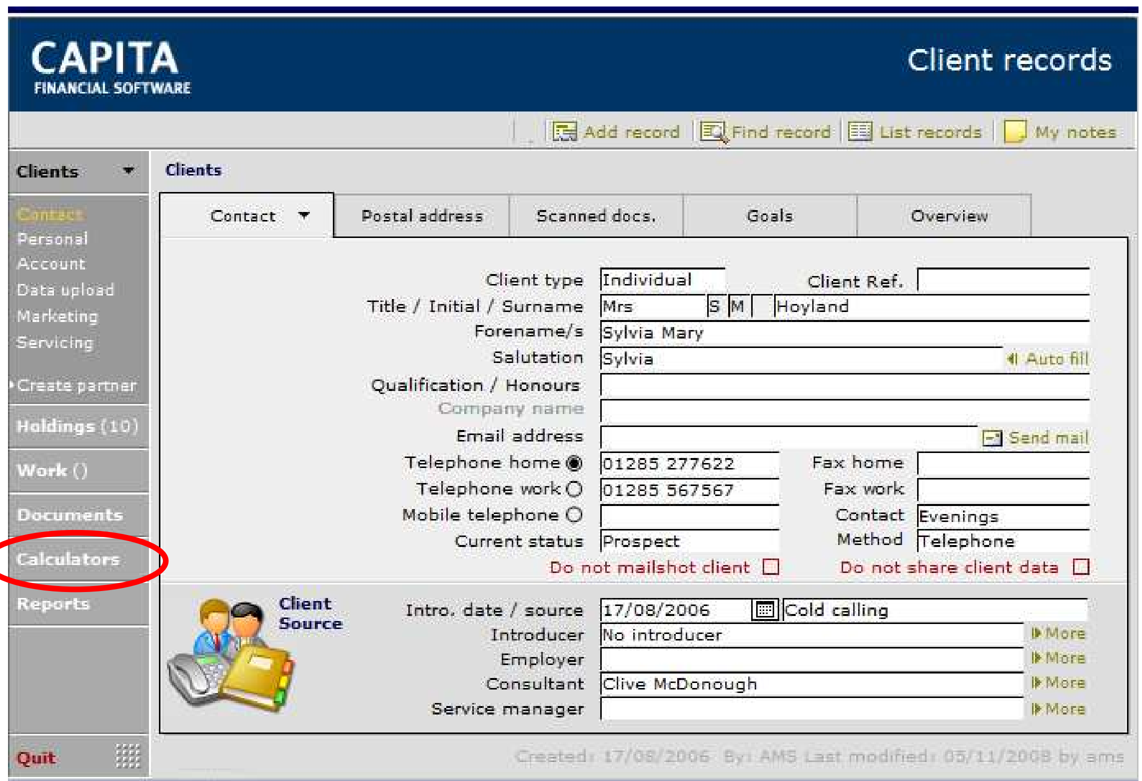
You can select your favourite report from within any of the tabs. This will save time when identifying the reports that your company prefer to use.

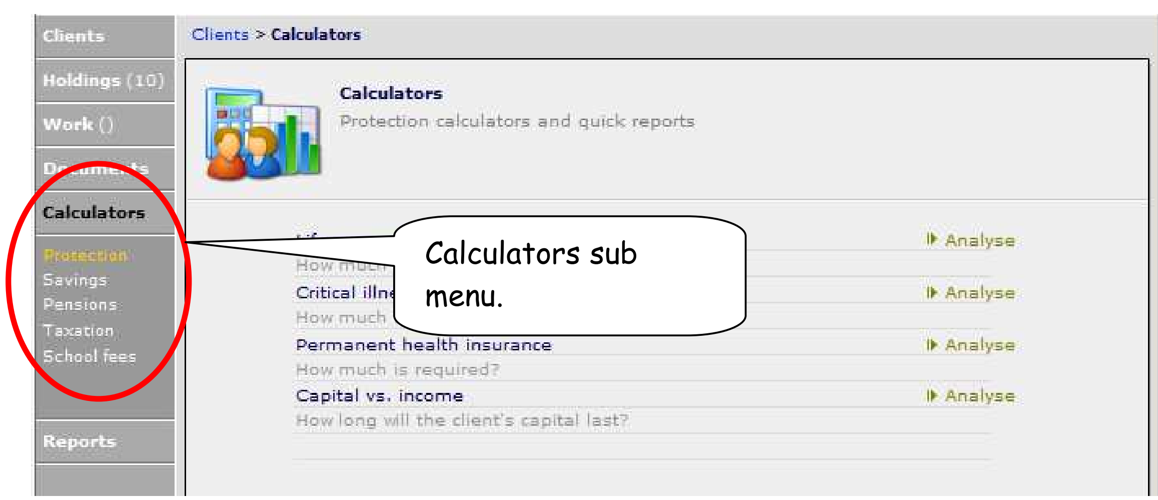


3. CALCULATORS

Calculators are found in two modules of CCD. The Clients module and the Fact find module.

Not all calculators are available in both modules. Some require a Fact find to have been completed before they can be run, while the majority can be completed using the Holding information only.



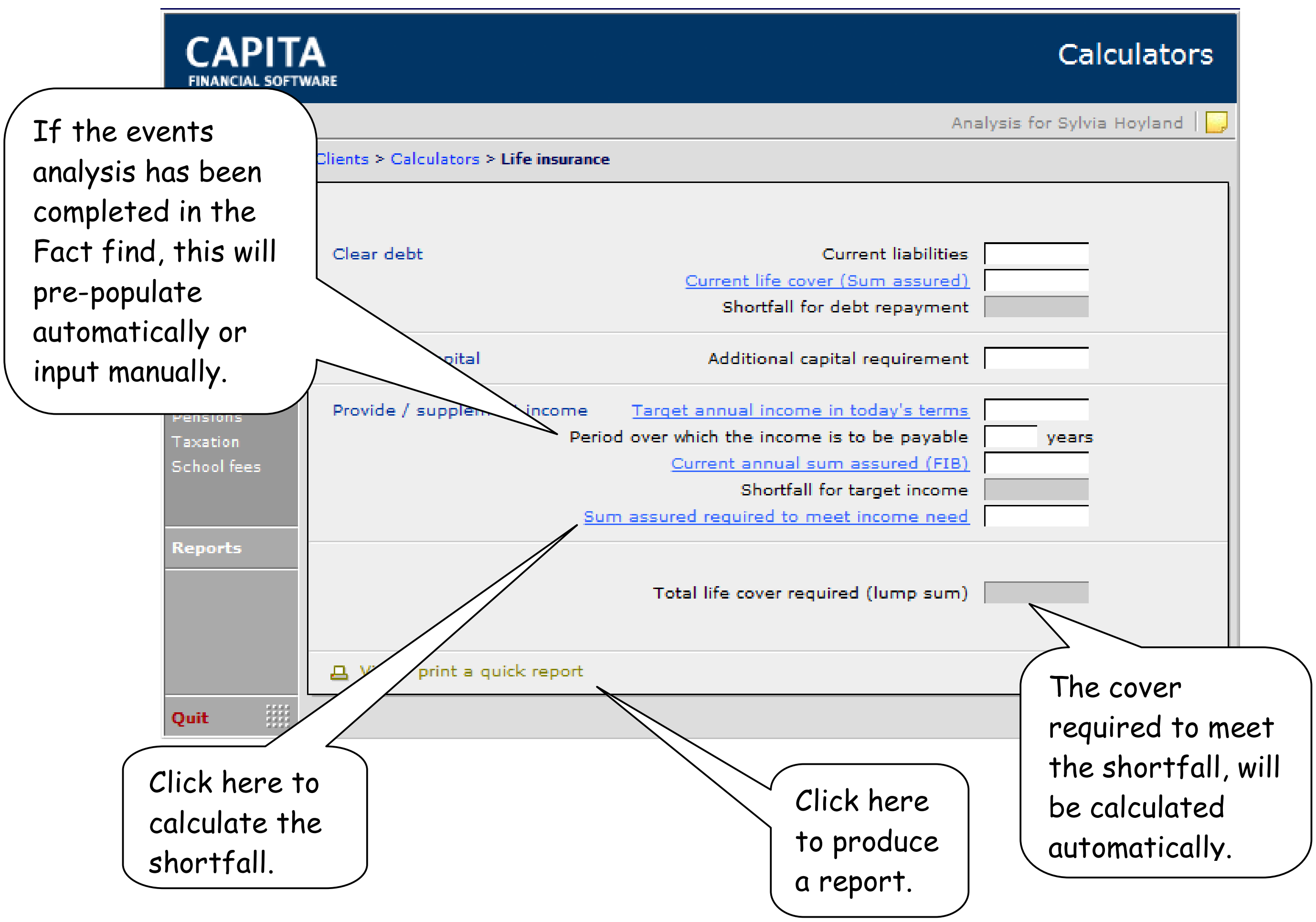


Unlike the schedules, the calculators will require additional information to be input or pulled through from elsewhere in CCD.

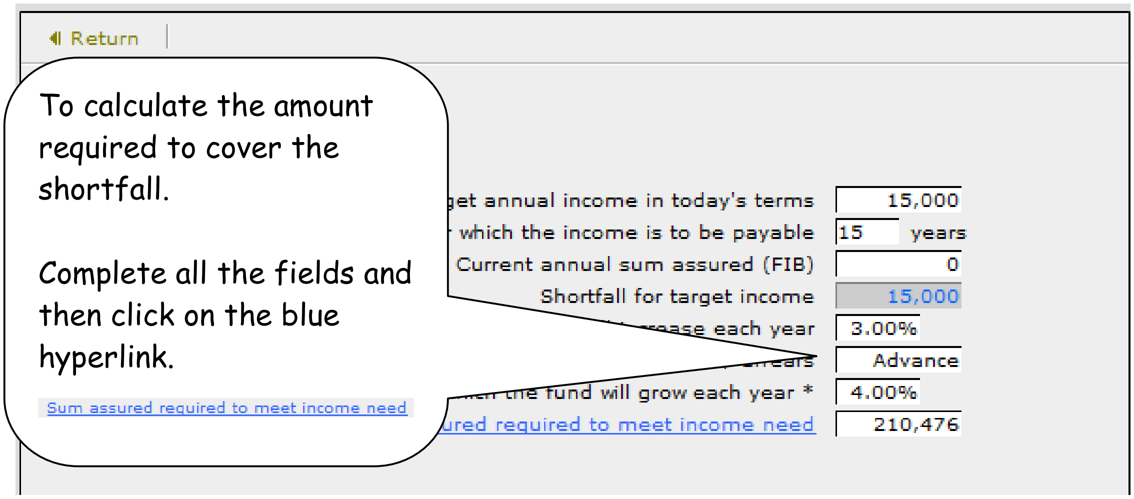
3.1. Life Assurance Shortfall calculator

The greyed out fields are automatically calculated by CCD. The white fields require a manual input, unless they contain a blue hyperlink.

By selecting the blue hyperlink next to the input field, the data is pulled through from the Holdings area.



Sum assured required to meet income need

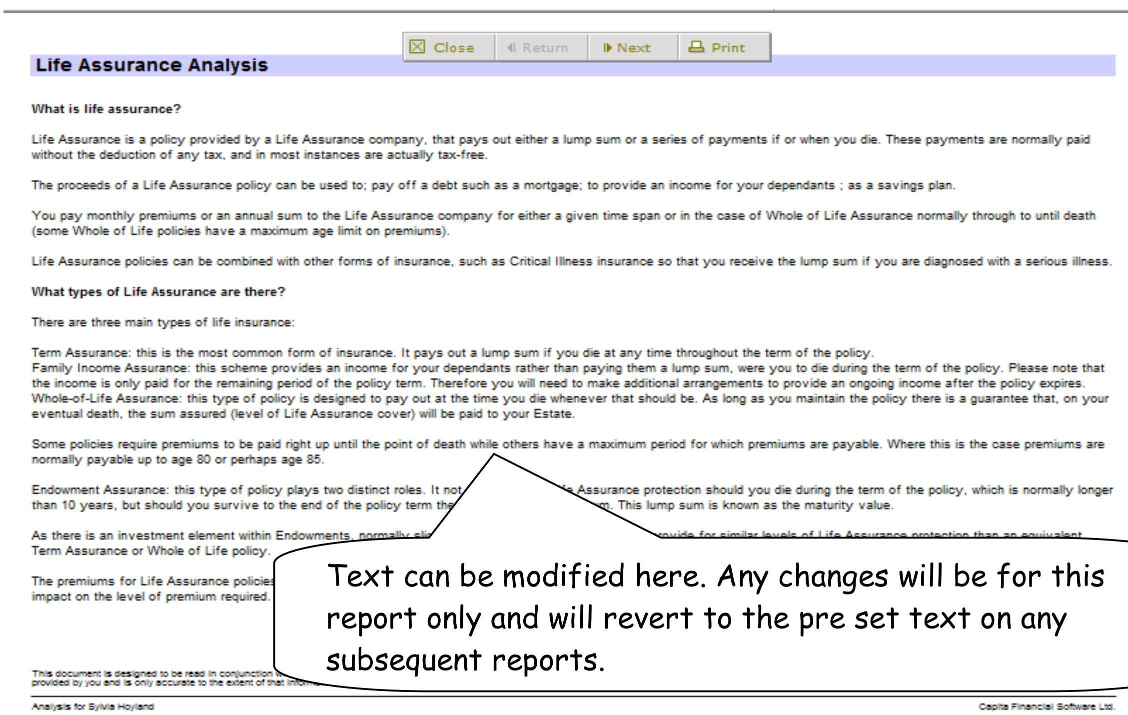


To calculate the amount required to cover the shortfall.

Complete all the fields and then click on the blue hyperlink.

Sum assured required to meet income need

To produce the report click on



Life Assurance Analysis

What is life assurance?

Life Assurance is a policy provided by a Life Assurance company, that pays out either a lump sum or a series of payments if or when you die. These payments are normally paid without the deduction of any tax, and in most instances are actually tax-free.

The proceeds of a Life Assurance policy can be used to; pay off a debt such as a mortgage; to provide an income for your dependants ; as a savings plan.

You pay monthly premiums or an annual sum to the Life Assurance company for either a given time span or in the case of Whole of Life Assurance normally through to until death (some Whole of Life policies have a maximum age limit on premiums).

Life Assurance policies can be combined with other forms of insurance, such as Critical Illness insurance so that you receive the lump sum if you are diagnosed with a serious illness.

What types of Life Assurance are there?

There are three main types of life insurance:

Term Assurance: this is the most common form of insurance. It pays out a lump sum if you die at any time throughout the term of the policy.
Family Income Assurance: this scheme provides an income for your dependants rather than paying them a lump sum, were you to die during the term of the policy. Please note that the income is only paid for the remaining period of the policy term. Therefore you will need to make additional arrangements to provide an ongoing income after the policy expires.
Whole-of-Life Assurance: this type of policy is designed to pay out at the time you die whenever that should be. As long as you maintain the policy there is a guarantee that, on your eventual death, the sum assured (level of Life Assurance cover) will be paid to your Estate.

Some policies require premiums to be paid right up until the point of death while others have a maximum period for which premiums are payable. Where this is the case premiums are normally payable up to age 80 or perhaps age 85.

Endowment Assurance: this type of policy plays two distinct roles. It not … fe Assurance protection should you die during the term of the policy, which is normally longer than 10 years, but should you survive to the end of the policy term the … m. This lump sum is known as the maturity value.

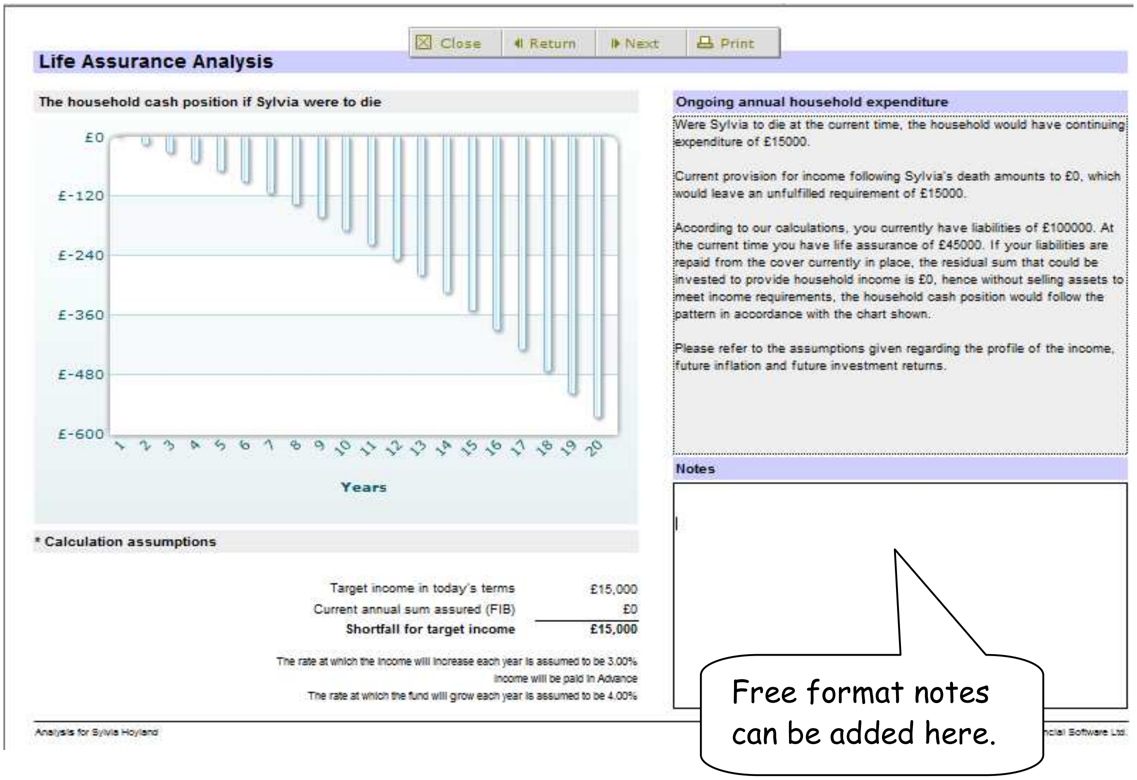
As there is an investment element within Endowments, normally sli… rovide for similar levels of Life Assurance protection than an equivalent Term Assurance or Whole of Life policy.

The premiums for Life Assurance policies … impact on the level of premium required.

This document is designed to be read in conjunction w… provided by you and is only accurate to the extent of that inform…

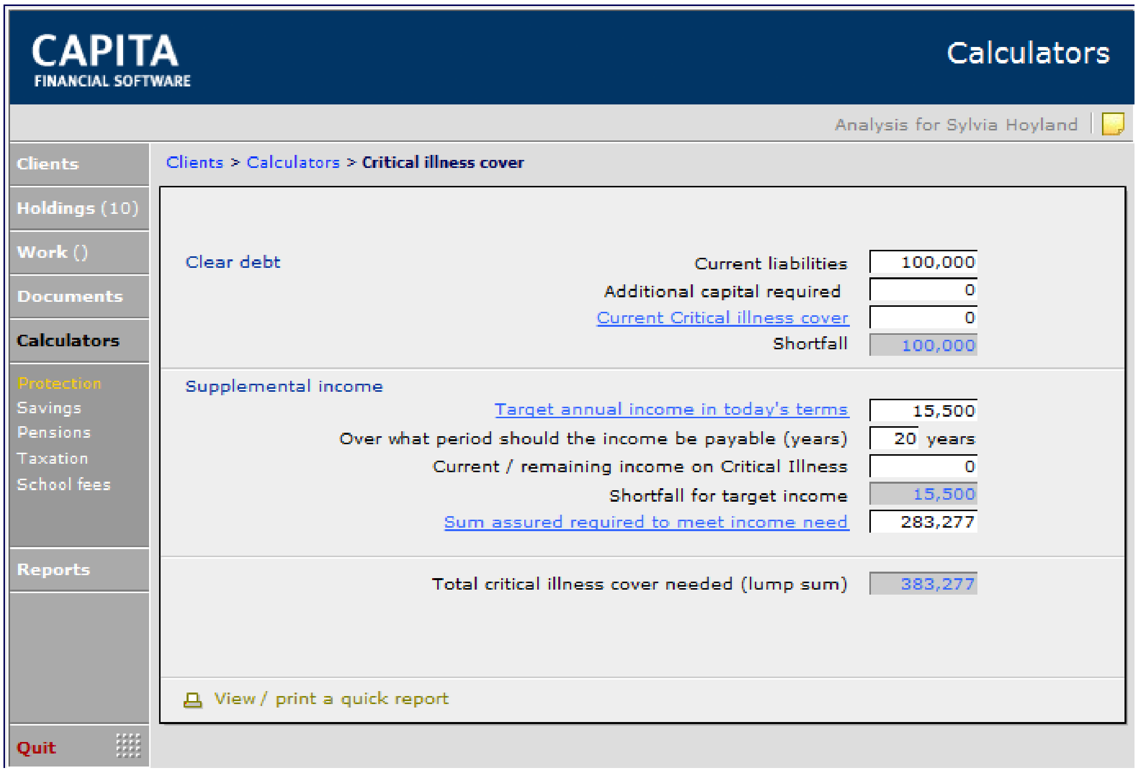
Analysis for Sylvia Hoyland — Capita Financial Software Ltd.

Text can be modified here. Any changes will be for this report only and will revert to the pre set text on any subsequent reports.

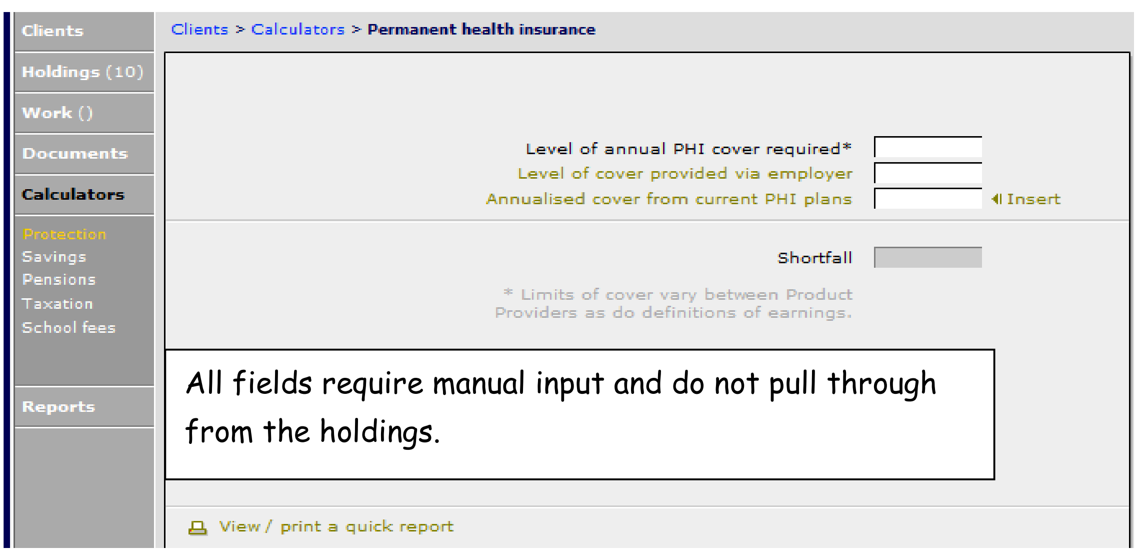

Close
Return
Next
Print
Life Assurance Analysis
The household cash position if Sylvia were to die
£0
£-120
£-240
£-360
£-480
£-600
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20
Years
* Calculation assumptions
Target income in today's terms £15,000
Current annual sum assured (FIB) £0
Shortfall for target income £15,000
The rate at which the income will increase each year is assumed to be 3.00%
Income will be paid in Advance
The rate at which the fund will grow each year is assumed to be 4.00%
Ongoing annual household expenditure
Were Sylvia to die at the current time, the household would have continuing expenditure of £15000.
Current provision for income following Sylvia's death amounts to £0, which would leave an unfulfilled requirement of £15000.
According to our calculations, you currently have liabilities of £100000. At the current time you have life assurance of £45000. If your liabilities are repaid from the cover currently in place, the residual sum that could be invested to provide household income is £0, hence without selling assets to meet income requirements, the household cash position would follow the pattern in accordance with the chart shown.
Please refer to the assumptions given regarding the profile of the income, future inflation and future investment returns.
Notes
Analysis for Sylvia Hoyland
Free format notes can be added here.

3.2. Critical Illness Calculator

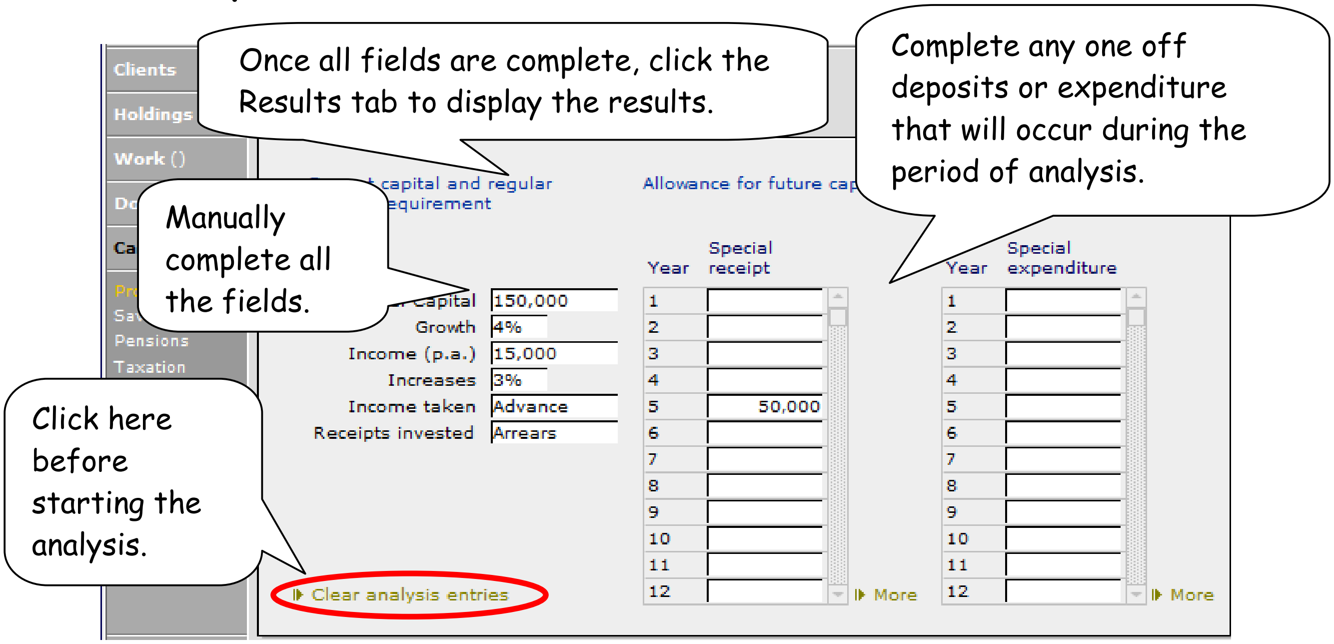
The Critical Illness Shortfall Calculator, is completed in exactly the same way as the Life Assurance Shortfall Calculator.

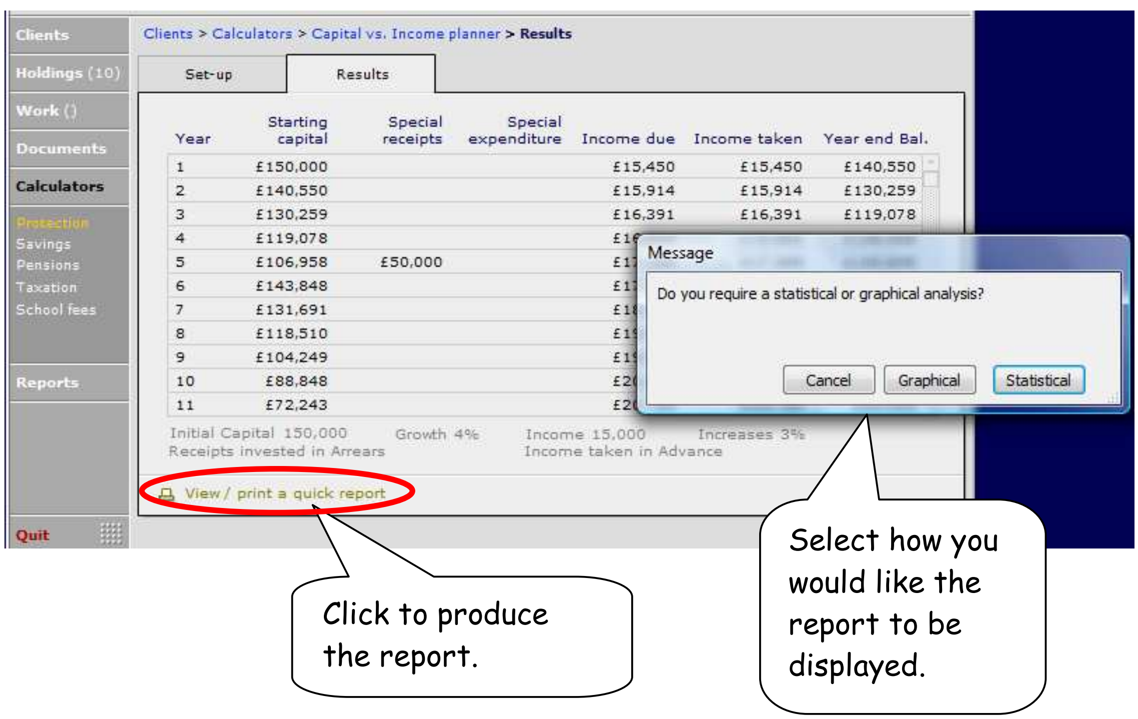


3.3. Permanent Health Insurance

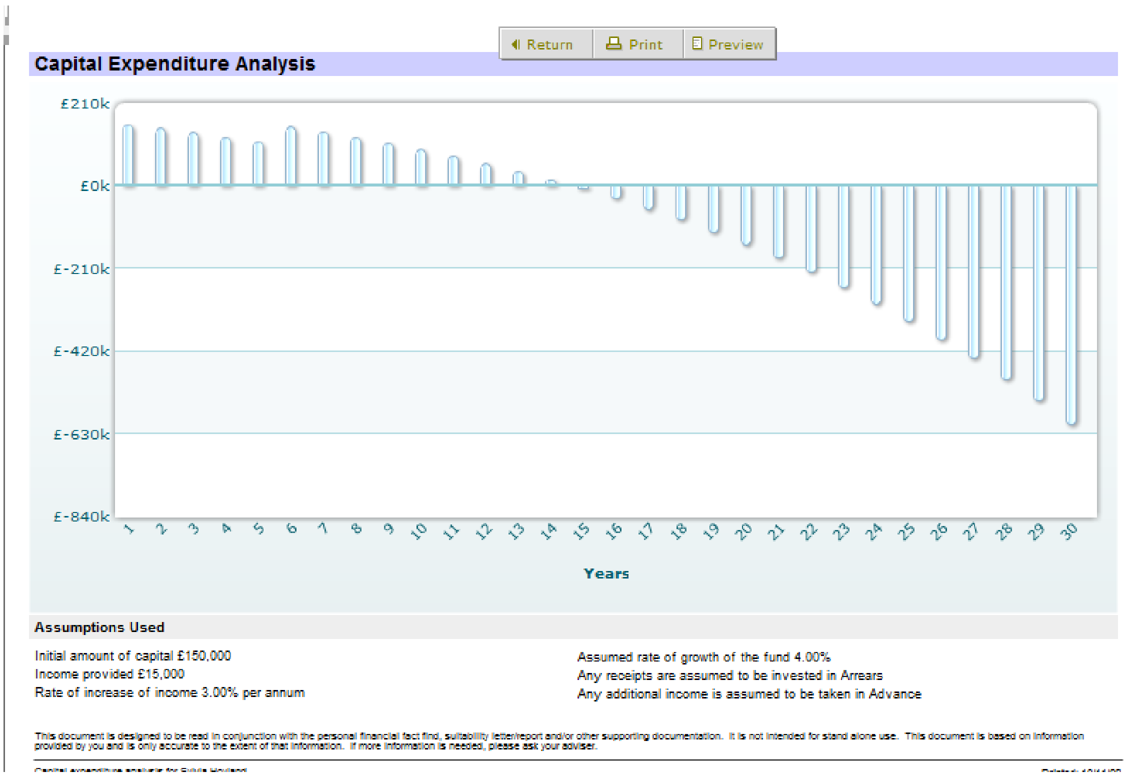


3.4. Capital vs. Income





3.4.1. Graphical



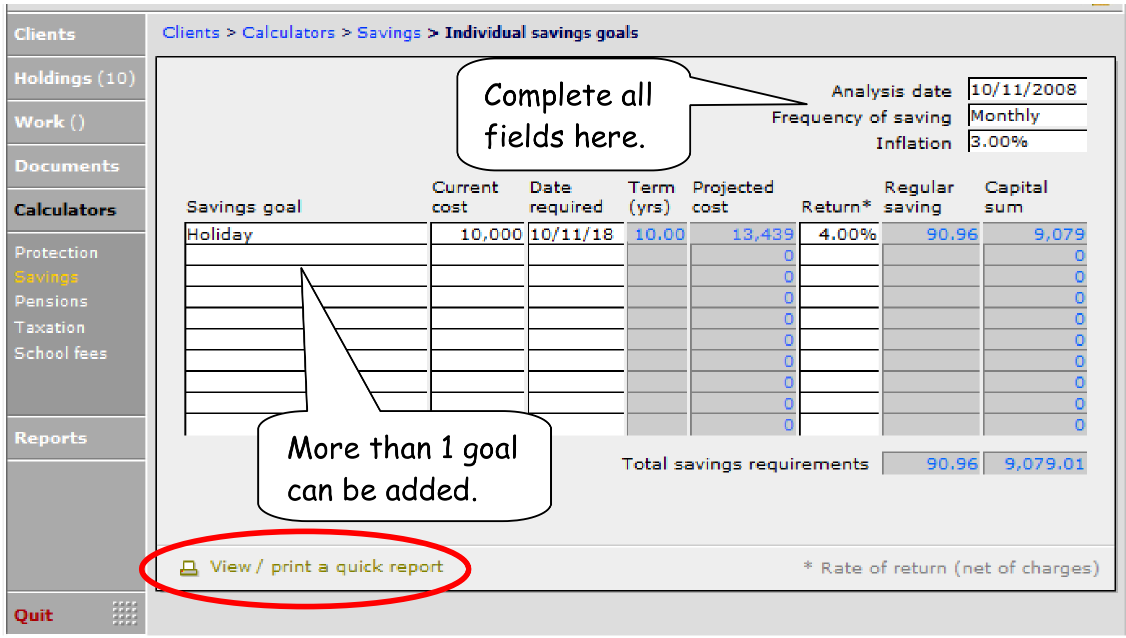
3.4.2. Statistical

Return | Print | Preview

Capital Expenditure Analysis

Year	Opening balance	Receipts (Note)	Regular Income provided	Extra income (Note)	Total income taken	Capital Balance
1	£150,000		£15,450		£15,450	£140,550
2	£140,550		£15,914		£15,914	£130,259
3	£130,259		£16,391		£16,391	£119,078
4	£119,078		£16,883		£16,883	£106,958
5	£106,958	£50,000	£17,389		£17,389	£143,848
6	£143,848		£17,911		£17,911	£131,691
7	£131,691		£18,448		£18,448	£118,510
8	£118,510		£19,002		£19,002	£104,249
9	£104,249		£19,572		£19,572	£88,848
10	£88,848		£20,159		£20,159	£72,243
11	£72,243		£20,764		£20,764	£54,369
12	£54,369		£21,386		£21,386	£35,157
13	£35,157		£22,028		£22,028	£14,535
14	£14,535		£22,689		£22,689	-£7,572
15	-£7,572		£23,370		£23,370	-£31,244
16	-£31,244		£24,071		£24,071	-£56,565
17	-£56,565		£24,793		£24,793	-£83,620
18	-£83,620		£25,536		£25,536	-£112,501
19	-£112,501		£26,303		£26,303	-£143,304
20	-£143,304		£27,092		£27,092	-£176,128

3.5. Individual Savings Goal



Last | Next | Print

Savings Goals Analysis

Saving for a specific purpose

Below is a schedule of your specific savings objectives. Your objectives could be met either from regular savings, from the investment of capital or from a combination of both. Along with the calculated rate of regular savings required to meet each objective, the current lump sum investment is also presented.

Critical to meeting your savings objectives are the rate of growth (the investment return between now and the date on which you will need to draw on your savings) and inflation. These assumptions are given.

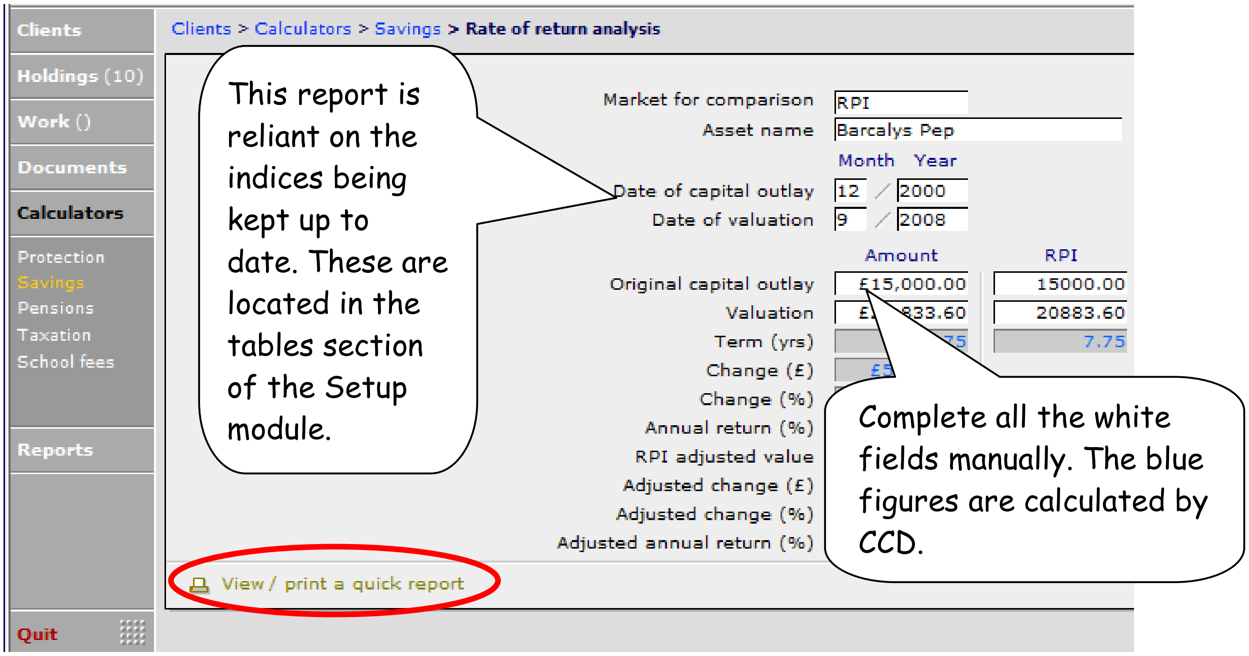
Savings goal	Current cost	Date required	Term (yrs)	Projected cost	Return*	Regular saving	Capital sum
Holiday	10,000	10/11/18	10.00	13,439	4.00%	90.96	9,079
				0			0
				0			0
				0			0
				0			0
				0			0
				0			0
				0			0
				0			0
				0			0
Total savings requirements						90.96	9,079.01

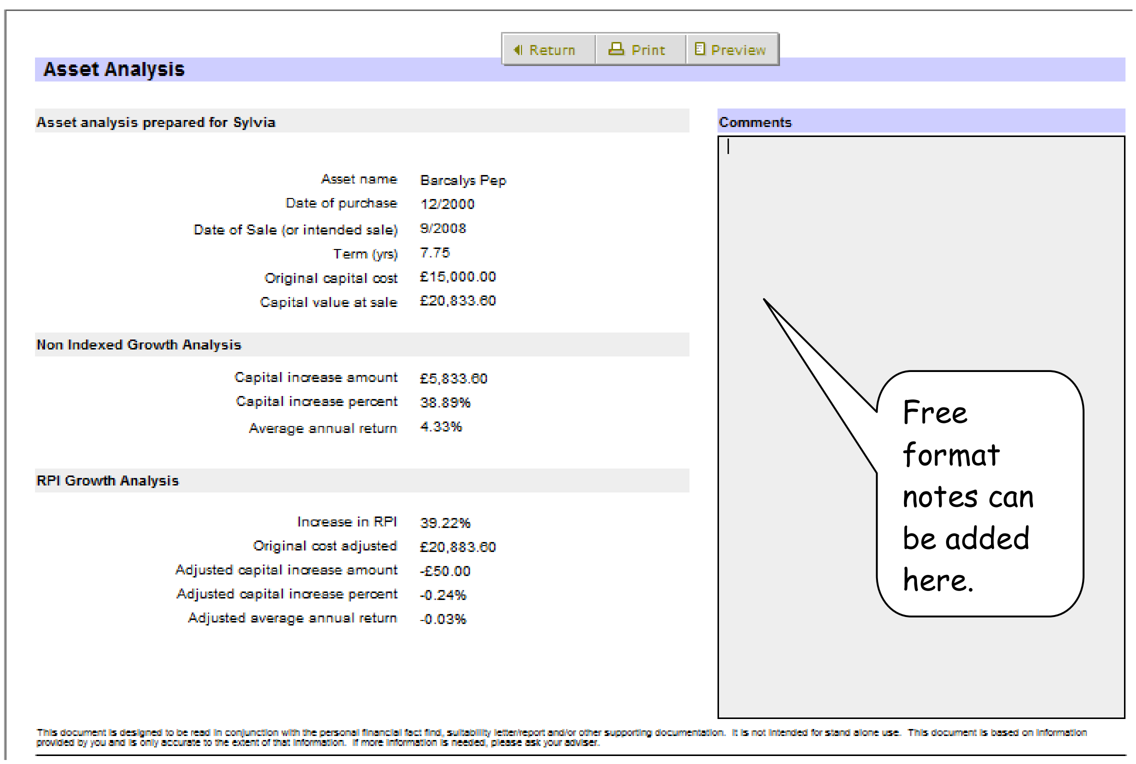
Assumptions

Analysis date	10/11/2008
Frequency of saving	Monthly
Inflation	3.00%

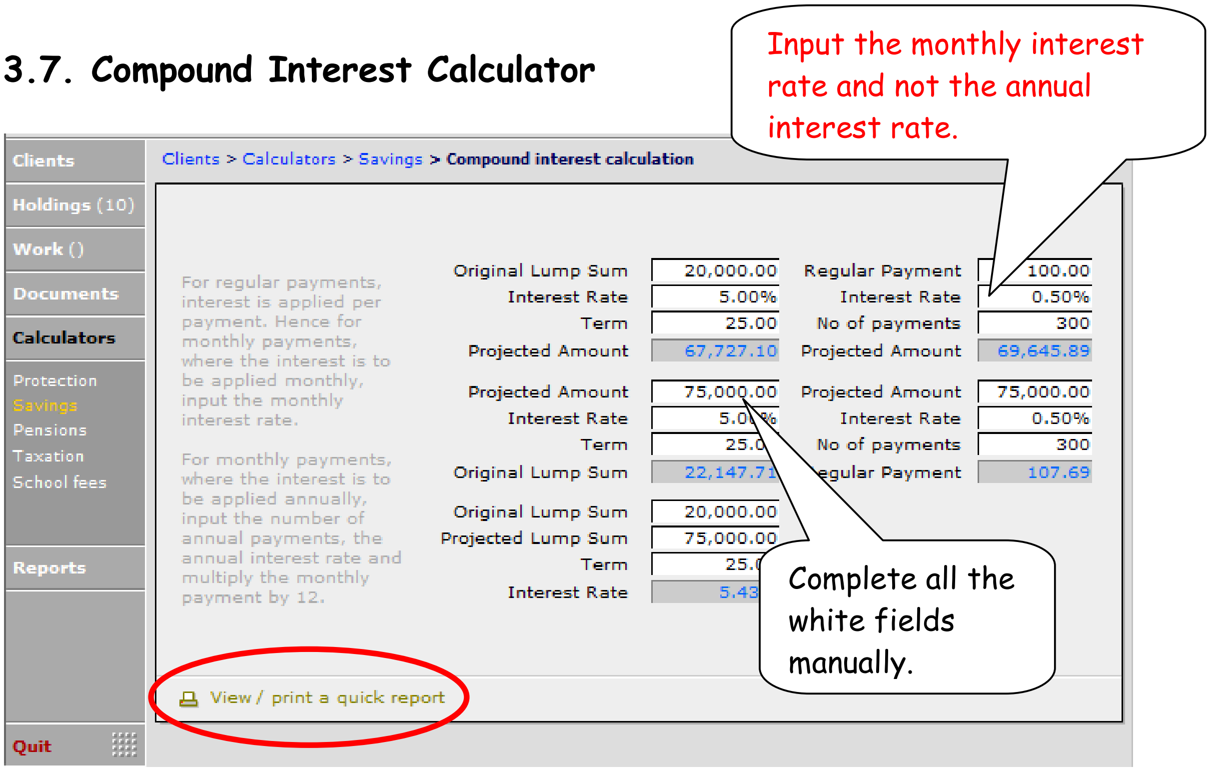
This document is designed to be read in conjunction with the personal financial fact find, suitability letter/report and/or other supporting documentation. It is not intended for stand alone use. This document is based on information provided by you and is only accurate to the extent of that information. If more information is needed, please ask your adviser.

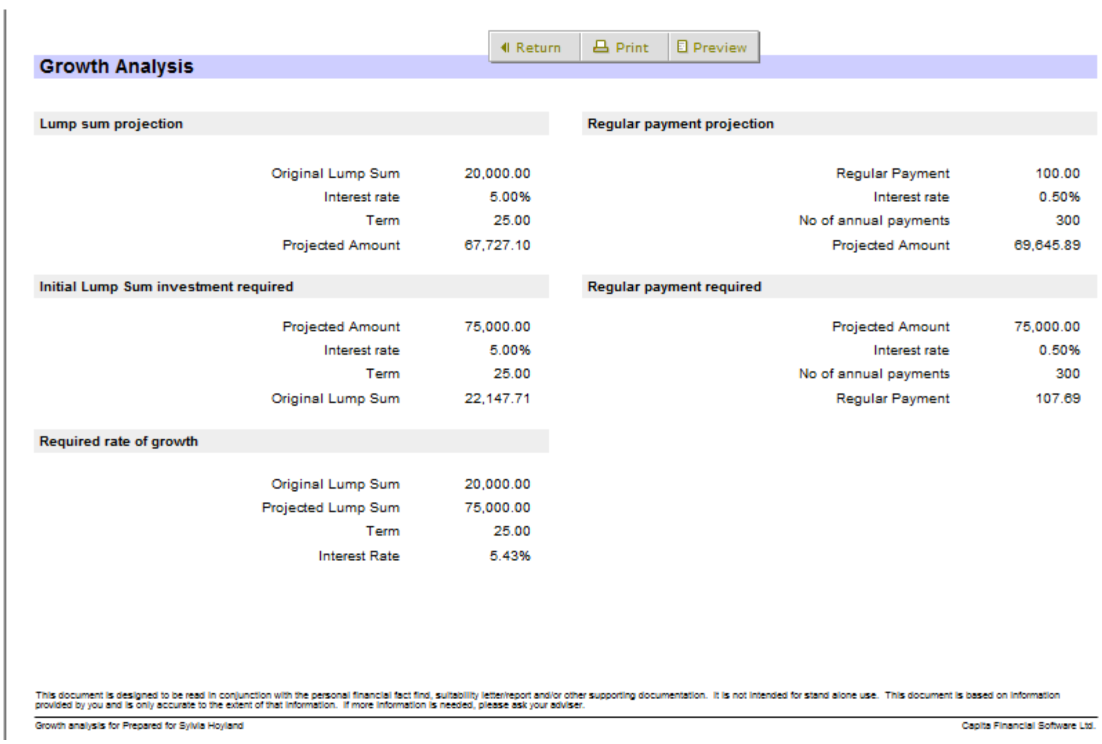
3.6. Rate of Return Analysis





3.7. Compound Interest Calculator





Return | Print | Preview

Growth Analysis

Lump sum projection

Original Lump Sum	20,000.00
Interest rate	5.00%
Term	25.00
Projected Amount	67,727.10

Regular payment projection

Regular Payment	100.00
Interest rate	0.50%
No of annual payments	300
Projected Amount	69,645.89

Initial Lump Sum investment required

Projected Amount	75,000.00
Interest rate	5.00%
Term	25.00
Original Lump Sum	22,147.71

Regular payment required

Projected Amount	75,000.00
Interest rate	0.50%
No of annual payments	300
Regular Payment	107.69

Required rate of growth

Original Lump Sum	20,000.00
Projected Lump Sum	75,000.00
Term	25.00
Interest Rate	5.43%

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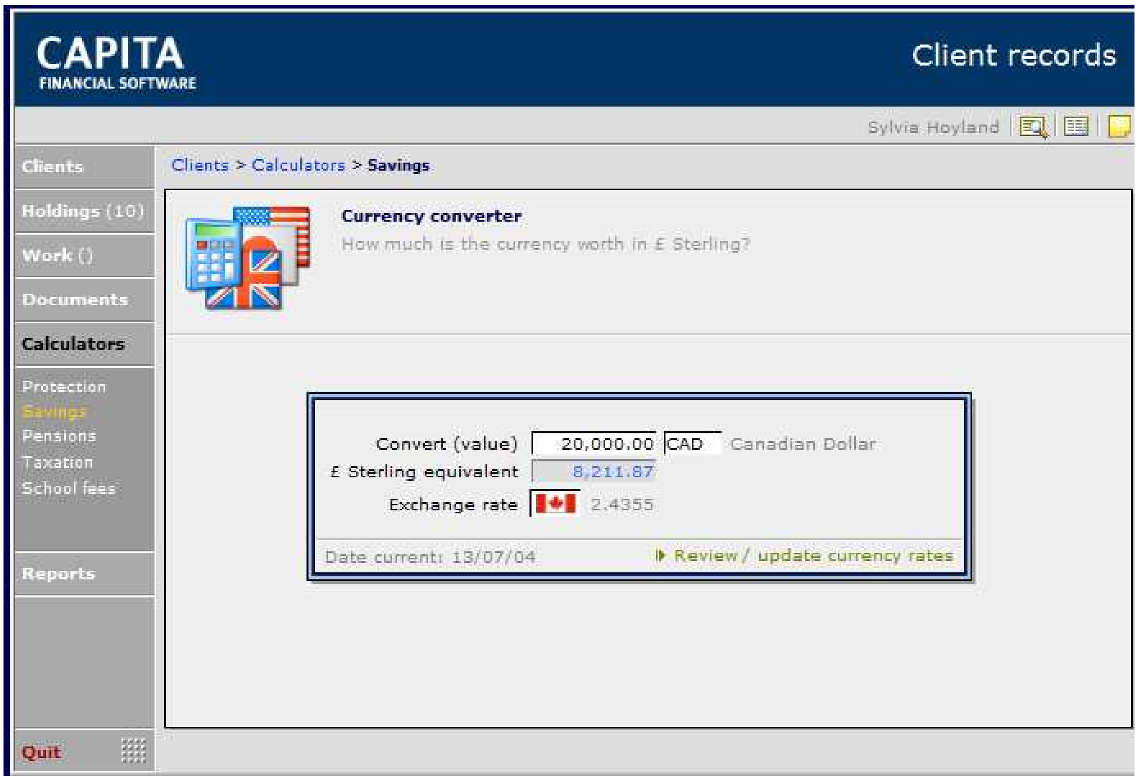
Growth analysis for Prepared for Sylvia Hoyland — Capita Financial Software Ltd.

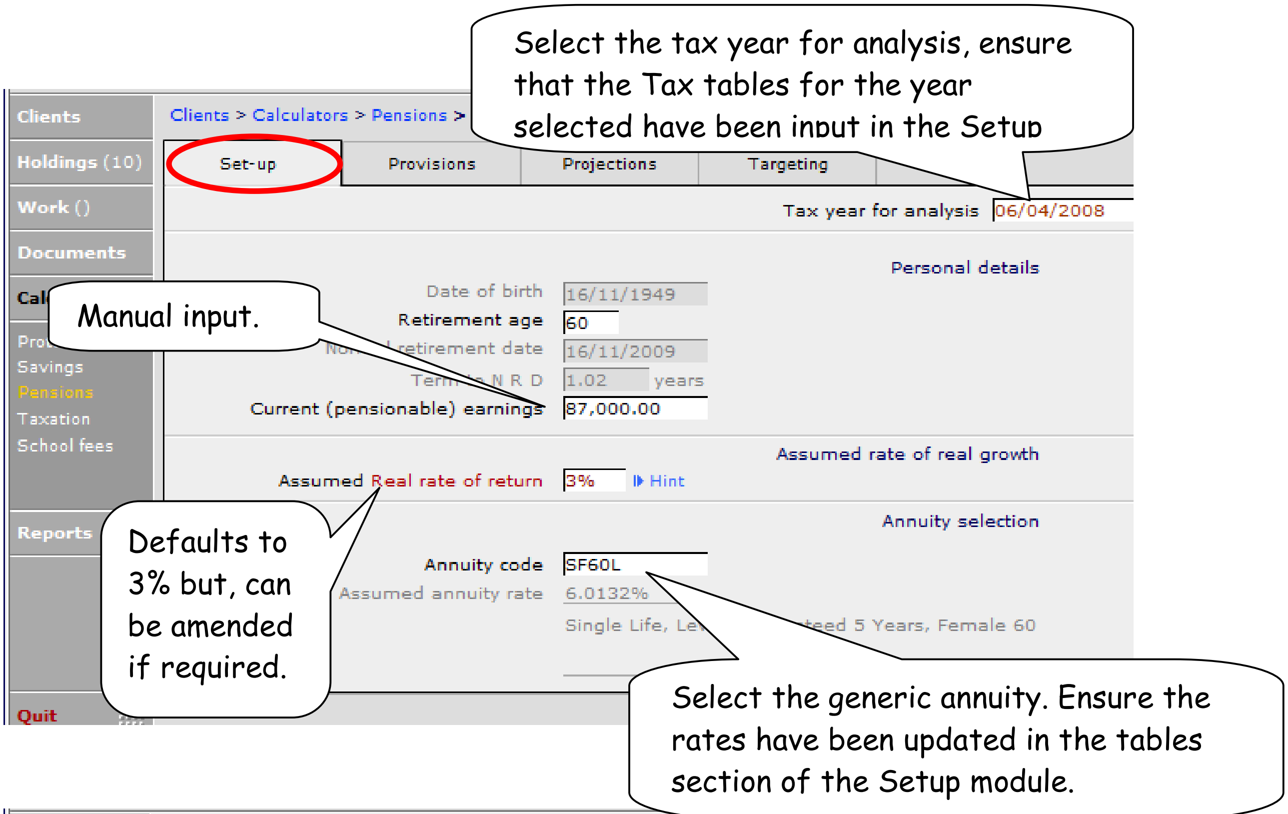
3.8. Foreign Exchange Calculator

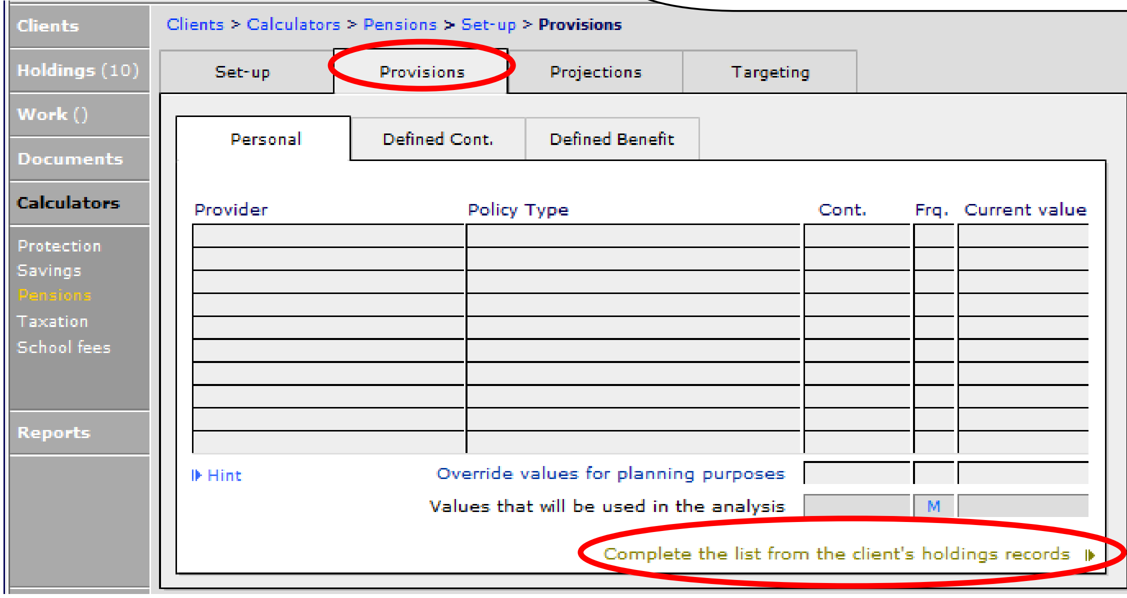
This is just a quick calculator and no printed report is produced. Exchange rates can be manually added here or will be pulled through from the currency table in the Setup module.

NB:- Always check that you are using an up to date exchange rate, as the table in the Setup module is not automatically updated.



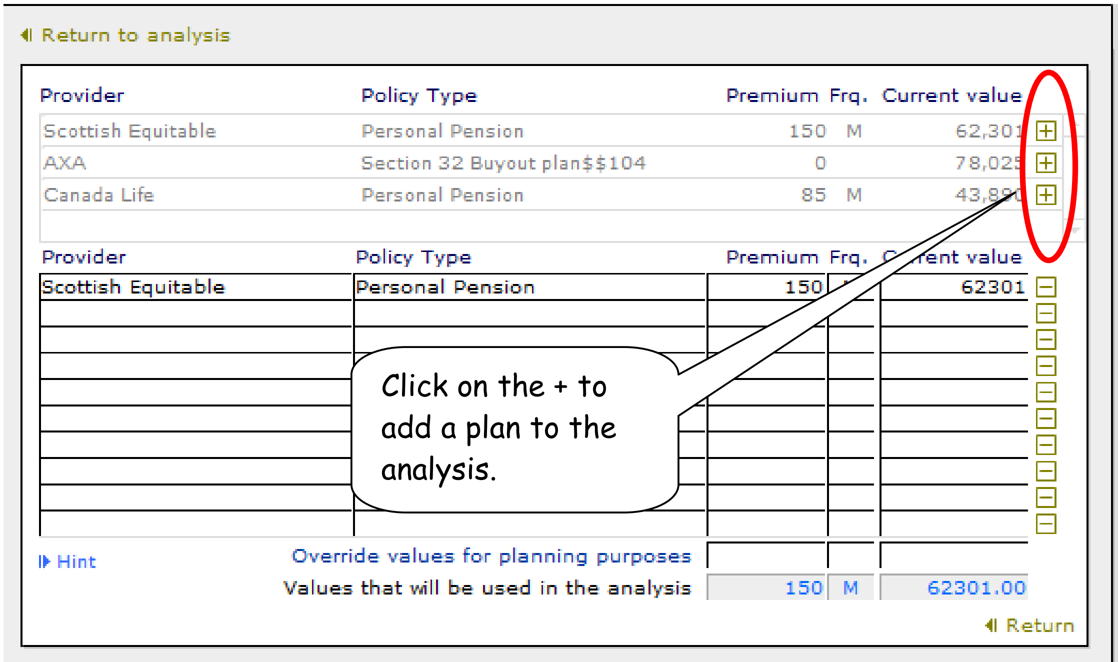
3.9. Personal Pension Calculator

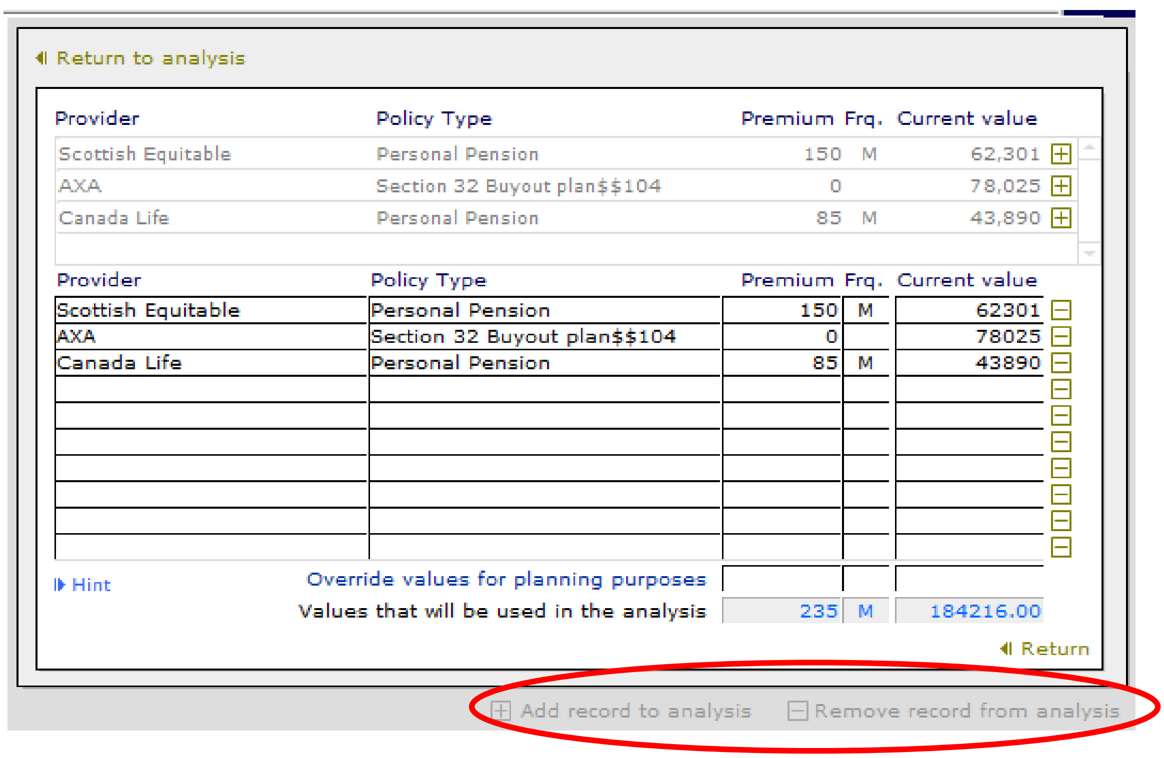




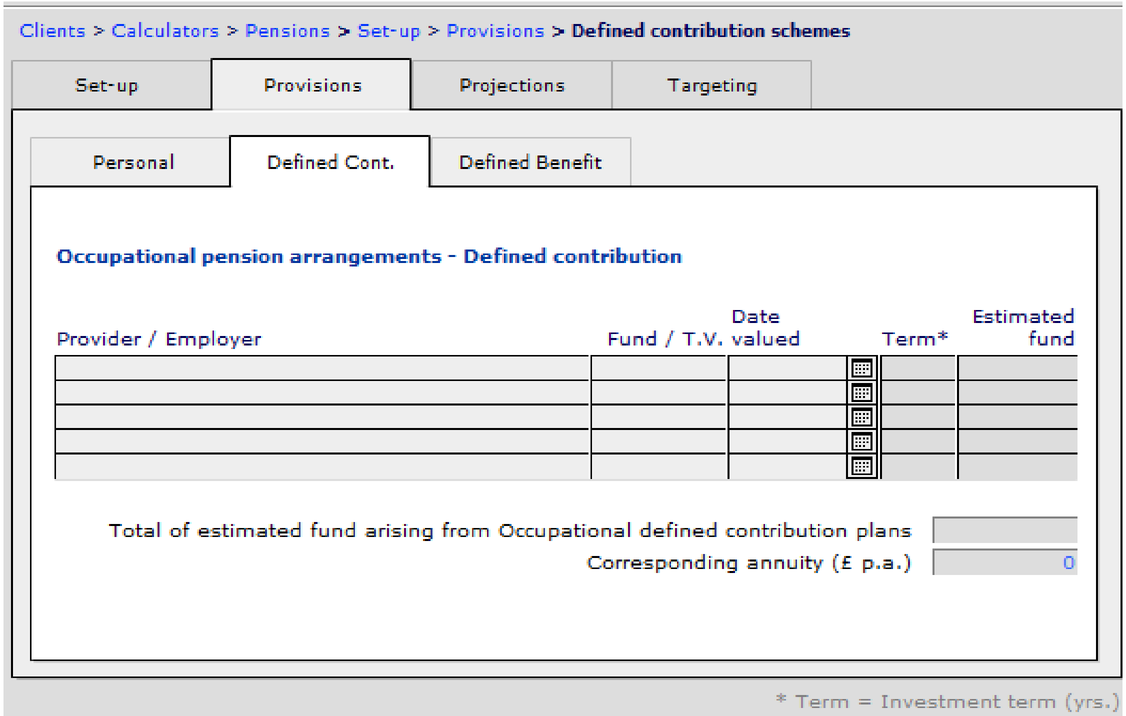
NB:- Only the personal pension details can be pulled through from the Holdings records. Occupational schemes need to be manually input, even if the details have been entered into the holdings record.

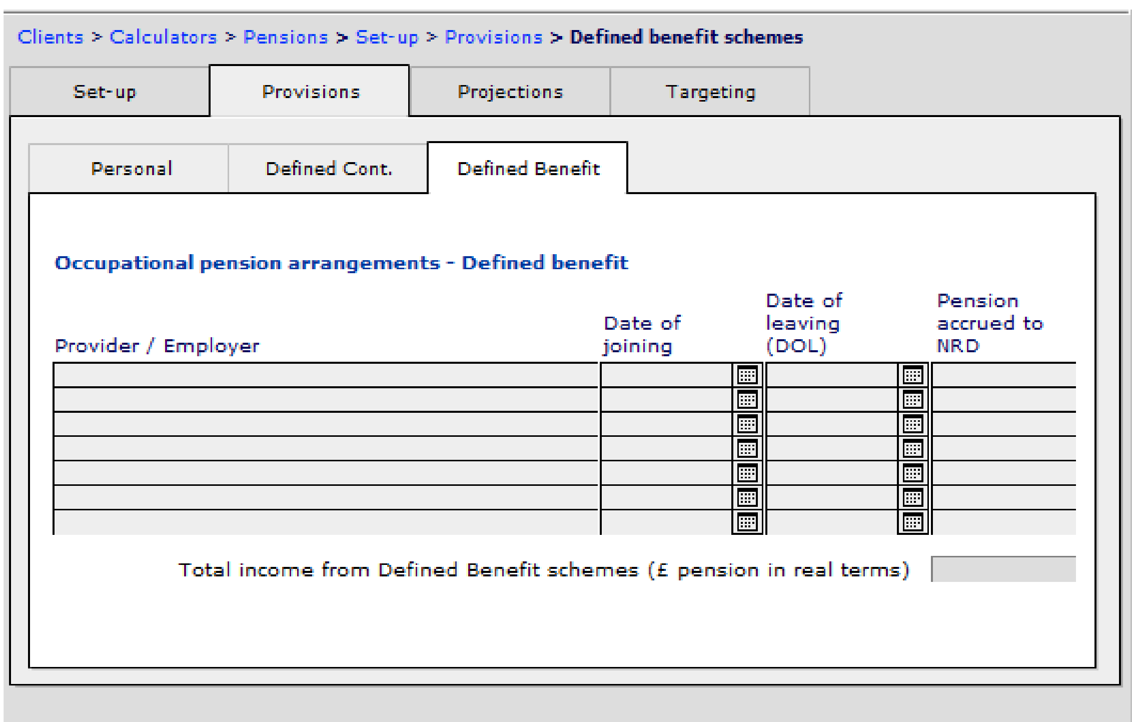
Complete the list from the client's holdings records

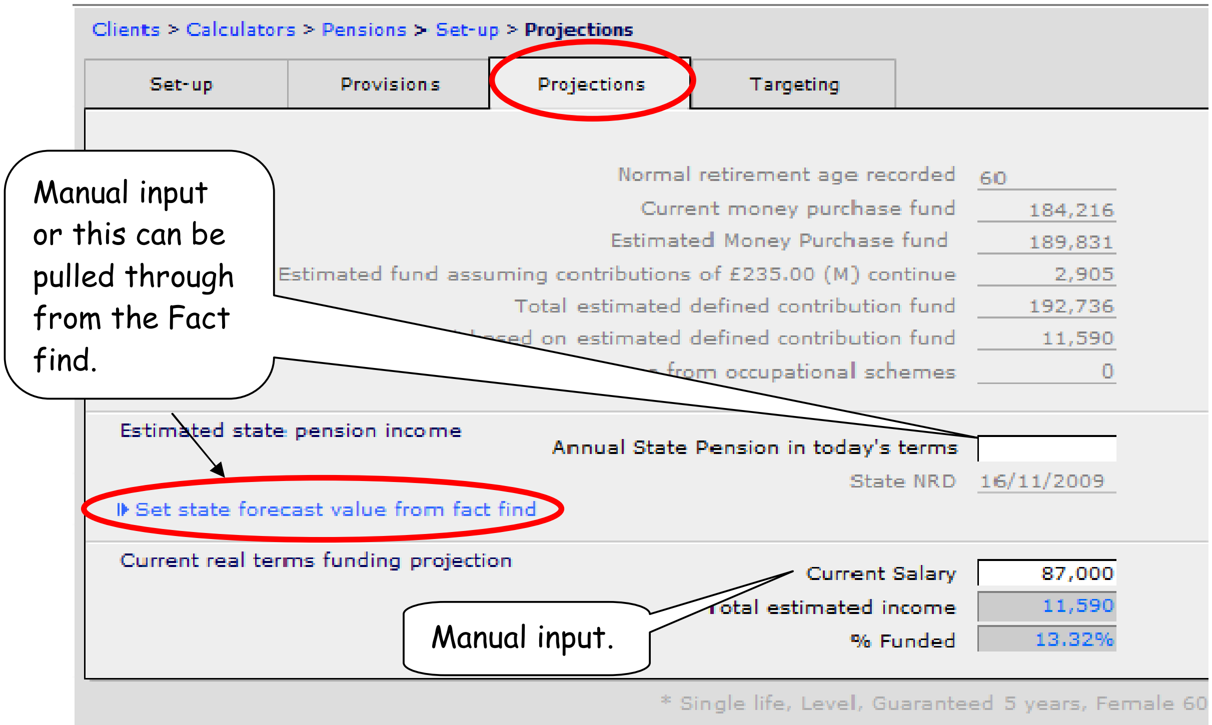


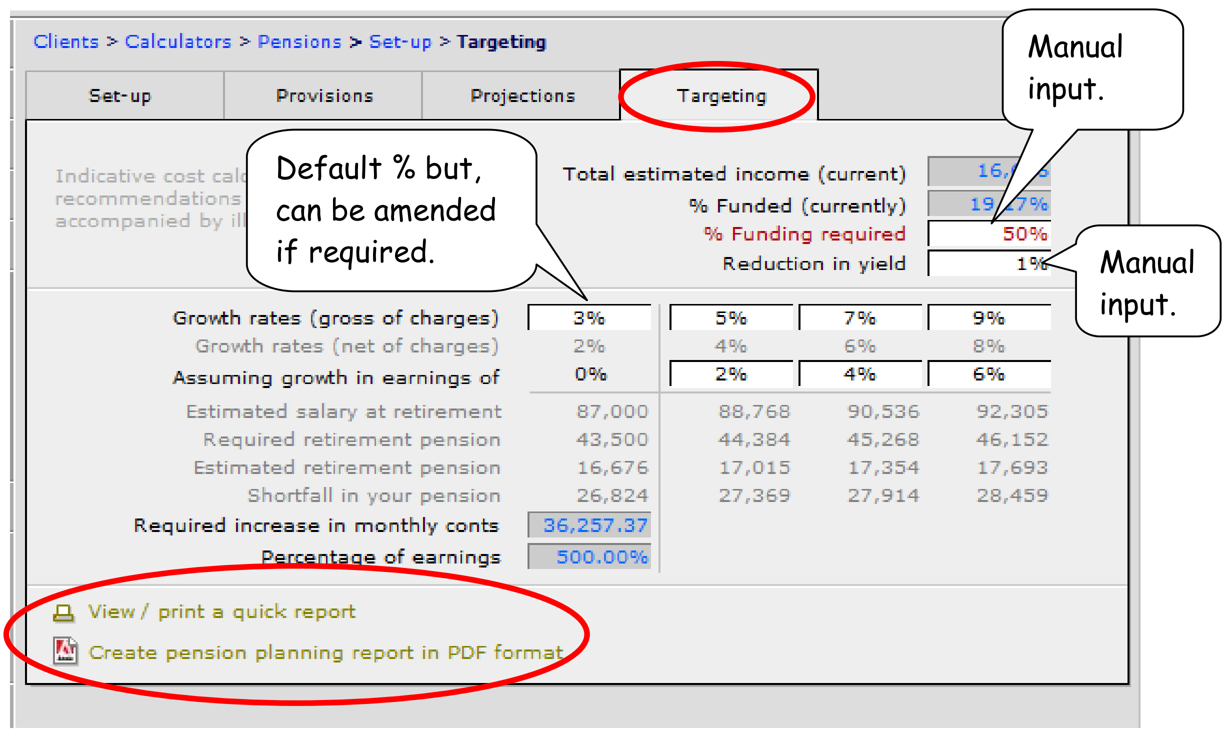


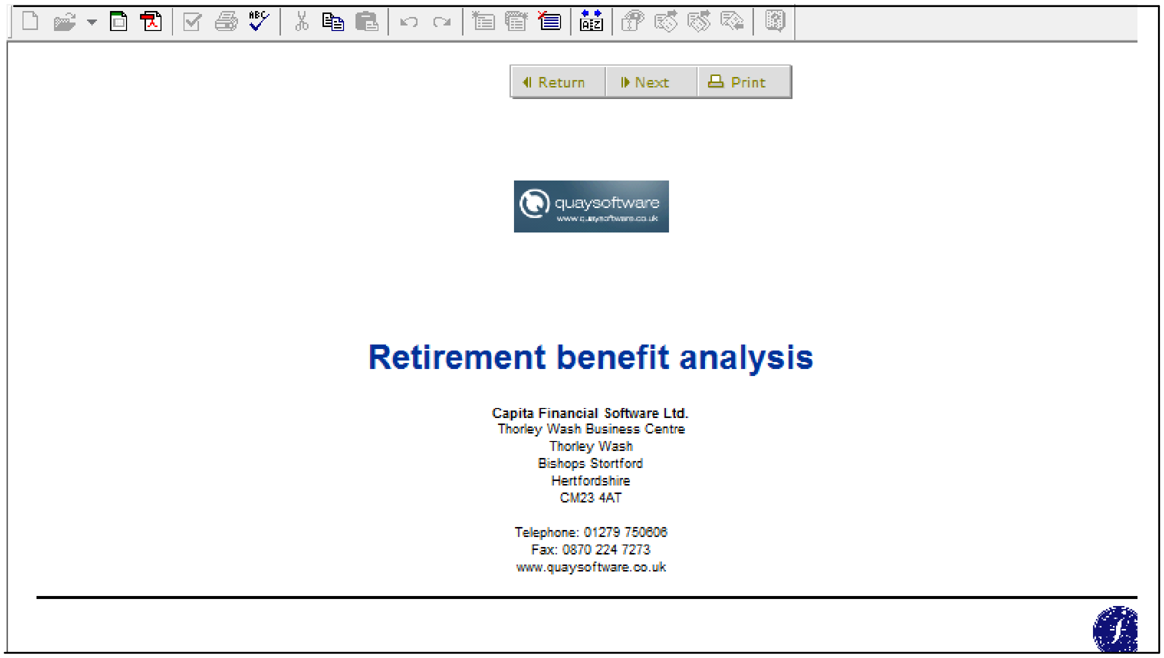
All the fields in the Defined Cont. and Defined Benefit tabs need to be completed manually.






Clients > Calculators > Pensions > Set-up > Projections
Set-up
Provisions
Projections
Targeting
Manual input or this can be pulled through from the Fact find.
Normal retirement age recorded 60
Current money purchase fund 184,216
Estimated Money Purchase fund 189,831
Estimated fund assuming contributions of £235.00 (M) continue 2,905
Total estimated defined contribution fund 192,736
based on estimated defined contribution fund 11,590
from occupational schemes 0
Estimated state pension income
Annual State Pension in today's terms
State NRD 16/11/2009
Set state forecast value from fact find
Current real terms funding projection
Current Salary 87,000
Total estimated income 11,590
% Funded 13.32%
Manual input.
* Single life, Level, Guaranteed 5 years, Female 60


Clients > Calculators > Pensions > Set-up > Targeting
Set-up
Provisions
Projections
Targeting
Manual input.
Indicative cost calc
recommendations
accompanied by il
Default % but, can be amended if required.
Total estimated income (current)
% Funded (currently)
% Funding required 50%
Reduction in yield 1%
Manual input.
Growth rates (gross of charges) 3% 5% 7% 9%
Growth rates (net of charges) 2% 4% 6% 8%
Assuming growth in earnings of 0% 2% 4% 6%
Estimated salary at retirement 87,000 88,768 90,536 92,305
Required retirement pension 43,500 44,384 45,268 46,152
Estimated retirement pension 16,676 17,015 17,354 17,693
Shortfall in your pension 26,824 27,369 27,914 28,459
Required increase in monthly conts 36,257.37
Percentage of earnings 500.00%
View / print a quick report
Create pension planning report in PDF format



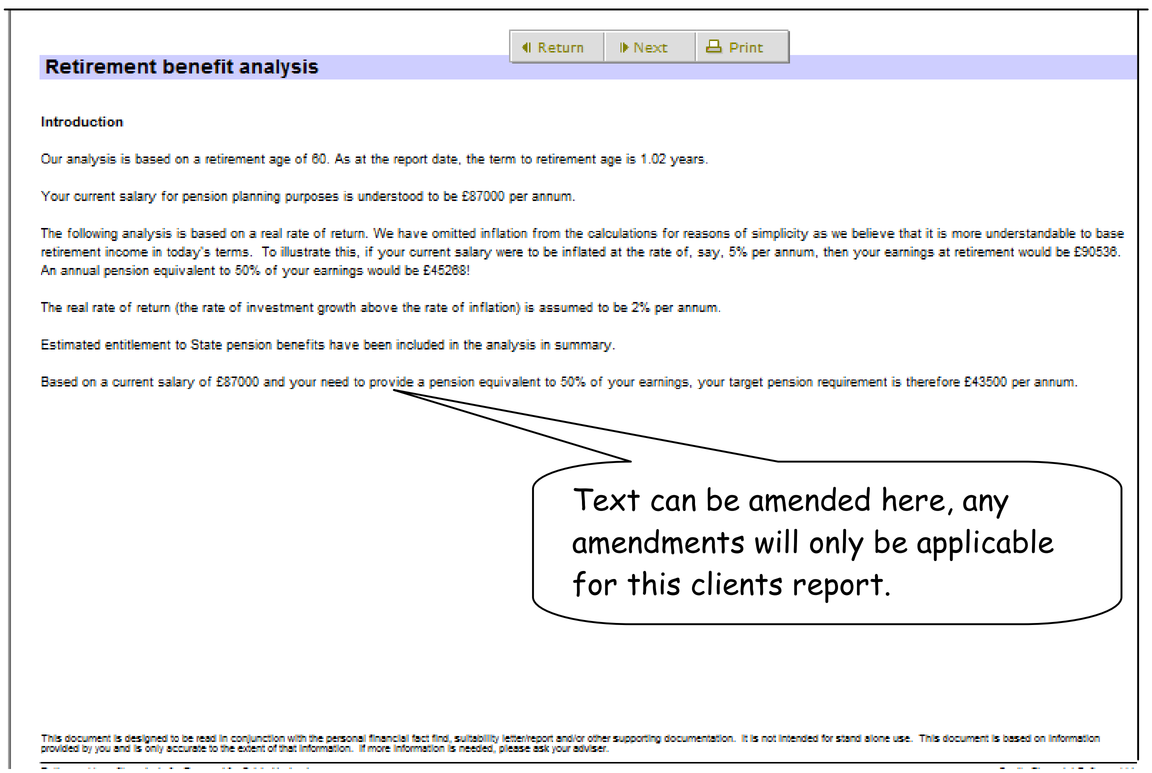
Return Next Print

quaysoftware
www.quaysoftware.co.uk

Retirement benefit analysis

Capita Financial Software Ltd.
Thorley Wash Business Centre
Thorley Wash
Bishops Stortford
Hertfordshire
CM23 4AT

Telephone: 01279 750606
Fax: 0870 224 7273
www.quaysoftware.co.uk



Return Next Print

Retirement benefit analysis

Introduction

Our analysis is based on a retirement age of 60. As at the report date, the term to retirement age is 1.02 years.

Your current salary for pension planning purposes is understood to be £87000 per annum.

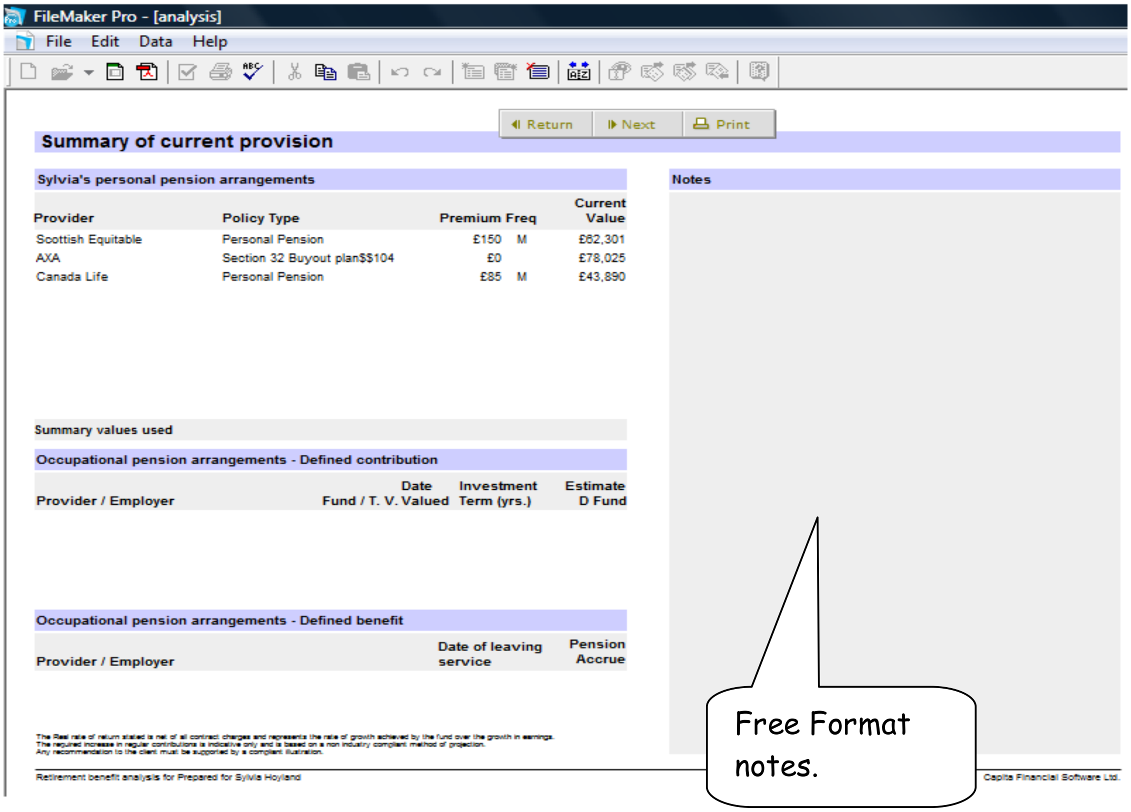
The following analysis is based on a real rate of return. We have omitted inflation from the calculations for reasons of simplicity as we believe that it is more understandable to base retirement income in today's terms. To illustrate this, if your current salary were to be inflated at the rate of, say, 5% per annum, then your earnings at retirement would be £90536. An annual pension equivalent to 50% of your earnings would be £45268!

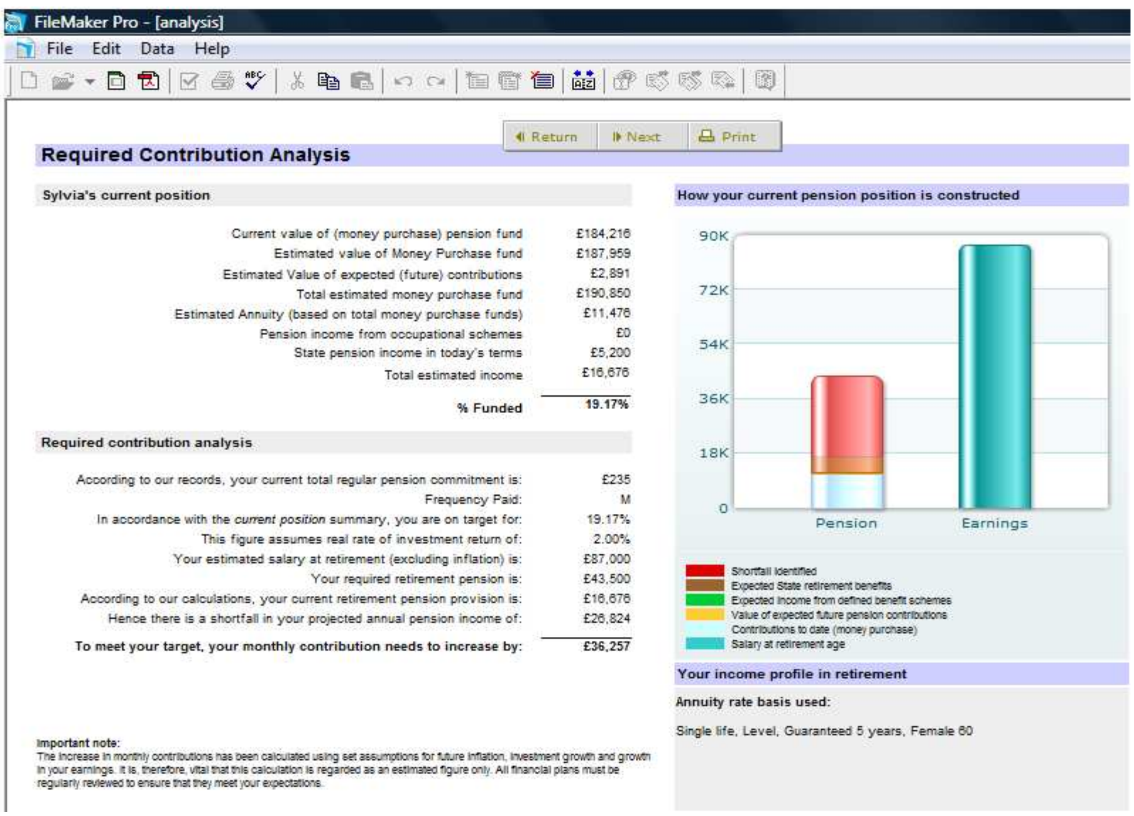
The real rate of return (the rate of investment growth above the rate of inflation) is assumed to be 2% per annum.

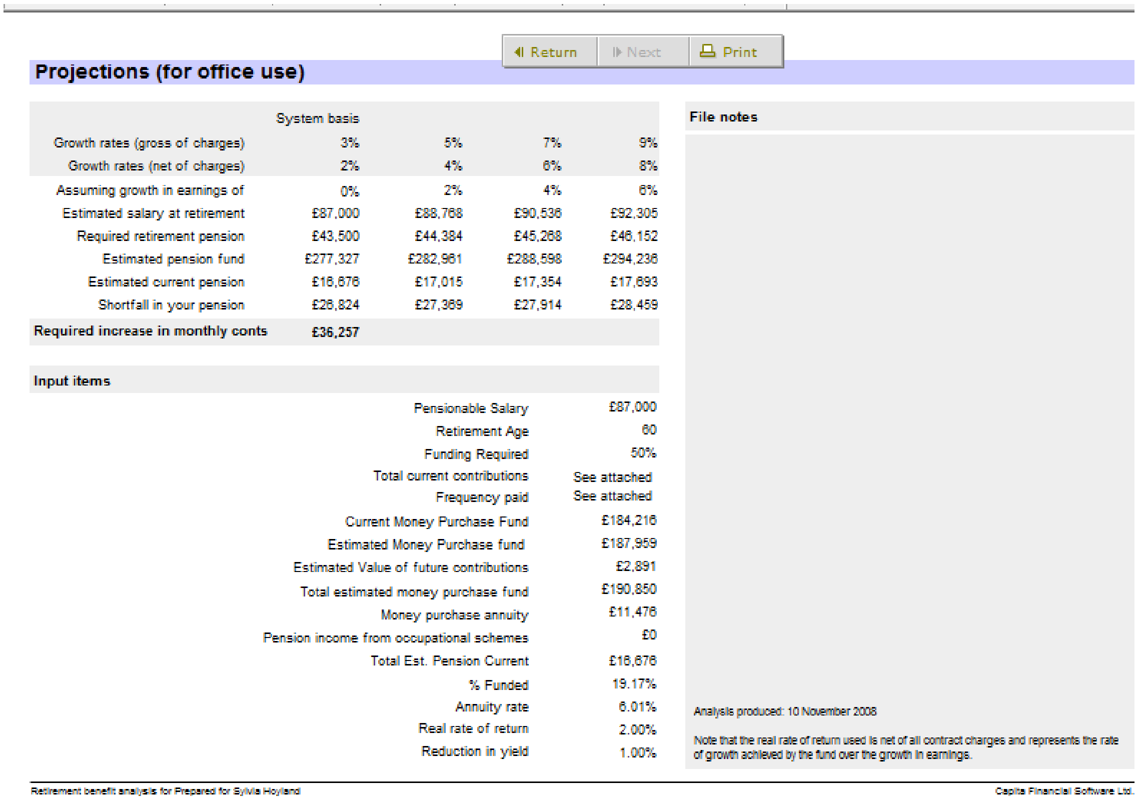
Estimated entitlement to State pension benefits have been included in the analysis in summary.

Based on a current salary of £87000 and your need to provide a pension equivalent to 50% of your earnings, your target pension requirement is therefore £43500 per annum.

This document is designed to be read in conjunction with the personal financial fact find, suitability letter/report and/or other supporting documentation. It is not intended for stand alone use. This document is based on information provided by you and is only accurate to the extent of that information. If more information is needed, please ask your adviser.


FileMaker Pro - [analysis]
File Edit Data Help
Return Next Print
Summary of current provision
Sylvia's personal pension arrangements
Provider | Policy Type | Premium Freq | Current Value
Scottish Equitable | Personal Pension | £150 M | £62,301
AXA | Section 32 Buyout plan$$104 | £0 | £78,025
Canada Life | Personal Pension | £85 M | £43,890
Summary values used
Occupational pension arrangements - Defined contribution
Provider / Employer | Fund / T. V. | Date Valued | Investment Term (yrs.) | Estimate D Fund
Occupational pension arrangements - Defined benefit
Provider / Employer | Date of leaving service | Pension Accrue
Notes
Free Format notes.
Retirement benefit analysis for Prepared for Sylvia Hoyland
Capita Financial Software Ltd.


FileMaker Pro - [analysis]
File Edit Data Help
Return Next Print
Required Contribution Analysis
Sylvia's current position
Current value of (money purchase) pension fund £184,216
Estimated value of Money Purchase fund £187,959
Estimated Value of expected (future) contributions £2,891
Total estimated money purchase fund £190,850
Estimated Annuity (based on total money purchase funds) £11,476
Pension income from occupational schemes £0
State pension income in today's terms £5,200
Total estimated income £16,676
% Funded 19.17%
Required contribution analysis
According to our records, your current total regular pension commitment is: £235
Frequency Paid: M
In accordance with the current position summary, you are on target for: 19.17%
This figure assumes real rate of investment return of: 2.00%
Your estimated salary at retirement (excluding inflation) is: £87,000
Your required retirement pension is: £43,500
According to our calculations, your current retirement pension provision is: £16,676
Hence there is a shortfall in your projected annual pension income of: £26,824
To meet your target, your monthly contribution needs to increase by: £36,257
Important note:
The increase in monthly contributions has been calculated using set assumptions for future inflation, investment growth and growth in your earnings. It is, therefore, vital that this calculation is regarded as an estimated figure only. All financial plans must be regularly reviewed to ensure that they meet your expectations.
How your current pension position is constructed
90K
72K
54K
36K
18K
0
Pension
Earnings
Shortfall identified
Expected State retirement benefits
Expected income from defined benefit schemes
Value of expected future pension contributions
Contributions to date (money purchase)
Salary at retirement age
Your income profile in retirement
Annuity rate basis used:
Single life, Level, Guaranteed 5 years, Female 60



◀ Return ▶ Next Print

Projections (for office use)

	System basis			
Growth rates (gross of charges)	3%	5%	7%	9%
Growth rates (net of charges)	2%	4%	6%	8%
Assuming growth in earnings of	0%	2%	4%	6%
Estimated salary at retirement	£87,000	£88,768	£90,536	£92,305
Required retirement pension	£43,500	£44,384	£45,268	£46,152
Estimated pension fund	£277,327	£282,961	£288,598	£294,236
Estimated current pension	£16,676	£17,015	£17,354	£17,693
Shortfall in your pension	£26,824	£27,369	£27,914	£28,459
Required increase in monthly conts	**£36,257**			

Input items

Pensionable Salary	£87,000
Retirement Age	60
Funding Required	50%
Total current contributions	See attached
Frequency paid	See attached
Current Money Purchase Fund	£184,216
Estimated Money Purchase fund	£187,959
Estimated Value of future contributions	£2,891
Total estimated money purchase fund	£190,850
Money purchase annuity	£11,476
Pension income from occupational schemes	£0
Total Est. Pension Current	£16,676
% Funded	19.17%
Annuity rate	6.01%
Real rate of return	2.00%
Reduction in yield	1.00%

File notes

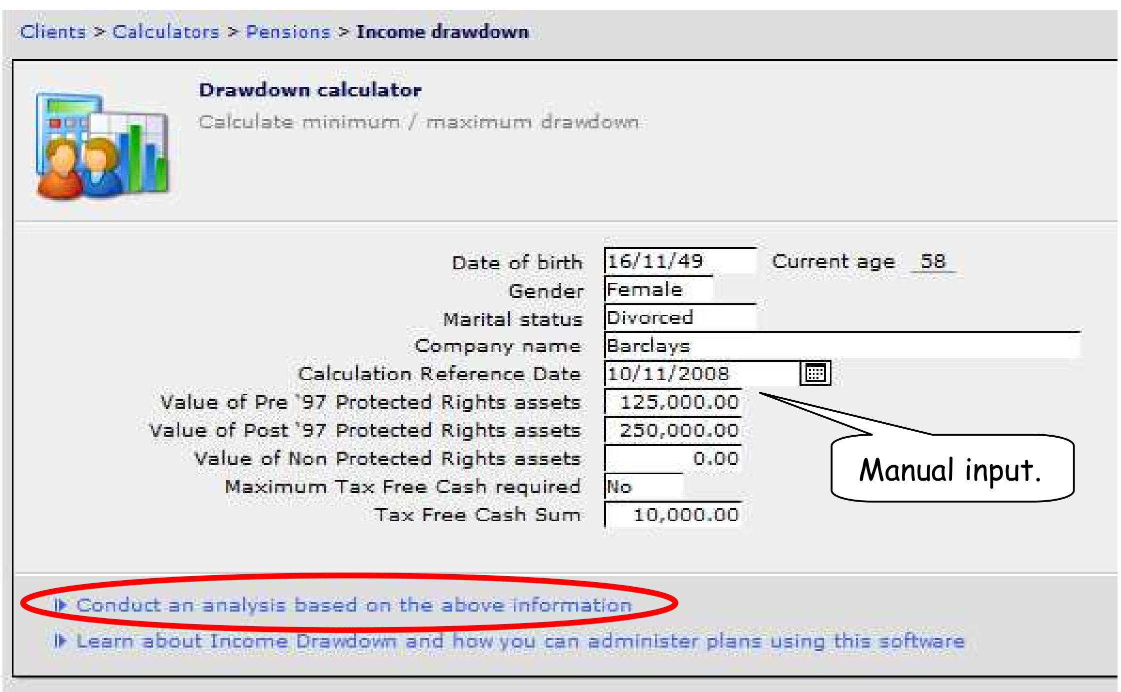
Analysis produced: 10 November 2008

Note that the real rate of return used is net of all contract charges and represents the rate of growth achieved by the fund over the growth in earnings.

Retirement benefit analysis for Prepared for Sylvia Hoyland

Capita Financial Software Ltd.

3.10. Drawdown Calculator



Clients > Calculators > Pensions > **Income drawdown**

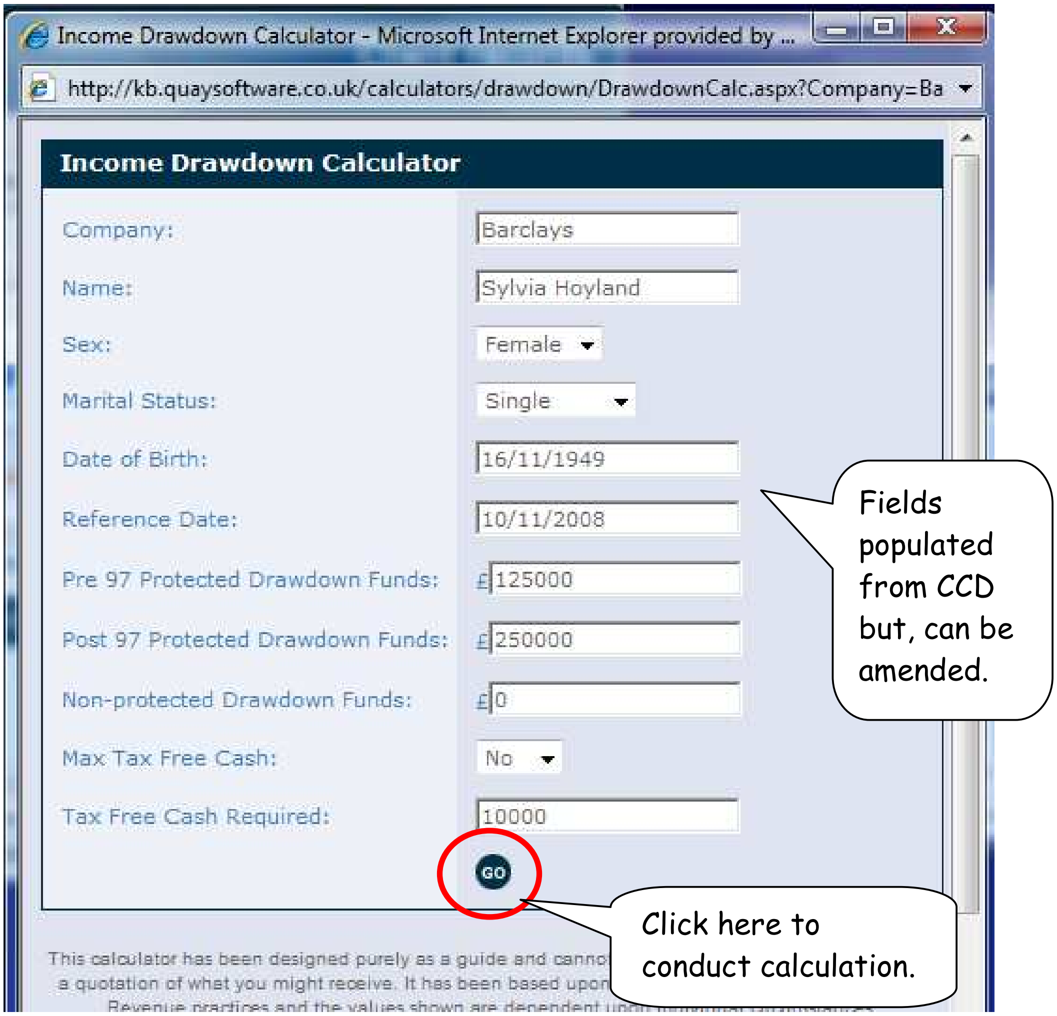
Drawdown calculator

Calculate minimum / maximum drawdown

Date of birth	16/11/49	Current age 58
Gender	Female	
Marital status	Divorced	
Company name	Barclays	
Calculation Reference Date	10/11/2008	
Value of Pre '97 Protected Rights assets	125,000.00	
Value of Post '97 Protected Rights assets	250,000.00	
Value of Non Protected Rights assets	0.00	
Maximum Tax Free Cash required	No	
Tax Free Cash Sum	10,000.00	

▶ Conduct an analysis based on the above information

▶ Learn about Income Drawdown and how you can administer plans using this software


Income Drawdown Calculator - Microsoft Internet Explorer provided by ...
http://kb.quaysoftware.co.uk/calculators/drawdown/DrawdownCalc.aspx?Company=Ba
Income Drawdown Calculator
Company:
Barclays
Name:
Sylvia Hoyland
Sex:
Female
Marital Status:
Single
Date of Birth:
16/11/1949
Reference Date:
10/11/2008
Pre 97 Protected Drawdown Funds:
£125000
Post 97 Protected Drawdown Funds:
£250000
Non-protected Drawdown Funds:
£0
Max Tax Free Cash:
No
Tax Free Cash Required:
10000
GO
Fields populated from CCD but, can be amended.
Click here to conduct calculation.

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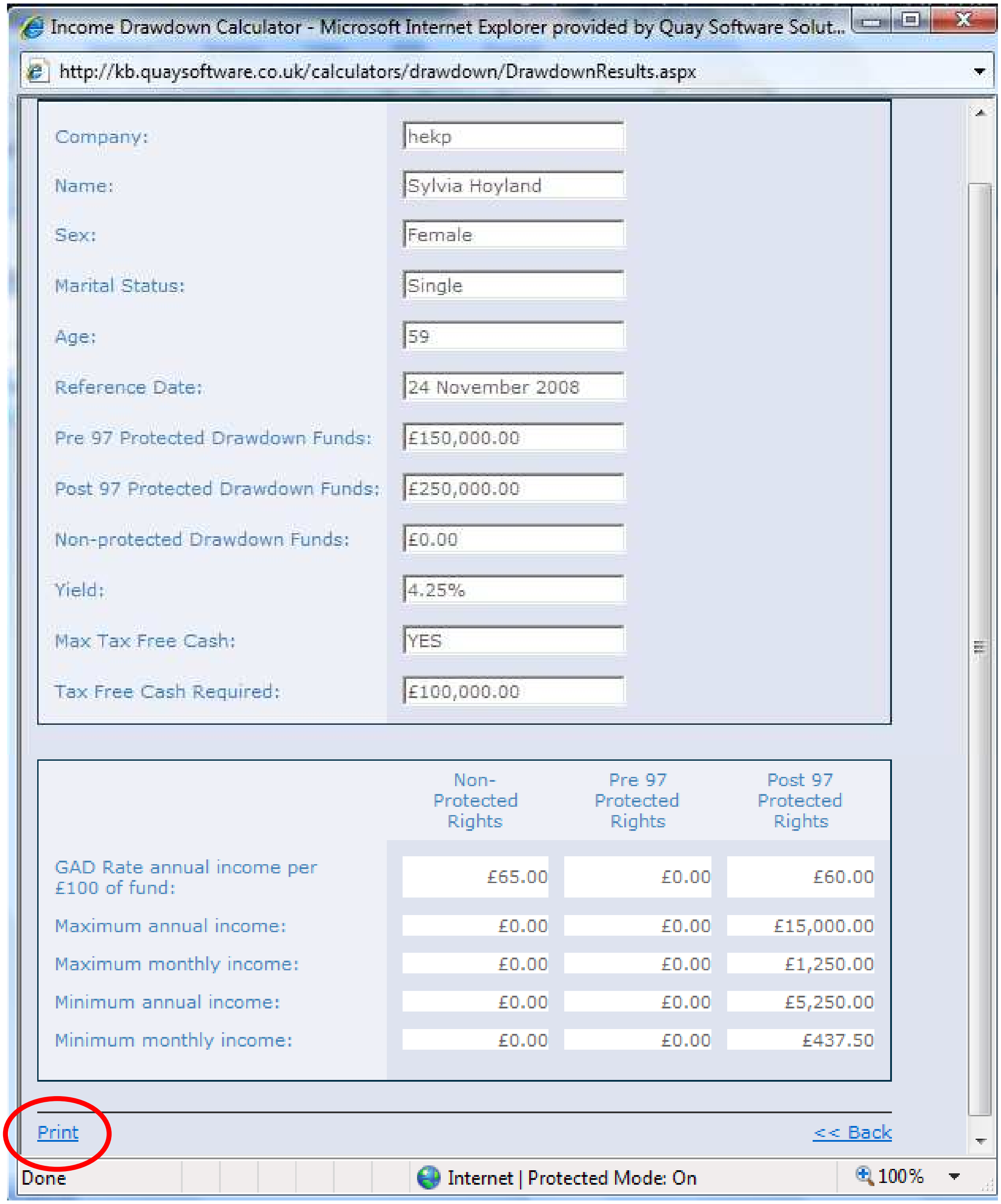
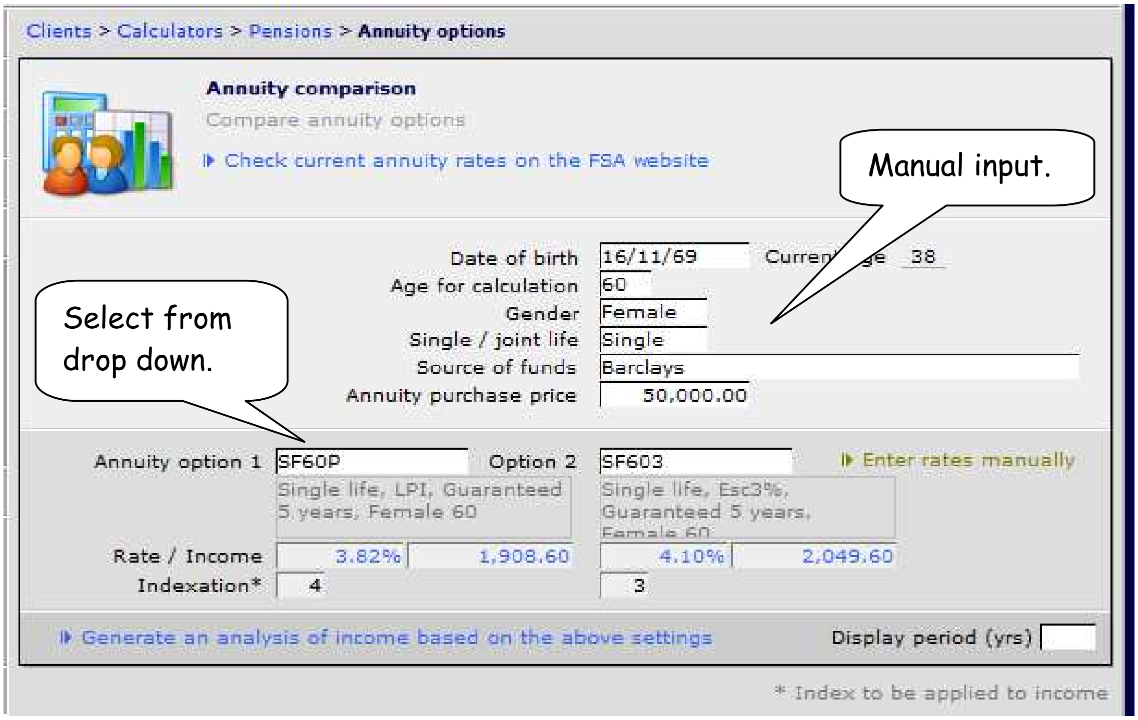


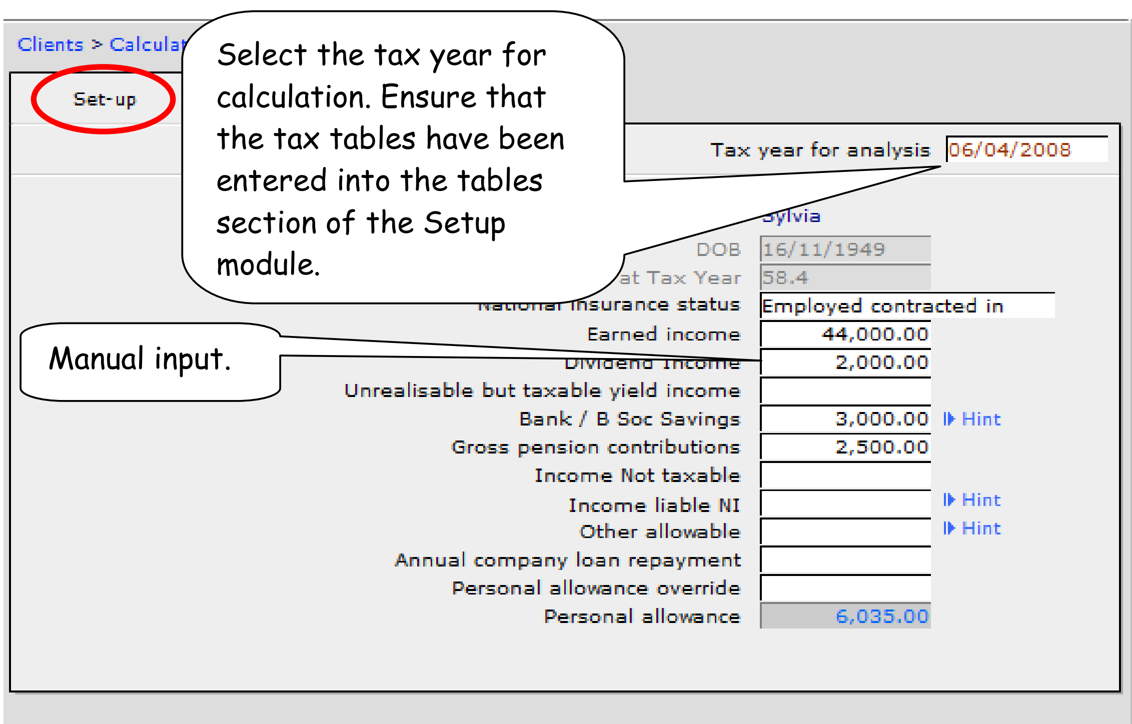
3.11. Annuity Purchase

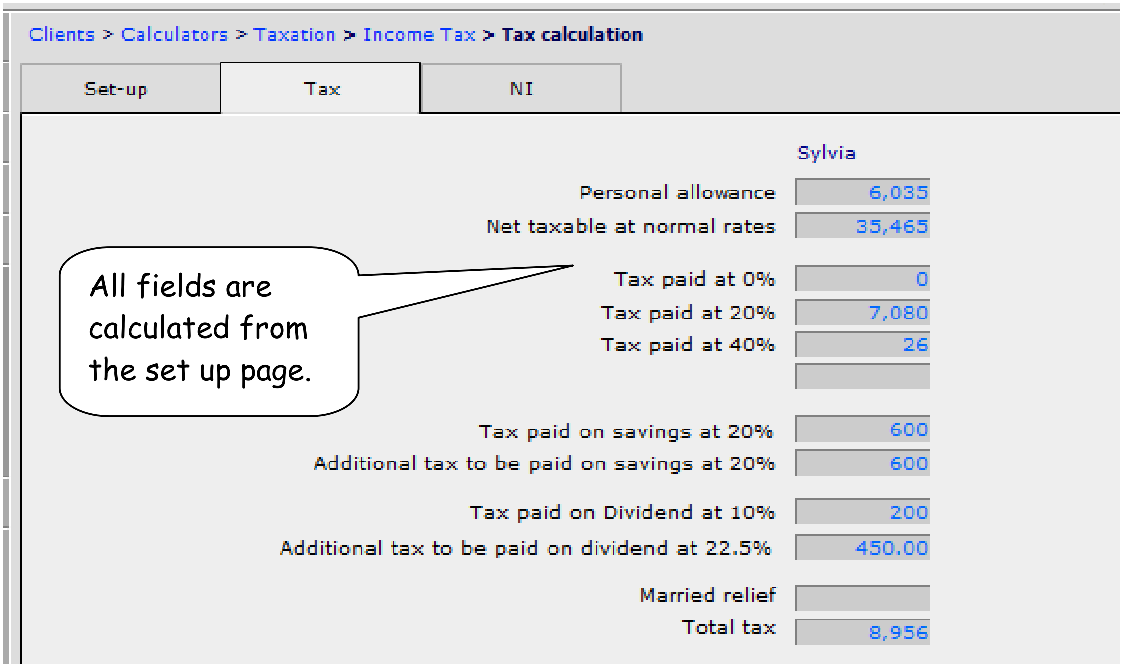


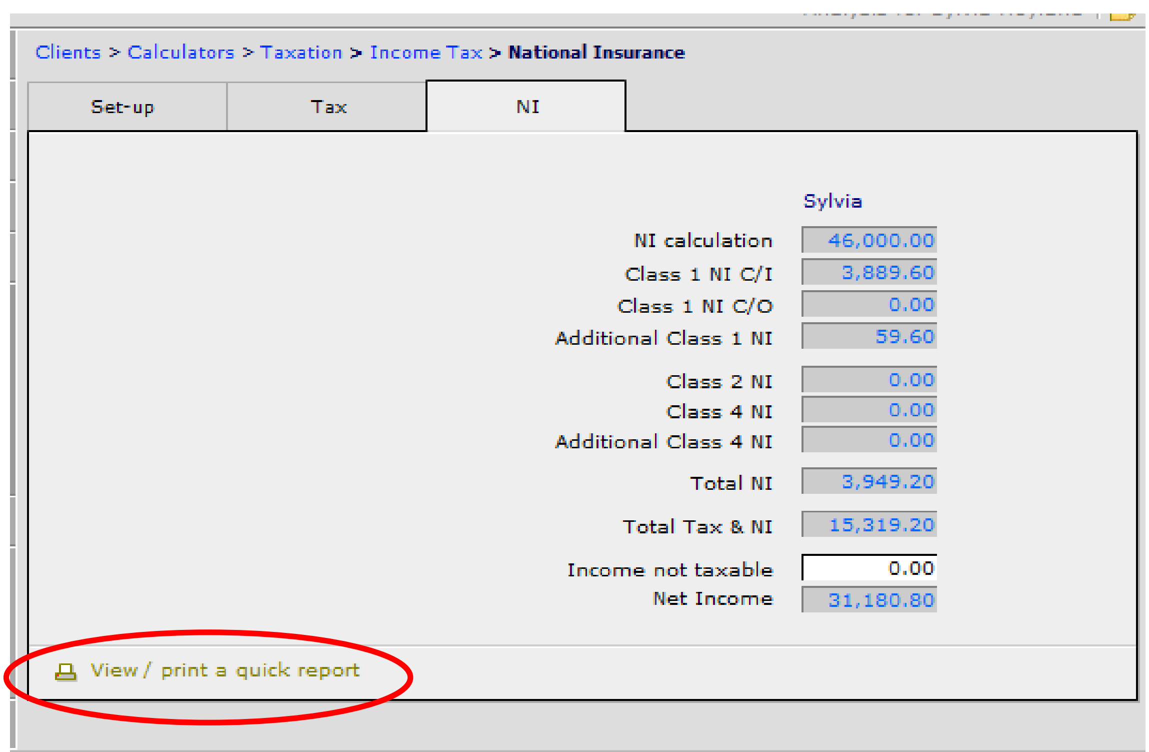
NB:- Ensure that the annuity rates in the tables section of the Setup module are up to date, as they do not automatically update.

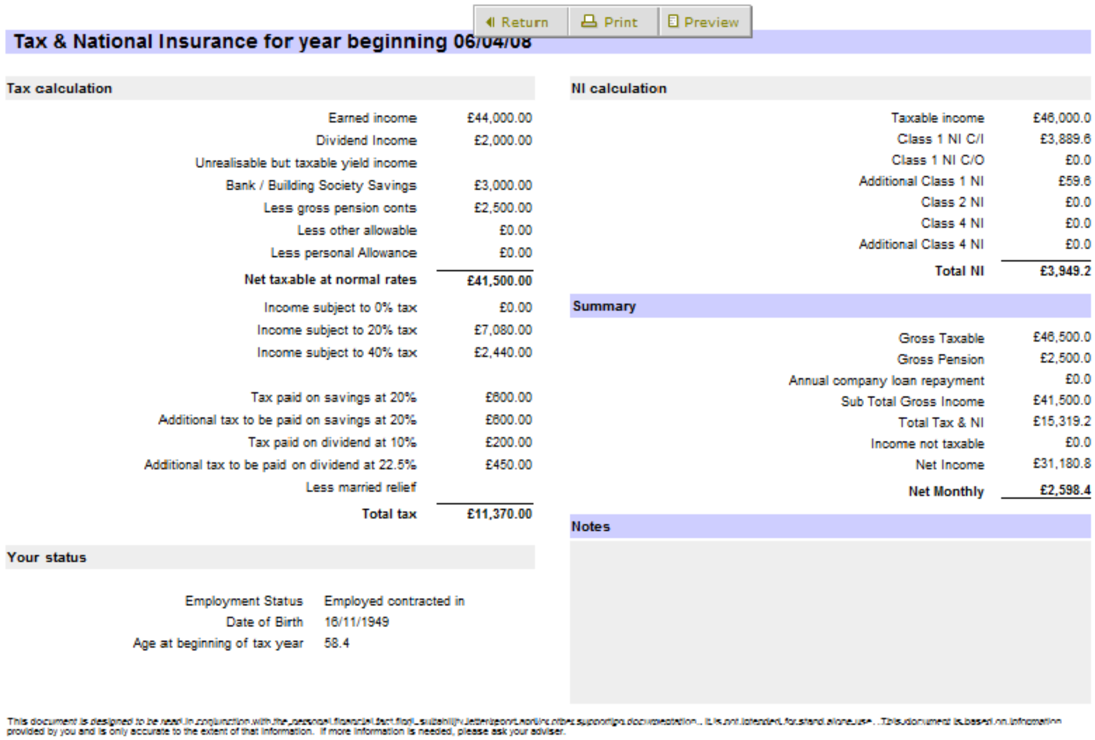
3.12. Income Tax

This report can also be run from within the income section of the Fact find.




Clients > Calculators > Taxation > Income Tax > Tax calculation
Set-up
Tax
NI
Sylvia
Personal allowance 6,035
Net taxable at normal rates 35,465
All fields are calculated from the set up page.
Tax paid at 0% 0
Tax paid at 20% 7,080
Tax paid at 40% 26
Tax paid on savings at 20% 600
Additional tax to be paid on savings at 20% 600
Tax paid on Dividend at 10% 200
Additional tax to be paid on dividend at 22.5% 450.00
Married relief
Total tax 8,956


Clients > Calculators > Taxation > Income Tax > National Insurance
Set-up
Tax
NI
Sylvia
NI calculation 46,000.00
Class 1 NI C/I 3,889.60
Class 1 NI C/O 0.00
Additional Class 1 NI 59.60
Class 2 NI 0.00
Class 4 NI 0.00
Additional Class 4 NI 0.00
Total NI 3,949.20
Total Tax & NI 15,319.20
Income not taxable 0.00
Net Income 31,180.80
View / print a quick report



Return | Print | Preview

Tax & National Insurance for year beginning 06/04/08

Tax calculation

Earned income	£44,000.00
Dividend Income	£2,000.00
Unrealisable but taxable yield income	
Bank / Building Society Savings	£3,000.00
Less gross pension conts	£2,500.00
Less other allowable	£0.00
Less personal Allowance	£0.00
Net taxable at normal rates	**£41,500.00**
Income subject to 0% tax	£0.00
Income subject to 20% tax	£7,080.00
Income subject to 40% tax	£2,440.00
Tax paid on savings at 20%	£600.00
Additional tax to be paid on savings at 20%	£600.00
Tax paid on dividend at 10%	£200.00
Additional tax to be paid on dividend at 22.5%	£450.00
Less married relief	
Total tax	**£11,370.00**

Your status

Employment Status	Employed contracted in
Date of Birth	16/11/1949
Age at beginning of tax year	58.4

NI calculation

Taxable income	£46,000.0
Class 1 NI C/I	£3,889.6
Class 1 NI C/O	£0.0
Additional Class 1 NI	£59.6
Class 2 NI	£0.0
Class 4 NI	£0.0
Additional Class 4 NI	£0.0
Total NI	**£3,949.2**

Summary

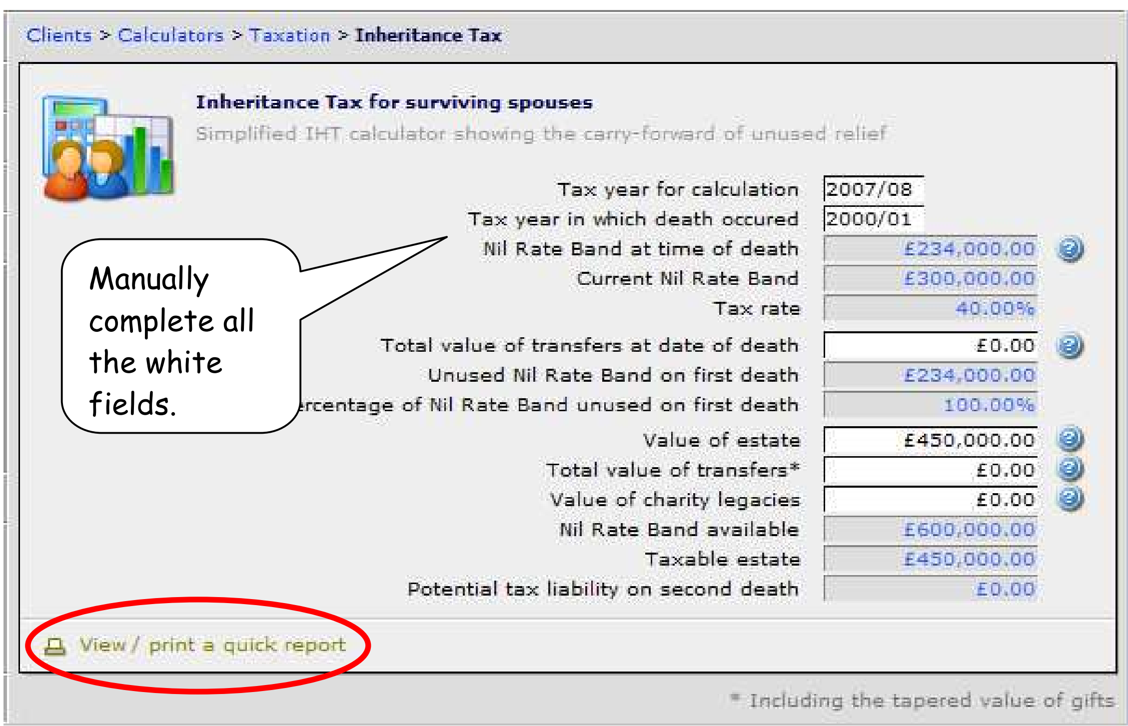
Gross Taxable	£46,500.0
Gross Pension	£2,500.0
Annual company loan repayment	£0.0
Sub Total Gross Income	£41,500.0
Total Tax & NI	£15,319.2
Income not taxable	£0.0
Net Income	£31,180.8
Net Monthly	**£2,598.4**

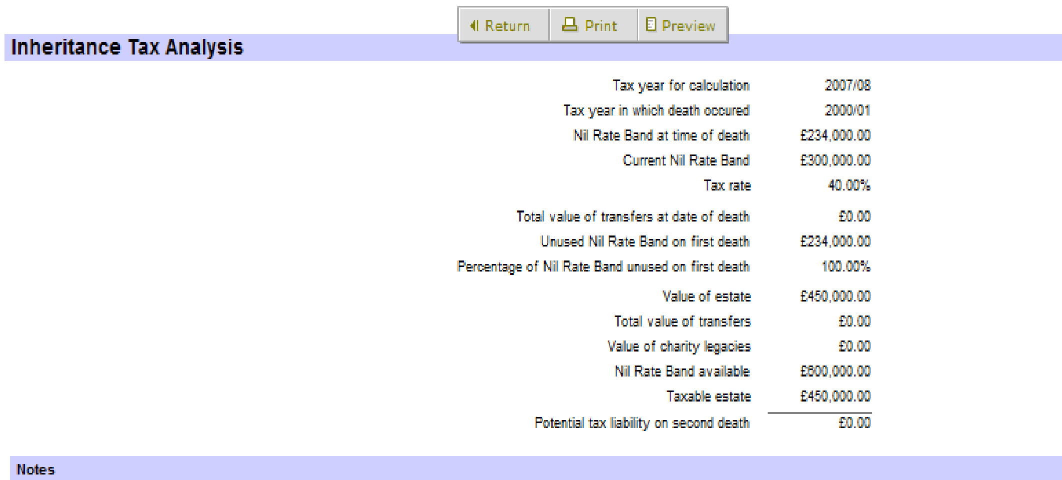
Notes

This document is designed to be read in conjunction with the personal financial fact find, suitability letter/report and/or other supporting documentation. It is not intended for stand alone use. This document is based on information provided by you and is only accurate to the extent of that information. If more information is needed, please ask your adviser.

3.13. Inheritance Tax for surviving Spouse

NB:- This calculator is only available in the Clients module





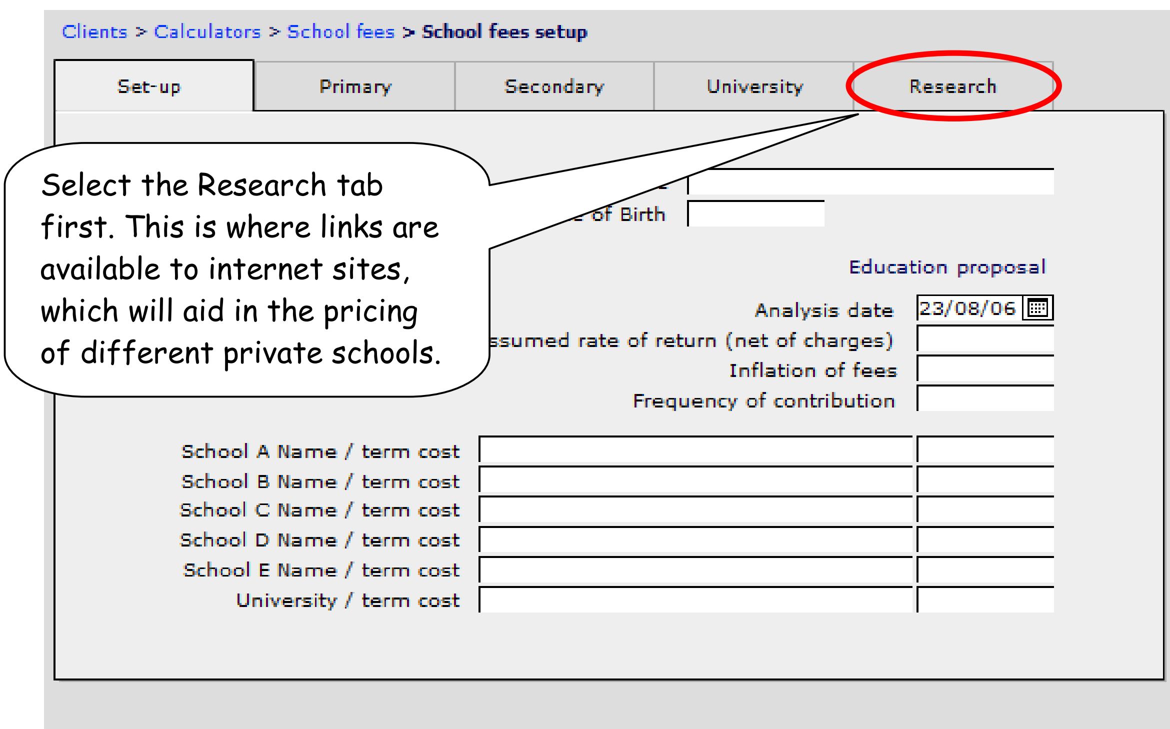
Return | Print | Preview

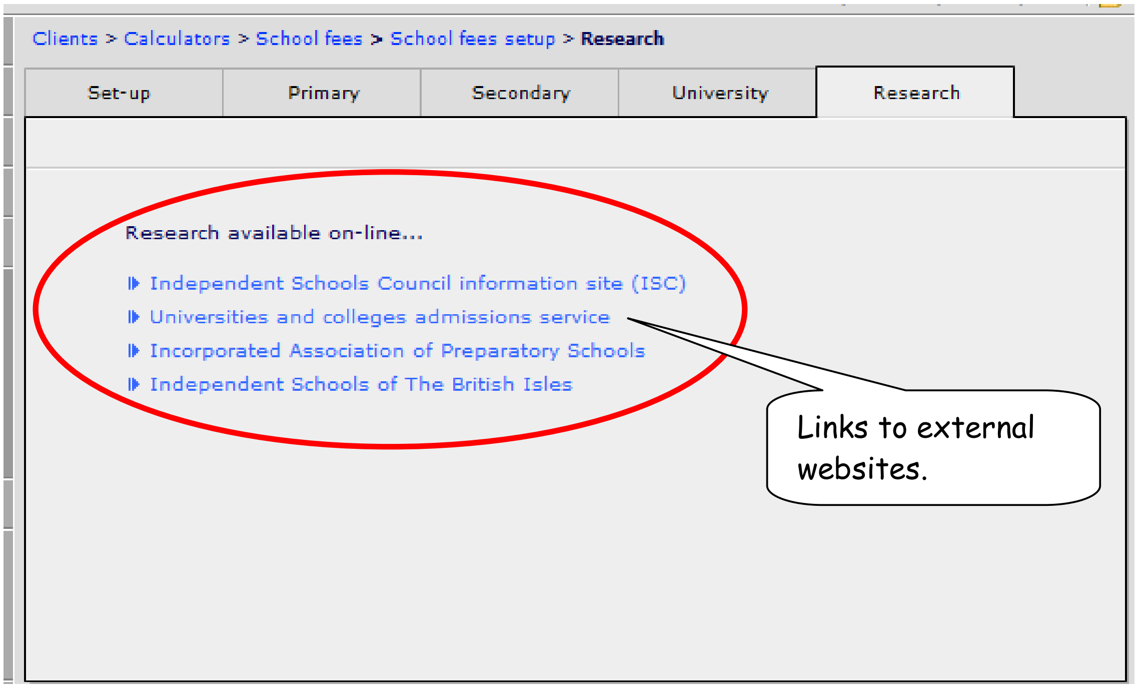
Inheritance Tax Analysis

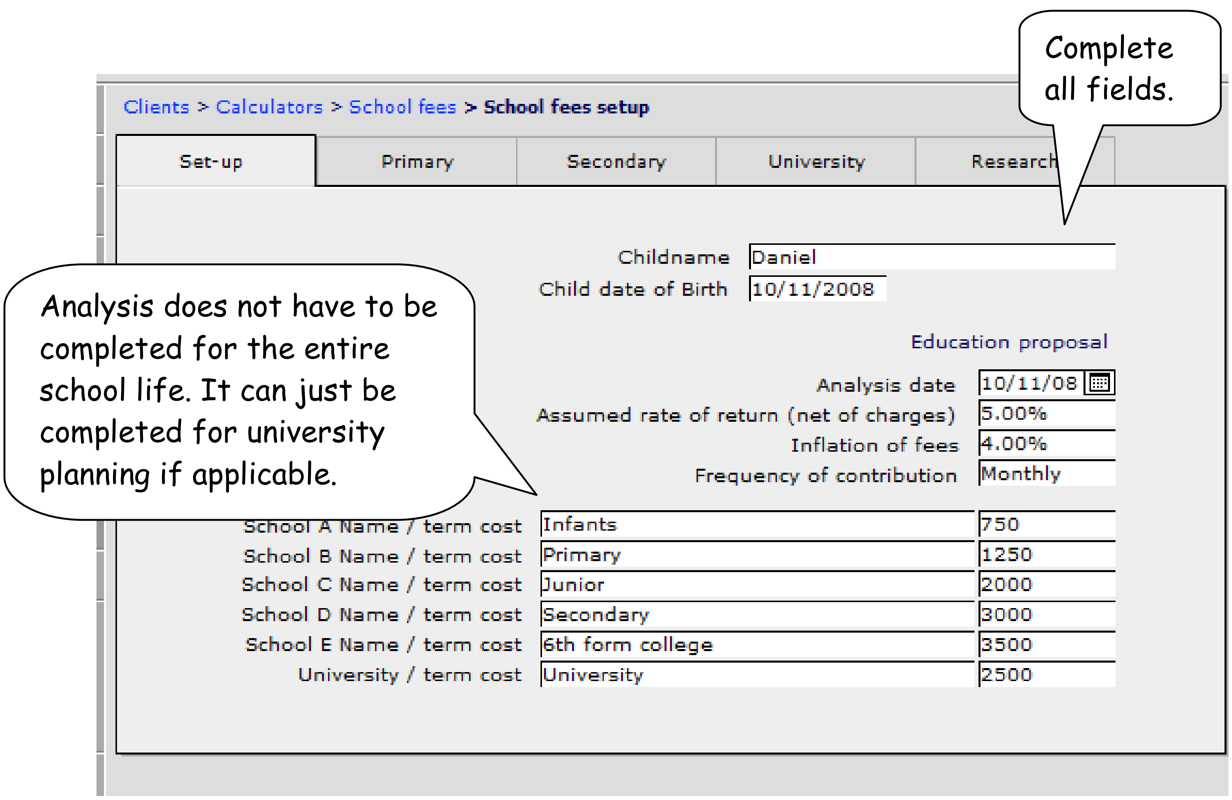
Tax year for calculation	2007/08
Tax year in which death occured	2000/01
Nil Rate Band at time of death	£234,000.00
Current Nil Rate Band	£300,000.00
Tax rate	40.00%
Total value of transfers at date of death	£0.00
Unused Nil Rate Band on first death	£234,000.00
Percentage of Nil Rate Band unused on first death	100.00%
Value of estate	£450,000.00
Total value of transfers	£0.00
Value of charity legacies	£0.00
Nil Rate Band available	£600,000.00
Taxable estate	£450,000.00
Potential tax liability on second death	£0.00

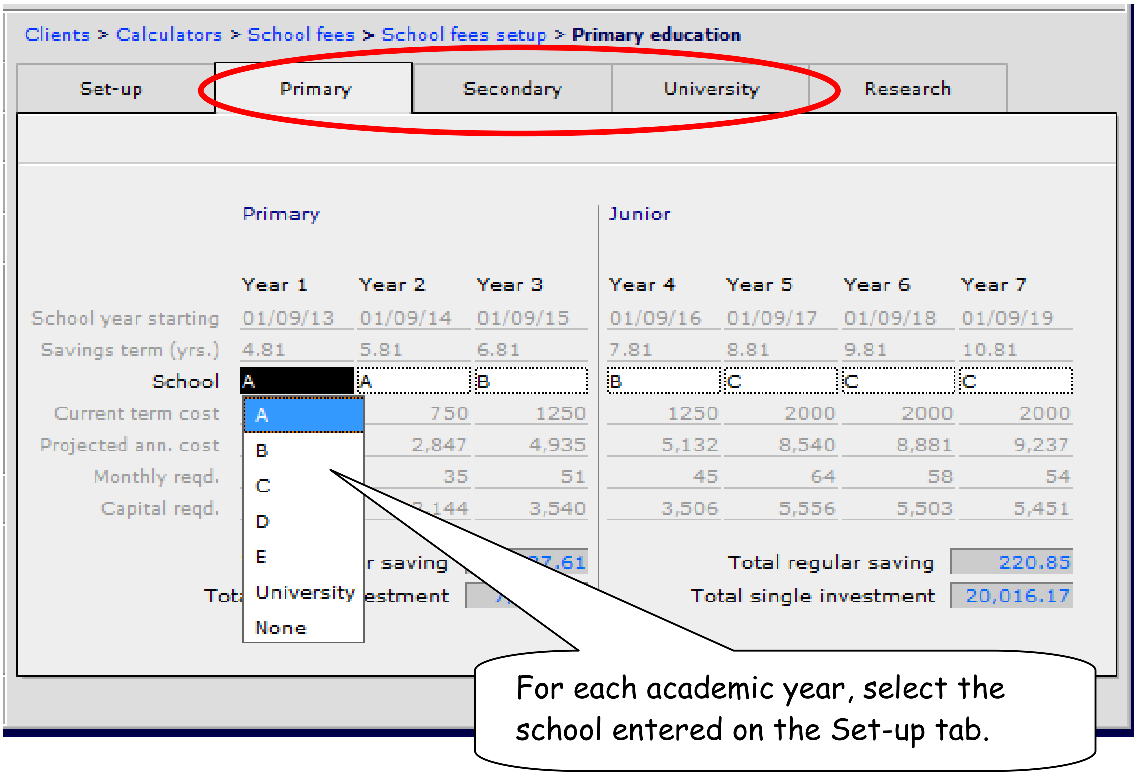
Notes

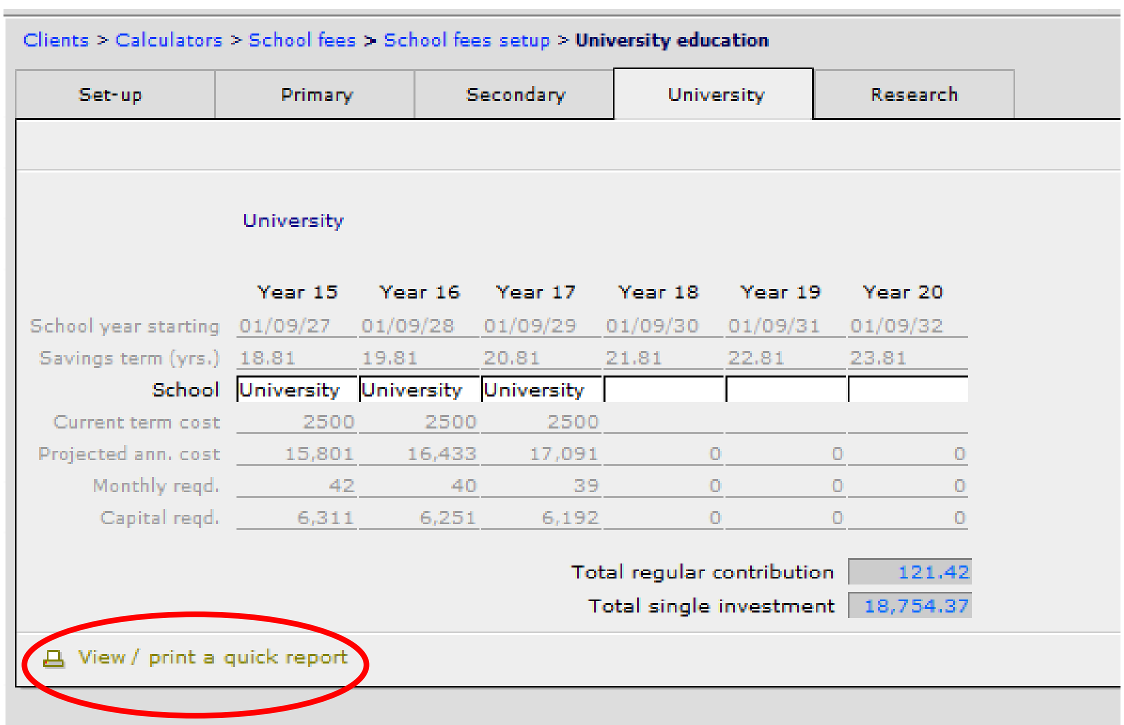
3.14. School Fees Calculator




Clients > Calculators > School fees > School fees setup > Research
Set-up
Primary
Secondary
University
Research
Research available on-line...
Independent Schools Council information site (ISC)
Universities and colleges admissions service
Incorporated Association of Preparatory Schools
Independent Schools of The British Isles
Links to external websites.


Complete all fields.
Clients > Calculators > School fees > School fees setup
Set-up
Primary
Secondary
University
Research
Childname
Daniel
Child date of Birth
10/11/2008
Education proposal
Analysis date
10/11/08
Assumed rate of return (net of charges)
5.00%
Inflation of fees
4.00%
Frequency of contribution
Monthly
Analysis does not have to be completed for the entire school life. It can just be completed for university planning if applicable.
School A Name / term cost
Infants
750
School B Name / term cost
Primary
1250
School C Name / term cost
Junior
2000
School D Name / term cost
Secondary
3000
School E Name / term cost
6th form college
3500
University / term cost
University
2500


Clients > Calculators > School fees > School fees setup > Primary education
Set-up
Primary
Secondary
University
Research
Primary
Junior
Year 1
Year 2
Year 3
Year 4
Year 5
Year 6
Year 7
School year starting
01/09/13
01/09/14
01/09/15
01/09/16
01/09/17
01/09/18
01/09/19
Savings term (yrs.)
4.81
5.81
6.81
7.81
8.81
9.81
10.81
School
A
A
B
B
C
C
C
Current term cost
750
1250
1250
2000
2000
2000
Projected ann. cost
2,847
4,935
5,132
8,540
8,881
9,237
Monthly reqd.
35
51
45
64
58
54
Capital reqd.
3,540
3,506
5,556
5,503
5,451
A
B
C
D
E
University
None
Total regular saving
220.85
Total single investment
20,016.17
For each academic year, select the school entered on the Set-up tab.


Clients > Calculators > School fees > School fees setup > University education
Set-up
Primary
Secondary
University
Research
University
Year 15
Year 16
Year 17
Year 18
Year 19
Year 20
School year starting
01/09/27
01/09/28
01/09/29
01/09/30
01/09/31
01/09/32
Savings term (yrs.)
18.81
19.81
20.81
21.81
22.81
23.81
School
University
University
University
Current term cost
2500
2500
2500
Projected ann. cost
15,801
16,433
17,091
0
0
0
Monthly reqd.
42
40
39
0
0
0
Capital reqd.
6,311
6,251
6,192
0
0
0
Total regular contribution
121.42
Total single investment
18,754.37
View / print a quick report

Close | Last | Next | Print

School Fees Analysis

Overview

It is not possible to say that one type of plan is suitable to cover school fees because there are so many considerations. The type of school chosen affects the cost as does the age at which parents would like their child to start education and also the duration. It is also important that parents allow for the cost of the extras on top of basic fees. The total cost and timing of fee payments together with inflation on school fees (school fees have tended to outstrip general inflation) will have a major impact.

There are three basic alternatives to provide for fees, a capital sum, payments out of income and borrowing. There are two main factors that influence most cases, the source of the cash to fund the plan and the length of time before the fees become due. What might be an appropriate investment over the longer term might be wholly inappropriate over the short term.

Investors may have to make sacrifices in terms of investment performance in order to obtain the flexibility needed. A scheme under which an investor would be severely penalised for early termination would be unsuitable if fees were to be become payable before the normal maturity date.

There is no reason to stick to a single route. By using two or more investment vehicles a balance can be made between safe and more speculative investments thereby protecting against future uncertainties. In the short term, possible falls in share prices may deter equity based investments, but history shows that over a longer period equities out perform fixed interest investments. Therefore the choice between equity based and fixed interest investments should be guided by the period of time before fees become payable. However, even if this period is very long, some safe fixed interest investment should still be included in the portfolio. Past performance is no guarantee of future returns.

We remind all investors that the values of units in unit-based inv... ts can go down as well as up, and on encashment they may not necessarily get back as much as they invested.

Before developing an investment strategy, approximate costs of the proposed ... need to be identified and the analysis on the following pages presents our calculation of the necessary investment both in terms of the amount of capital that would need to ... and, by contrast, the regular savings commitment.

Text can be amended here, any amendments will only be applicable for this clients report.

This document is designed to be read in conjunction with the personal financial fact find, suitability letter/report and/or other supporting documentation. It is not intended for stand alone use. This document is based on information provided by you and is only accurate to the extent of that information. If more information is needed, please ask your adviser.

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Costs & Options

The analysis is based on the fees shown below

School A, Infants, at which termly fees are £750
School B, Primary, at which termly fees are £1250
School C, Junior, at which termly fees are £2000
School D, Secondary , at which termly fees are £3000
School E, 6th form college , at which termly fees are £3500
University, University , at which termly fees are £2500

	Year Comm.	Term (yrs)	School	Projected Fee
Year 1	Sep 2013	4.81	A	£2,737
Year 2	Sep 2014	5.81	A	£2,847
Year 3	Sep 2015	6.81	B	£4,935
Year 4	Sep 2016	7.81	B	£5,132
Year 5	Sep 2017	8.81	C	£8,540
Year 6	Sep 2018	9.81	C	£8,881
Year 7	Sep 2019	10.81	C	£9,237
Year 8	Sep 2020	11.81	D	£14,409
Year 9	Sep 2021	12.81	D	£14,986
Year 10	Sep 2022	13.81	D	£15,585
Year 11	Sep 2023	14.81	D	£16,208
Year 12	Sep 2024	15.81	D	£16,857
Year 13	Sep 2025	16.81	E	£20,453
Year 14	Sep 2026	17.81	E	£21,271
Year 15	Sep 2027	18.81	University	£15,801
Year 16	Sep 2028	19.81	University	£16,433
Year 17	Sep 2029	20.81	University	£17,091
Year 18	Sep 2030	21.81		
Year 19	Sep 2031	22.81		
Year 20	Sep 2032	23.81		

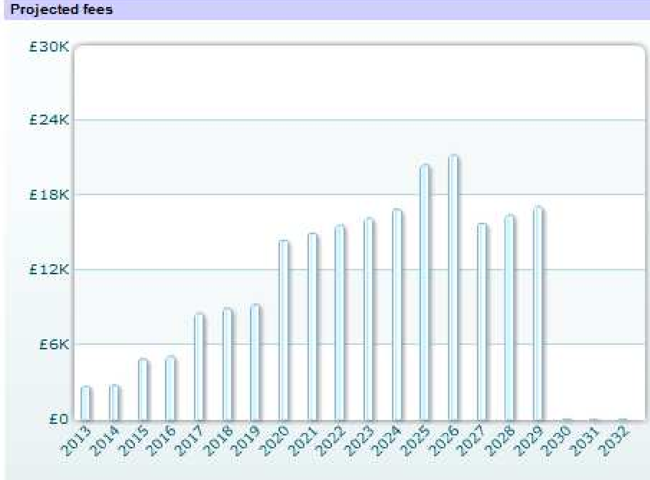
Please note that the Projected fee shown above is the fee for the school year, based on three terms at the fee adjusted for inflation

Analysis of school fees for Daniel

The analysis has been prepared based on the schooling of Daniel whose date of birth is 10/11/2008.

For the purposes of the analysis, we have assumed that the school fees indicated increase at the rate of 4% per annum compound. Correspondingly, we have assumed that the investment return achieved net of all contract charges would be 5% per annum.

Projected fees



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Costs & Options

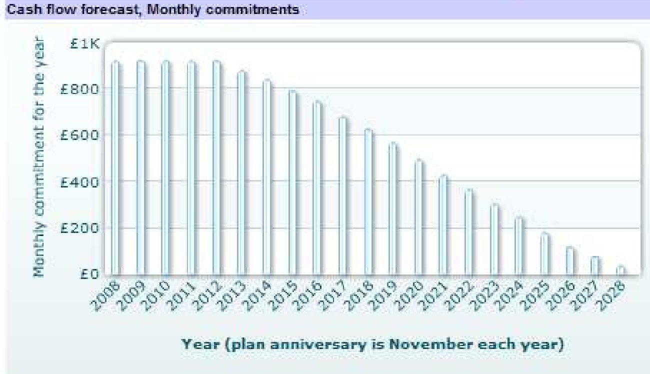
Plan Anniversary	Monthly Commitment	Alternative Single
Nov / 2008	£920	£104,275
Nov / 2009	£920	
Nov / 2010	£920	
Nov / 2011	£920	
Nov / 2012	£920	
Nov / 2013	£879	
Nov / 2014	£843	
Nov / 2015	£793	
Nov / 2016	£748	
Nov / 2017	£684	
Nov / 2018	£626	
Nov / 2019	£572	
Nov / 2020	£497	
Nov / 2021	£428	
Nov / 2022	£367	
Nov / 2023	£306	
Nov / 2024	£248	
Nov / 2025	£183	
Nov / 2026	£121	
Nov / 2027	£79	
Nov / 2028	£39	
Nov / 2029	£0	
Nov / 2030	£0	
Nov / 2031	£0	

Analysis of school fees for Daniel

Although funding via regular savings commences at the rate of £920, as future fees are met, so the savings burden decreases. The analysis given and chart below estimates the profile of saving required in order to meet the fees as they fall due.

Cost Summary & Options	Monthly	Single
Cost options for Primary school	£128	£7,849
Cost options for Junior school	£221	£20,016
Cost options for Senior school	£324	£39,728
Cost options for Sixth form	£126	£17,928
Cost options for University	£121	£18,754
Totals	**£920**	**£104,275**

Cash flow forecast, Monthly commitments



School fees analysis for Sylvia Hoyland — Capita Financial Software Ltd

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Cash Flow Forecast

Analysis detailing monthly savings required for the planned education of Daniel

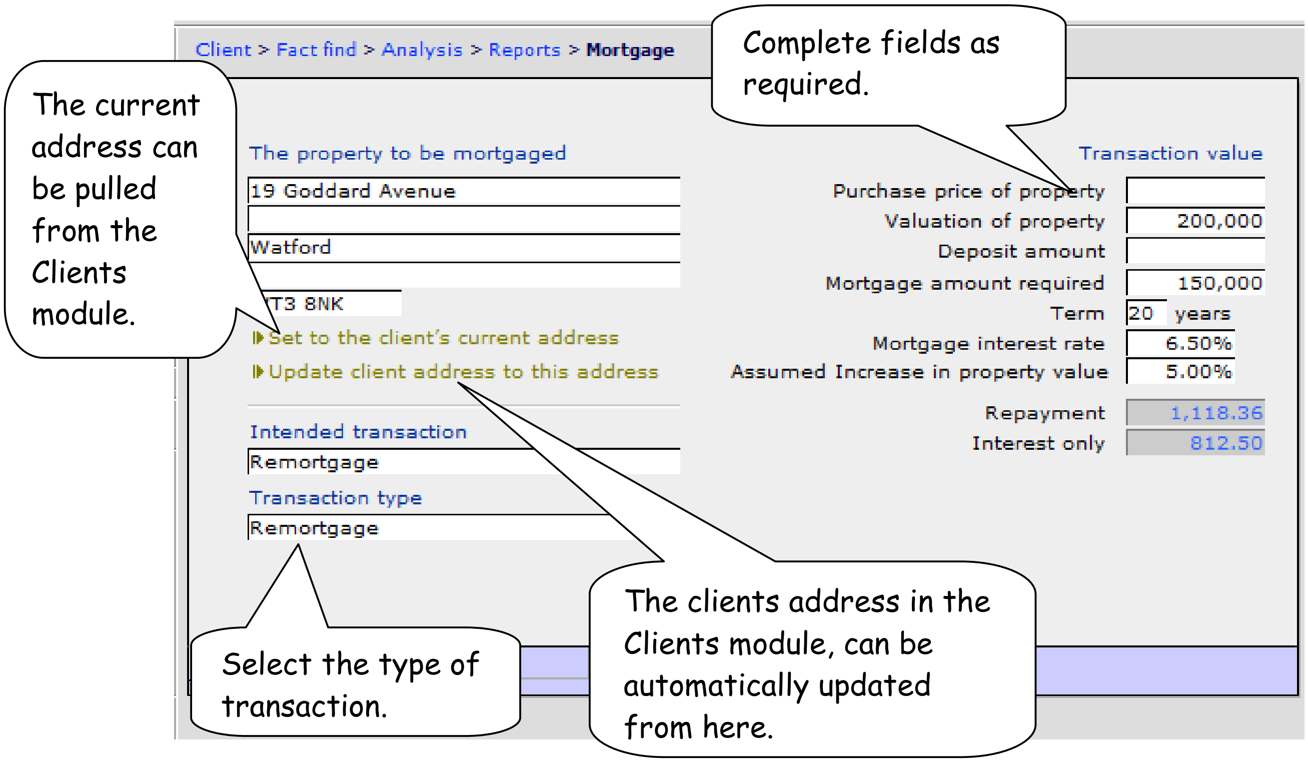
School	Primary			Junior				Senior					6th Form		University						Totals
Year no.	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20	
Yr. beg.	09/2013	09/2014	09/2015	09/2016	09/2017	09/2018	09/2019	09/2020	09/2021	09/2022	09/2023	09/2024	09/2025	09/2026	09/2027	09/2028	09/2029	09/2030	09/2031	09/2032	
Est. fee	£2,737	£2,847	£4,935	£5,132	£8,540	£8,881	£9,237	£14,409	£14,986	£15,585	£16,208	£16,857	£20,453	£21,271	£15,801	£16,433	£17,091	£0	£0	£0	£211,404
Nov / 2008	£42	£35	£51	£45	£64	£58	£54	£74	£69	£61	£61	£58	£65	£62	£42	£40	£39				£920
Nov / 2009	£42	£35	£51	£45	£64	£58	£54	£74	£69	£61	£61	£58	£65	£62	£42	£40	£39				£920
Nov / 2010	£42	£35	£51	£45	£64	£58	£54	£74	£69	£61	£61	£58	£65	£62	£42	£40	£39				£920
Nov / 2011	£42	£35	£51	£45	£64	£58	£54	£74	£69	£61	£61	£58	£65	£62	£42	£40	£39				£920
Nov / 2012	£42	£35	£51	£45	£64	£58	£54	£74	£69	£61	£61	£58	£65	£62	£42	£40	£39				£920
Nov / 2013		£35	£51	£45	£64	£58	£54	£74	£69	£61	£61	£58	£65	£62	£42	£40	£39				£879
Nov / 2014			£51	£45	£64	£58	£54	£74	£69	£61	£61	£58	£65	£62	£42	£40	£39				£843
Nov / 2015				£45	£64	£58	£54	£74	£69	£61	£61	£58	£65	£62	£42	£40	£39				£793
Nov / 2016					£64	£58	£54	£74	£69	£61	£61	£58	£65	£62	£42	£40	£39				£748
Nov / 2017						£58	£54	£74	£69	£61	£61	£58	£65	£62	£42	£40	£39				£684
Nov / 2018							£54	£74	£69	£61	£61	£58	£65	£62	£42	£40	£39				£626
Nov / 2019								£74	£69	£61	£61	£58	£65	£62	£42	£40	£39				£572
Nov / 2020									£69	£61	£61	£58	£65	£62	£42	£40	£39				£497
Nov / 2021										£61	£61	£58	£65	£62	£42	£40	£39				£428
Nov / 2022											£61	£58	£65	£62	£42	£40	£39				£367
Nov / 2023												£58	£65	£62	£42	£40	£39				£306
Nov / 2024													£65	£62	£42	£40	£39				£248
Nov / 2025														£62	£42	£40	£39				£183
Nov / 2026															£42	£40	£39				£121
Nov / 2027																£40	£39				£79
Nov / 2028																	£39				£39
Nov / 2029																					
Nov / 2030																					
Nov / 2031																					

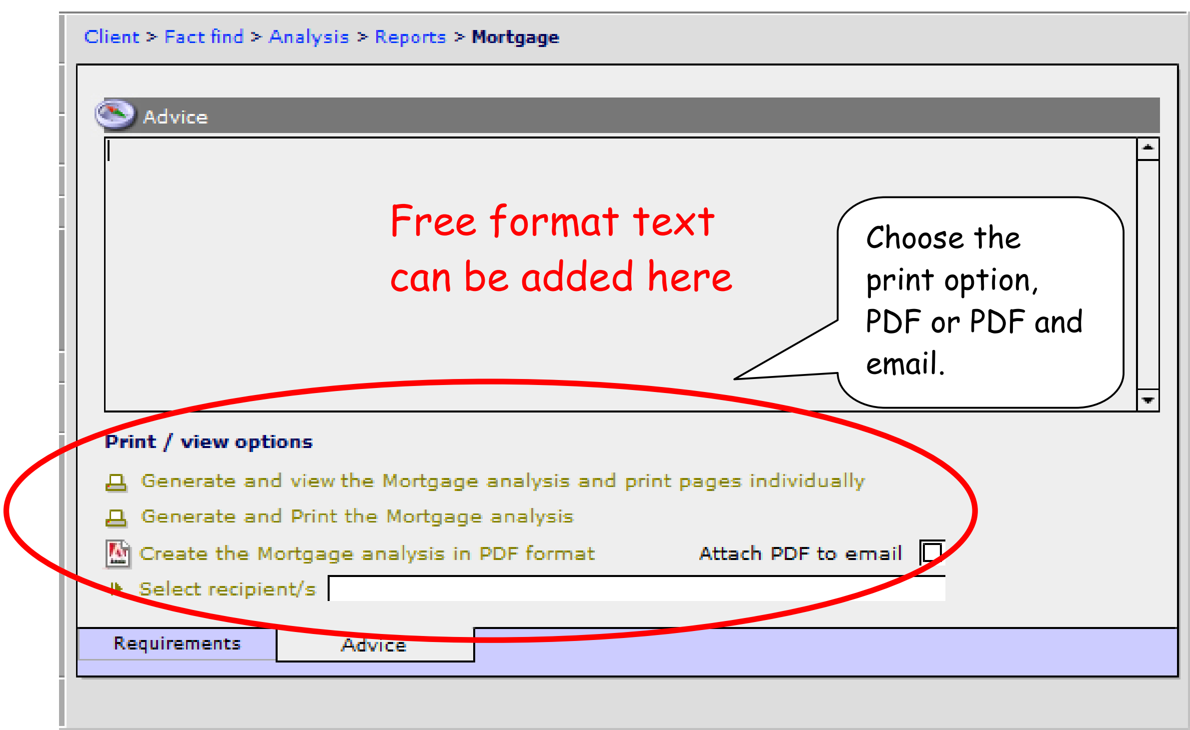
School fees analysis for Sylvia Hoyland — Capita Financial Software Ltd.

The second location in CCD that the calculators can be found is in the Fact find module > Analysis > Reports > Specific

In the Fact find module the School Fees calculator is found under the Savings tab. An extra tab for Mortgage analysis has been added and in the Taxation tab the Inheritance Tax calculator can be found. The Mortgage calculator and the Inheritance calculator are only found in the Fact find module, as they require a full Fact find to have been completed before they can be run.

3.15. Mortgage Calculator





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quaysoftware

Mortgage analysis

Prepared for Mrs S M Hoyland

Capita Financial Software Ltd.
Thorley Wash Business Centre
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Introduction

Taking out a mortgage is one of the biggest financial commitments you can make, both in terms of the amount you borrow and the length of time it may take to repay it.

This report is the first stage in providing you with mortgage advice which is tailored to your specific circumstances and objectives. The purpose of the report is to review your current position in relation to your objectives and set out areas which need further attention together with possible solutions.

The analysis and comments provided in this report are based on information provided by you during our recent discussions and contained in your Confidential Financial Review Form. You should check carefully that the information shown is correct and advise us of any revisions that need to be made, either because of errors, misunderstandings or recent changes to circumstances.

There are a number of key assumptions which have a considerable impact on the plan, such as your income, future rates of mortgage interest and the rate of growth in the value of your property. Each financial planning assumption used is stated within the report and you should satisfy yourself that the assumptions are correct and acceptable to you as they may affect your future ability to afford your mortgage, particularly if your income falls or interest rates rise.

Although interest rates have been stable over the past few years, this could change. In the past, interest rates have risen from 7.5% to 15% in just a few years. Interest rate rises could increase your monthly payments considerably, making it difficult for you to afford them.

Requirements and key planning assumptions:

The property to be mortgaged	Financial criteria		Intended transaction
19 Goddard Avenue	Purchase price of property		Remortgage
Watford	Valuation of property	£200,000	Remortgage
WT3 8NK	Mortgage amount required	£150,000	
	The initial value of your equity	£50,000	
	The term of the borrowing	20 years	
	Mortgage interest rate	6.5%	

The assumptions about the tax position of the plans and any recommendations made in the report are based on our understanding of current law and Inland Revenue practice which may be subject to alteration in the future. In particular, what assets, gains or income are taxed and the levels of taxation on them are all subject to change. Tax reliefs may also change and their value to you will depend on your individual circumstances.

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Your Current Financial Position

Annual income	Sylvia
Basic annual income	
Investment income	£0
Pension income	
Tax free income	£0
Total annual income	**£0**
Tax, National Insurance and other deductions	
Income after deductions	**£0**

Expenditure type	Sylvia		Joint	Total
Mortgage / Rent	£0	£0	£0	£0
Other financial commitments	£0	£0	£0	£0
Pension contributions	£235	£0		£235
Regular savings	£0	£0	£0	£0
Personal insurances	£89	£0	£0	£89
Other insurances	£0	£0	£0	£0
Utilities and household bills	£0	£0	£0	£0
Living costs	£0	£0	£0	£0
Transport and travel	£0	£0	£0	£0
Leisure	£0	£0	£0	£0
Other expenditure	£0	£0	£0	£0
Total monthly expenditure	**£324**	**£0**	**£0**	**£324**
Annualised expenditure	£3,893	£0	£0	£3,893
Net available annual income				-£3,893
Net available monthly income				**-£324**

Notes

Free format notes can be added here.

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Your Borrowing Requirement

Your borrowing requirement

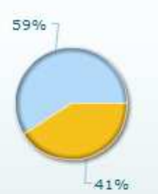
You can typically borrow up to three and-a-half times the main earner's income before tax, plus one times any second earner's income, or alternatively two-and-a-half times joint incomes (if this is larger).

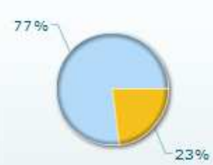
The lender may only count half of income such as overtime, commission or bonuses unless this is guaranteed. Lenders will reduce the amount they will lend if you have substantial outgoings such as other loan payments.

Lenders will also lend only up to a maximum percentage of the property value (the Loan to value ratio).

Purchase price of property	
Valuation of property	£200,000
Mortgage loan amount required	£150,000
The initial value of your equity	£50,000
The term of your contract	20 years

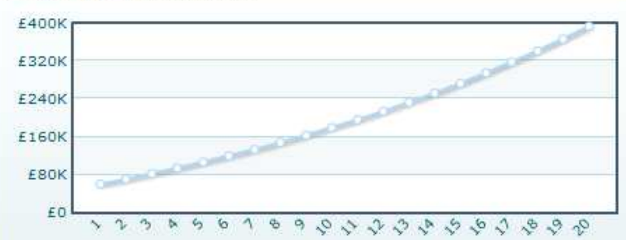
Loan to value ratio, Year 1 | **Year 10 (Repayment)**





Projected equity assuming that you repay interest only

assuming annual property growth of 5.00%



Projected equity assuming that you repay both capital and interest

assuming annual property growth of 5.00%

Mortgage analysis for Mrs S M Hoyland | Your borrowing requirement

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Repayment Options

Capital and repayment mortgage

Repayment mortgages require to make monthly payments which are made up of part capital and part interest. The structure of the repayment method normally means that during the early years little capital is repaid but accelerates over time, as illustrated in the graph opposite.

Mortgage interest rate	6.5%
Interest payment	£812.50
Capital repayment	£305.86
Regular payment	£1118.36

Interest only mortgage

Interest payment	£812.50

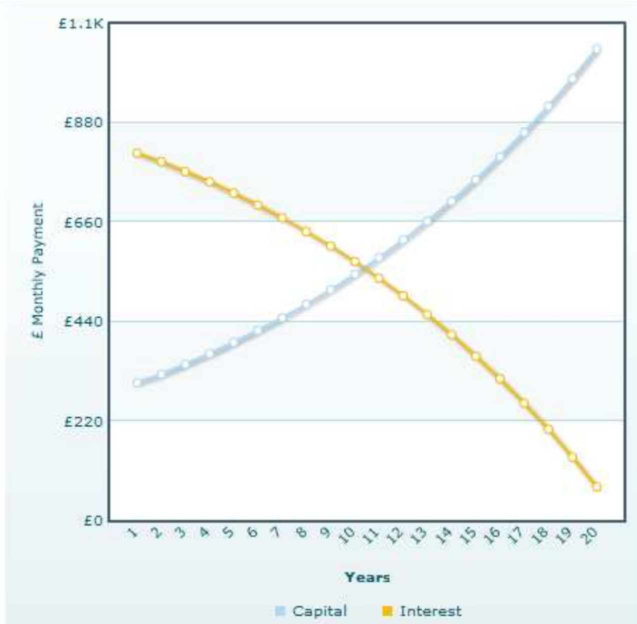
Flexible repayment options

Certain mortgages offer the flexiblity to vary the amount of your monthly payments, perhaps to reduce your mortgage term by making regular monthly overpayments or occasional lump sum payments. Added flexibility permits you to redraw these amounts should you need to. Such mortgages commonly support:

> Overpayments
> Underpayments
> Payment Holidays
> Drawdown
> Borrowing Facility

Please note, that if you take underpayments and payment holidays, this may increase the amount of unpaid interest and ultimately increase the total cost of your loan.

Capital and interest repayments over the term of your mortgage



Mortgage analysis for Mrs S M Hoyland
Repayment options

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Types Of Interest Rate

Different types of rate

Your mortgage payments to your lender could go up (or down) if interest rates change. Mortgage interest rates are related to the interest rate set by the Bank of England and lenders usually apply some or all of any change to your mortgage.

Unless your mortgage rate is fixed for the full term of your mortgage, this will affect you and you should pay particlar attention to the table and chart provided right as this illustrates the impact of changes in rates from that on which this report is based (6.50%)

Standard Variable rate
Your payments go up or down when the lender's mortgage rate changes. (Mortgage rates tend to move in line with the Bank of England base rate but there is sometimes a delay).

Tracker
A 'tracker' (changes in line with specified rate). A variable rate loan where the interest rate is set amount above or below the Bank of England or some other base rate and so always 'tracks' changes in that rate.

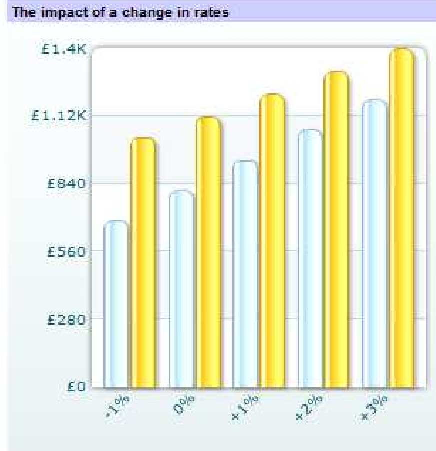
Fixed interest rate
Your payments are set at a certain level for a set period of time - for example, two years, five years, ten years or even longer. Unless the rate is fixed for the term of the mortgage, you are usually charged the lender's standard variable rate at the end of the fixed rate period.

Discounted rates
Your payments are variable, but they are set at less than the lender's standard variable rate for a set period of time. At the end of this period, you are usually charged the lender's standard variable rate.

Capped Rates
Your payments are variable and often linked to a base rate, but fixed not to go above a set level (the 'ceiling' or 'cap') during the period of the deal. At the end of the period, you are usually charged the lender's standard variable rate.

Collared rate
May be used in conjunction with a capped rate and/or a tracker. Your payments are variable but will not fall below a set level (the 'collar' or 'floor').

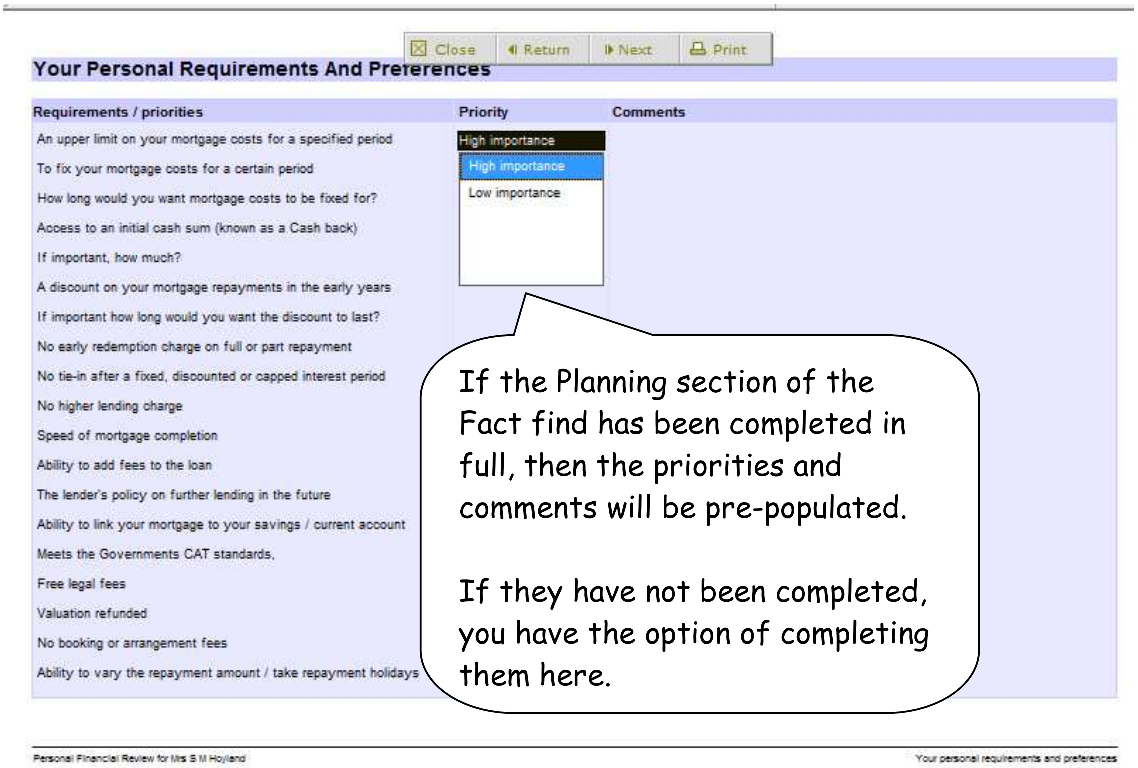
The impact of a change in rates



Monthly payments based on alternative rates

-1%	0%	+ 1%	+ 2%	+ 3%
5.50%	6.50%	7.50%	8.50%	9.50%
Interest only mortgage				
£687.50	£812.50	£937.50	£1,062.50	£1,187.50
Repayment mortgage				
£1,031.83	£1,118.36	£1,208.39	£1,301.73	£1,398.20

Mortgage analysis for Mrs S M Hoyland
Types of interest rate


Close
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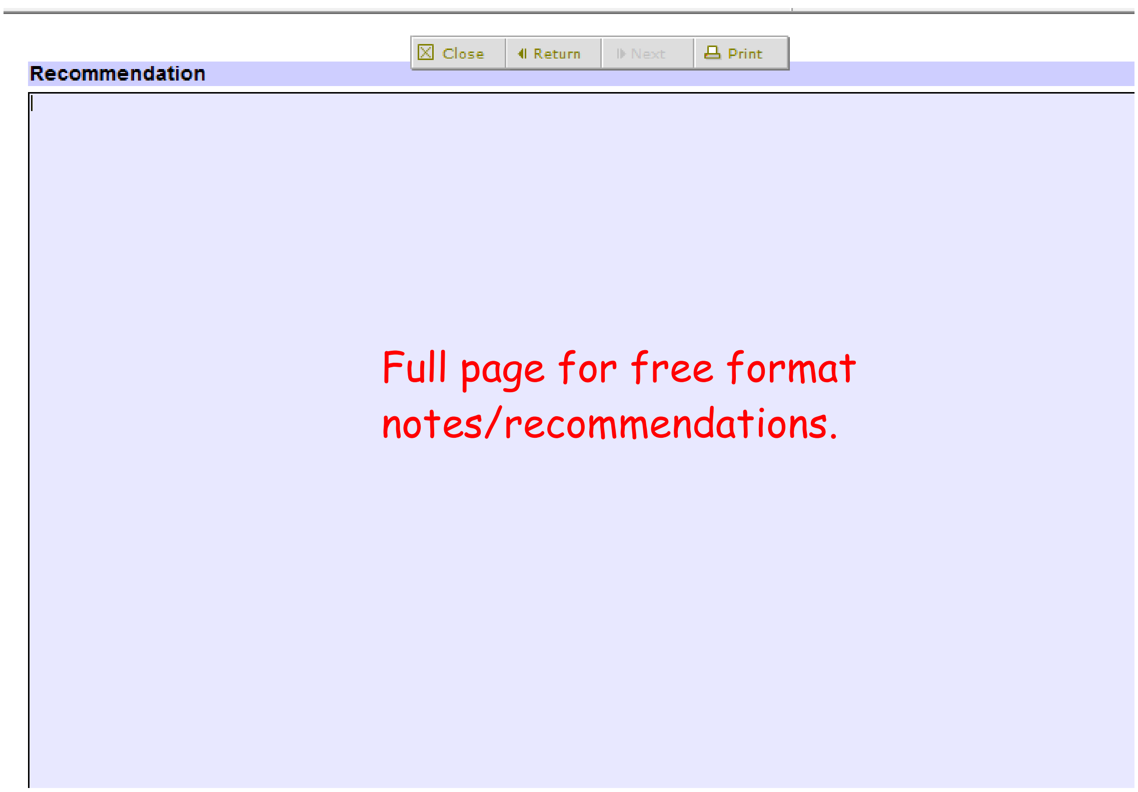
Your Personal Requirements And Preferences
Requirements / priorities
Priority
Comments
An upper limit on your mortgage costs for a specified period
To fix your mortgage costs for a certain period
How long would you want mortgage costs to be fixed for?
Access to an initial cash sum (known as a Cash back)
If important, how much?
A discount on your mortgage repayments in the early years
If important how long would you want the discount to last?
No early redemption charge on full or part repayment
No tie-in after a fixed, discounted or capped interest period
No higher lending charge
Speed of mortgage completion
Ability to add fees to the loan
The lender's policy on further lending in the future
Ability to link your mortgage to your savings / current account
Meets the Governments CAT standards,
Free legal fees
Valuation refunded
No booking or arrangement fees
Ability to vary the repayment amount / take repayment holidays
High importance
High importance
Low importance
If the Planning section of the Fact find has been completed in full, then the priorities and comments will be pre-populated.
If they have not been completed, you have the option of completing them here.
Personal Financial Review for Mrs S M Hoyland
Your personal requirements and preferences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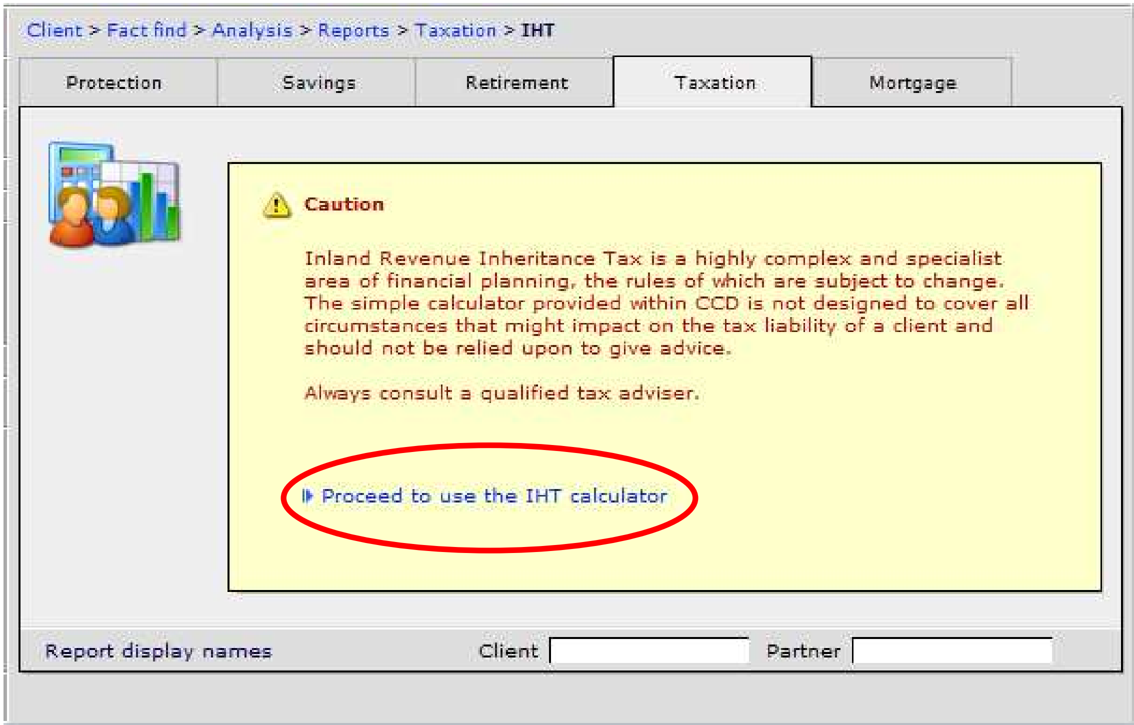
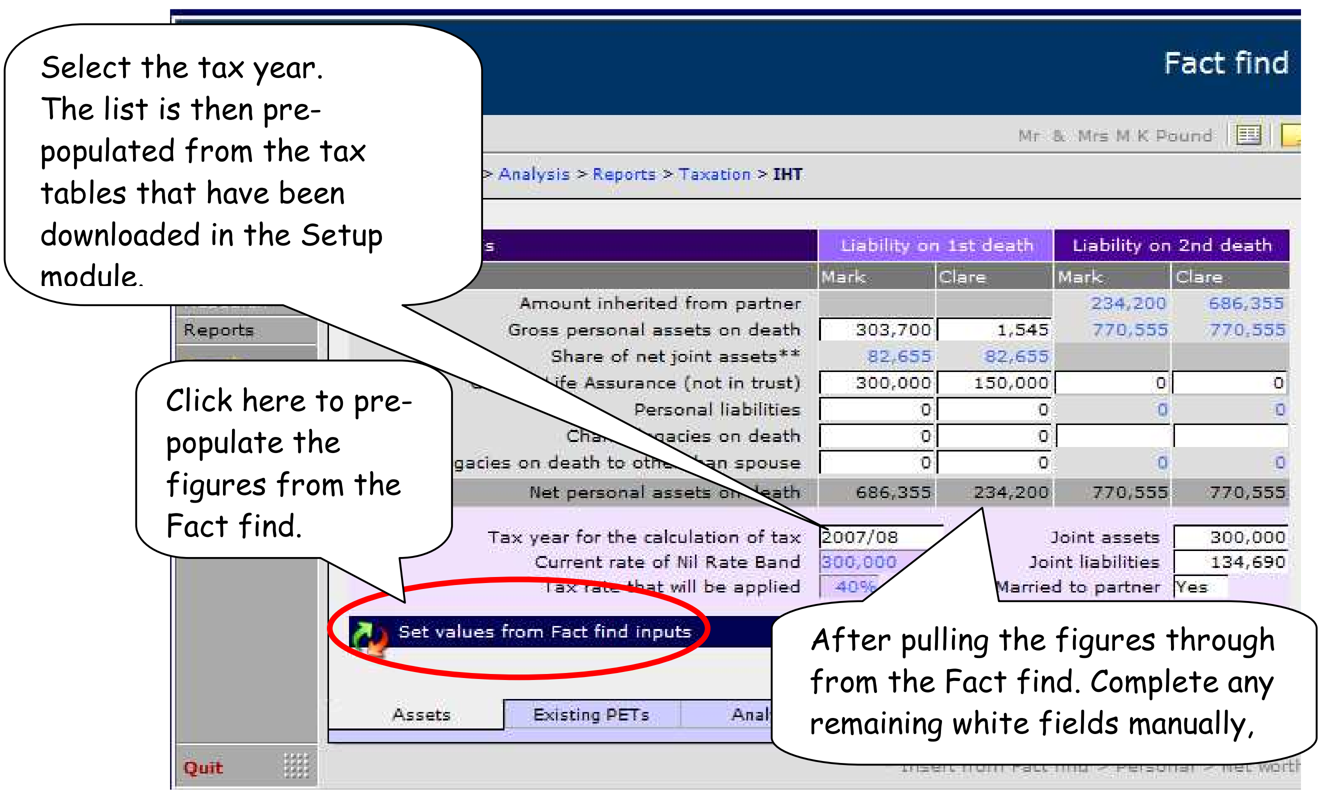
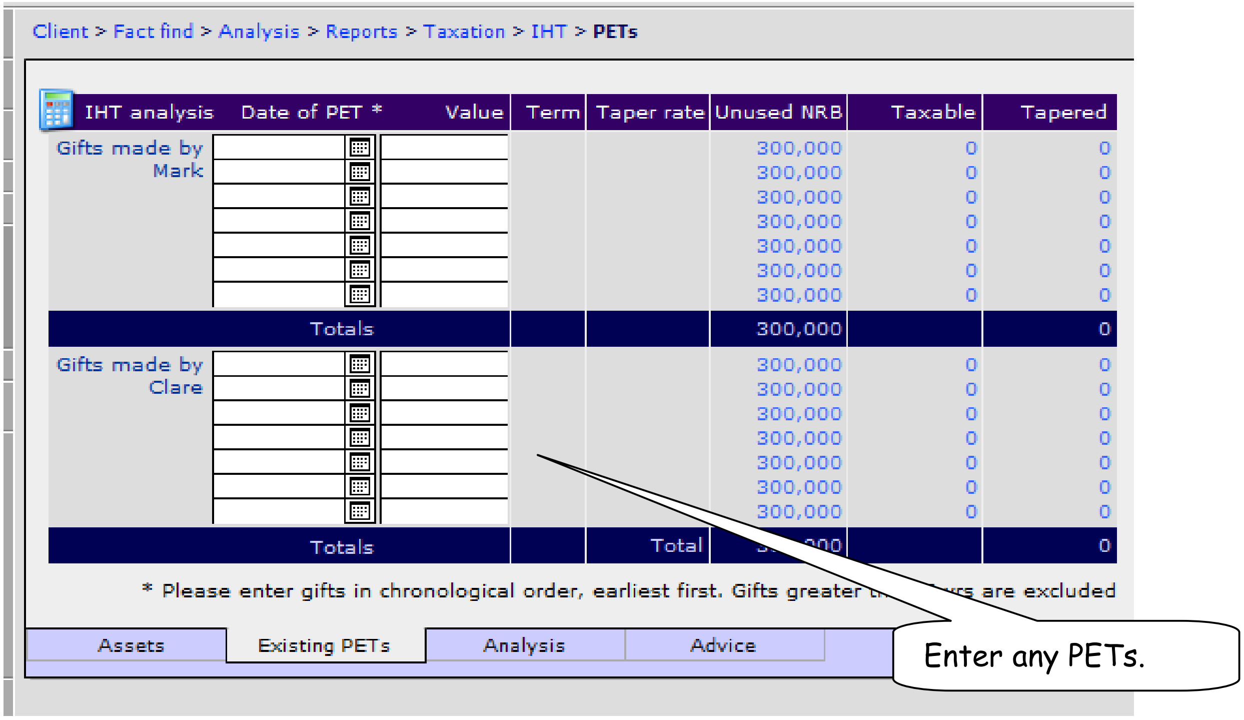
Recommendation
Full page for free format notes/recommendations.

3.16. Inheritance Tax Calculator



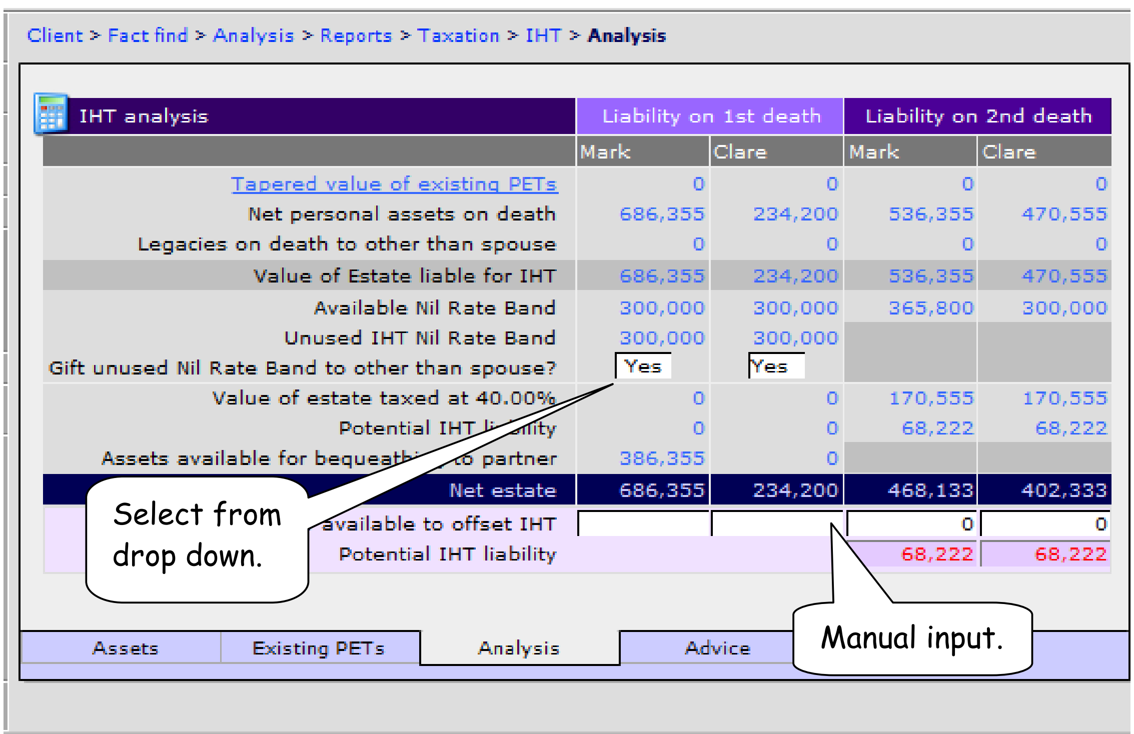




Client > Fact find > Analysis > Reports > Taxation > IHT > **PETs**

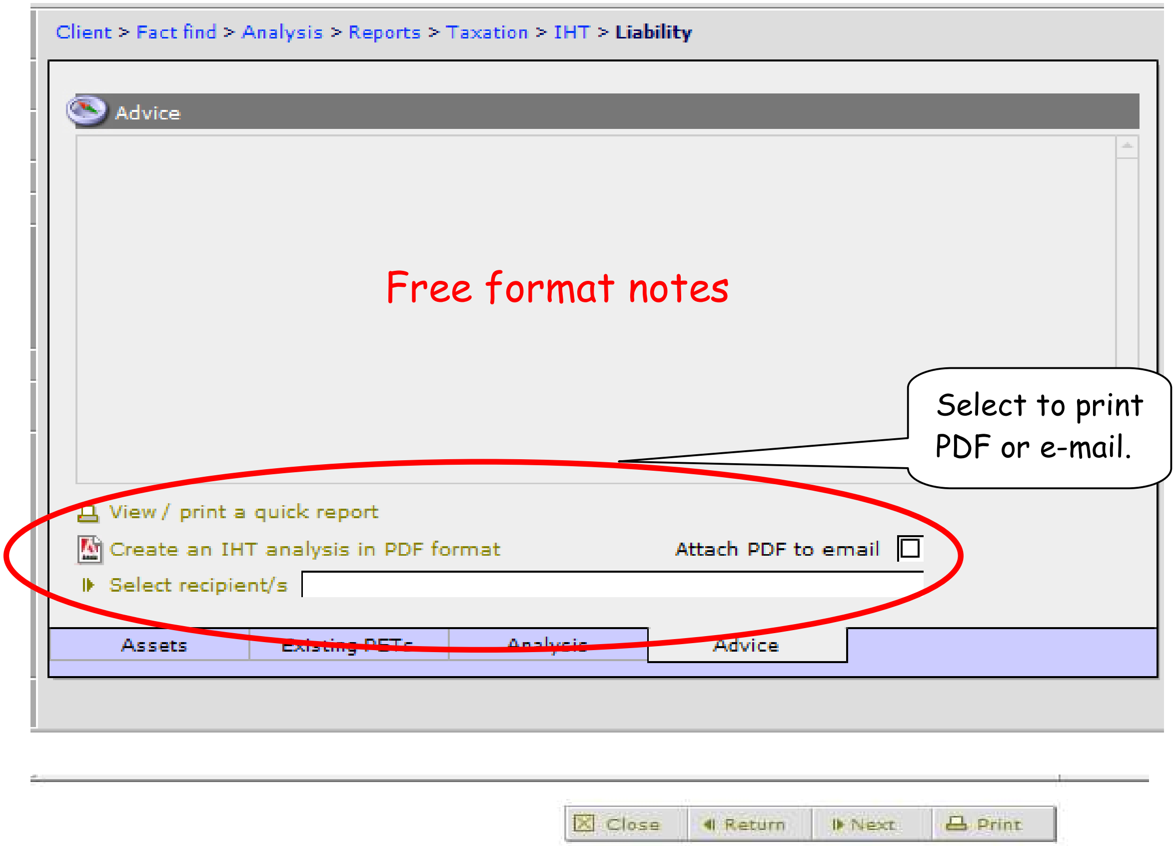
IHT analysis	Date of PET *	Value	Term	Taper rate	Unused NRB	Taxable	Tapered
Gifts made by Mark					300,000	0	0
					300,000	0	0
					300,000	0	0
					300,000	0	0
					300,000	0	0
					300,000	0	0
					300,000	0	0
Totals					300,000		0
Gifts made by Clare					300,000	0	0
					300,000	0	0
					300,000	0	0
					300,000	0	0
					300,000	0	0
					300,000	0	0
					300,000	0	0
Totals				Total	[illegible]		0

* Please enter gifts in chronological order, earliest first. Gifts greater t[illegible]rs are excluded



Client > Fact find > Analysis > Reports > Taxation > IHT > **Analysis**

IHT analysis	Liability on 1st death		Liability on 2nd death	
	Mark	Clare	Mark	Clare
Tapered value of existing PETs	0	0	0	0
Net personal assets on death	686,355	234,200	536,355	470,555
Legacies on death to other than spouse	0	0	0	0
Value of Estate liable for IHT	686,355	234,200	536,355	470,555
Available Nil Rate Band	300,000	300,000	365,800	300,000
Unused IHT Nil Rate Band	300,000	300,000		
Gift unused Nil Rate Band to other than spouse?	Yes	Yes		
Value of estate taxed at 40.00%	0	0	170,555	170,555
Potential IHT liability	0	0	68,222	68,222
Assets available for bequeath[illegible] to partner	386,355	0		
Net estate	686,355	234,200	468,133	402,333
[illegible] available to offset IHT			0	0
Potential IHT liability			68,222	68,222



Inheritance Tax Analysis

Prepared For Mr & Mrs M K Pound

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Introduction

The amount of IHT paid on inheritances in the UK has almost doubled in the last 10 years from £1.211 billion in 1991/92 to £2.9 billion in 2004/05 (source Inland Revenue Pre-Budget Statement 2004). This has mainly been fuelled by the rise in house prices and the disproportionate increase in IHT reliefs.

Currently the starting point – called the "nil rate band", is just £300,000 (2007/08). This includes all assets and not just your home. It also includes the value of any gifts made within seven years of the donor's death which are known as "potentially exempt transfers". Some gifts may be subject to IHT if made to a discretionary trust.

The tax burden not only reduces the value of any inheritance but has to be paid before probate can be granted (which is when the Will is officially recognised). The IHT is due within six months of the end of the month in which death occurred. This often requires the immediate sale of assets or for beneficiaries to find the money to pay the tax.

With some preparation and careful planning it is possible to reduce your liability or to avoid the tax altogether. There are a number of reliefs and exemptions from IHT which mean that it is sometimes called a "voluntary tax".

Current Liability

Before proceeding any further we should calculate the extent of your current liability. My calculations are based on the details you have provided to me of your assets and the main provision of your Wills.

Mitigating IHT Liabilities

There are many ways in which the IHT liability can be reduced and even mitigated in some cases.

For example:

- Life Assurance policies could be placed into a simple trust to keep the proceeds out of your estate
- Pension scheme death benefits to be paid to a trust rather than the surviving spouse.
- Effective Wills. A current Will is essential and can include IHT saving methods.
- Making use of Exemptions such as those which allow you to make gifts each year which do not attract IHT.

These are just some of the more popular methods. This issue needs to be addressed in order to preserve the value of your estate as far as possible for your intended beneficiaries.

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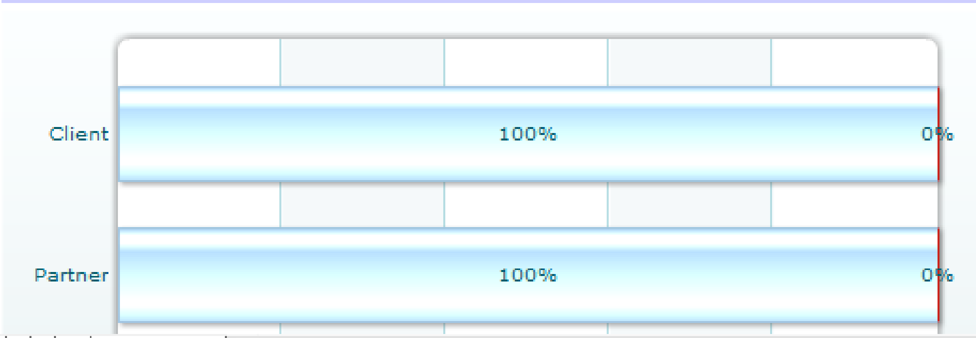
First Death

The table below shows the IHT position on the first death on the basis that your entire estate (together with any outstanding mortgage) will pass to the survivor as, I have assumed, will your personal effects.

Analysis - 2007/08	Mark dies first	Clare dies first
Gross personal assets on death	303,700	1,545
Share of net joint assets	82,655	82,655
Current Life Assurance (not in trust)		
Personal liabilities and assets in trust for others	0	0
Charity legacies on death	0	0
Legacies on death to other than spouse	0	0
Tapered value of existing PETs	0	0
Net personal assets on death	686,355	234,200
Legacies on death to other than spouse	0	0
Value of Estate liable for IHT	686,355	234,200
Less IHT Nil Rate Band	300,000	300,000
Unused IHT Nil Rate Band	300,000	300,000
Gift unused Nil Rate Band to other than spouse?	Yes	Yes
Value of estate taxed at 40.00%	0	0
Potential IHT liability	0	0
Assets available for bequeathing to partner	386,355	0
Net estate	686,355	234,200

The exposure of your estate on 1st death



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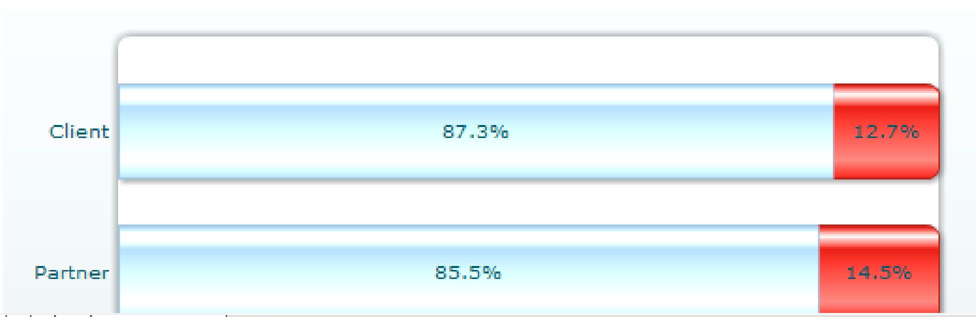
Second Death

The table below shows the IHT position on the second death.

Analysis - 2007/08	Mark dies second	Clare dies second
Amount inherited from partner	0	386,355
Net personal assets on death	686,355	234,200
Gross personal assets on death	536,355	470,555
Current Life Assurance (in trust for partner)		
Personal liabilities and assets in trust for others	0	0
Charity legacies on death		
Legacies on death to other than spouse	0	0
Tapered value of existing PETs (see appendix)	0	0
Net personal assets on death	536,355	470,555
Legacies on death to other than spouse	0	0
Value of Estate liable for IHT	536,355	470,555
Less IHT Nil Rate Band	365,800	300,000
Value of estate taxed at 40.00%	170,555	170,555
Potential IHT liability	68,222	68,222
Net estate	468,133	402,333
2nd death Life cover available to offset IHT	0	0
Uninsured IHT liability	68,222	68,222

* Refers to absolute entitlements only

The exposure of your estate on 2nd death



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Mitigating IHT Liabiliies
Free format notes.

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Potentially Exempt Transfers (PETs)

Gifts are exempt from Inheritance Tax at the time that you make them but there are circumstances in which Inheritance Tax has to be paid by the person you gave the gift to if you die within seven years. Hence gifts are only potentially excempt from Inheritance Tax. Such gifts are called Potentially Exempt Transfers (PETs).

Where you make a PET and die within seven years, 'taper relief' may reduce the amount of tax payable. This is a sliding scale, which reduces the tax the more of the seven years that you live as follows:

Period between gift and death	Percentage of the full charge which applies
Three to four years	80.00%
Four to five years	60.00%
Five to six years	40.00%
Six to seven years	20.00%

Gifts Made By Mark

Date of PET	Value	Term *	Taper rate	Unused NRB	Taxable	Tapered
				£300,000	£0	£0
				£300,000	£0	£0
				£300,000	£0	£0
				£300,000	£0	£0
				£300,000	£0	£0
				£300,000	£0	£0
				£300,000	£0	£0
Totals				**£300,000**		**£0**

Gifts Made By Clare

Date of PET	Value	Term *	Taper rate	Unused NRB	Taxable	Tapered
				£300,000	£0	£0
				£300,000	£0	£0
				£300,000	£0	£0
				£300,000	£0	£0
				£300,000	£0	£0
				£300,000	£0	£0
				£300,000	£0	£0
Totals				**£300,000**		**£0**

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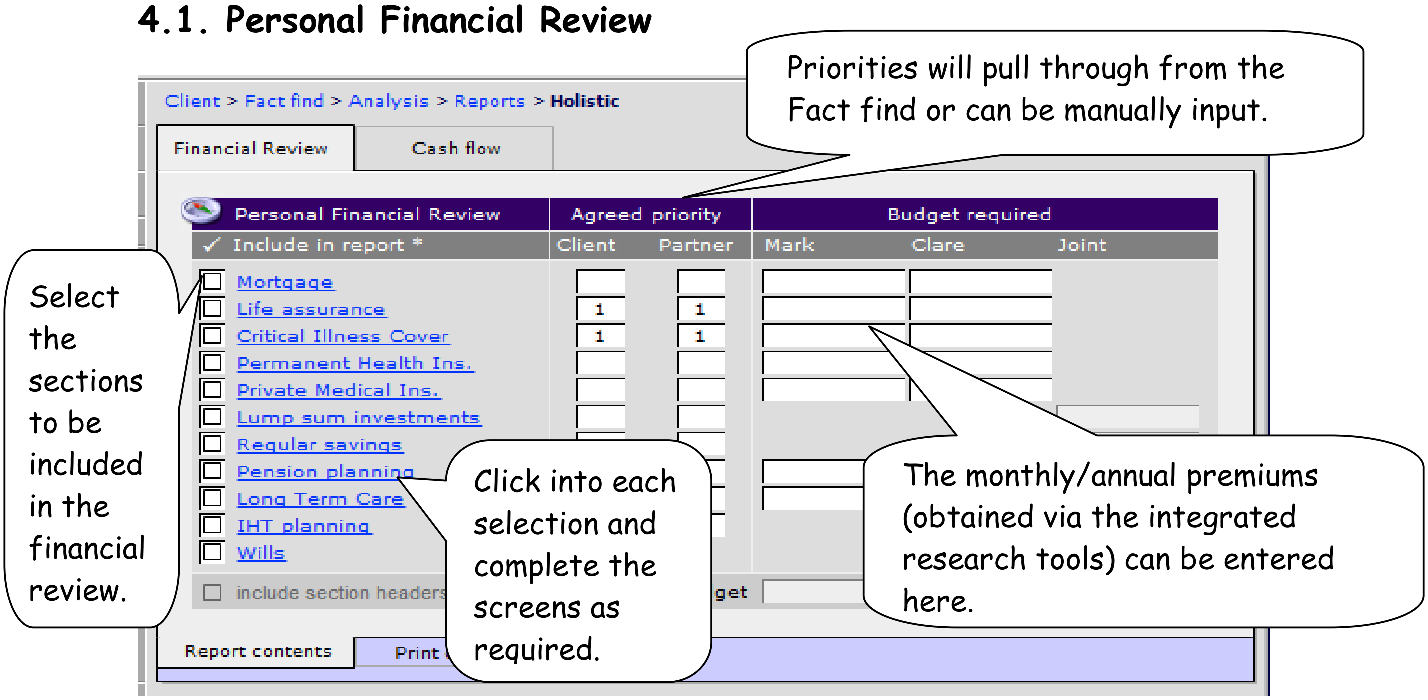
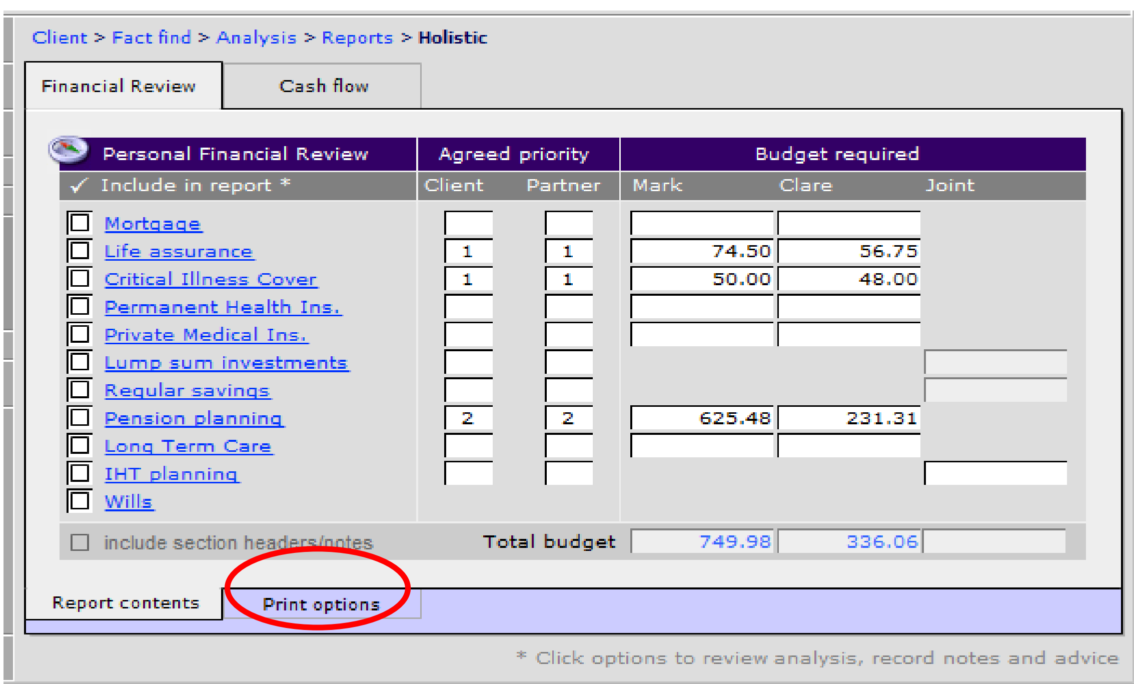
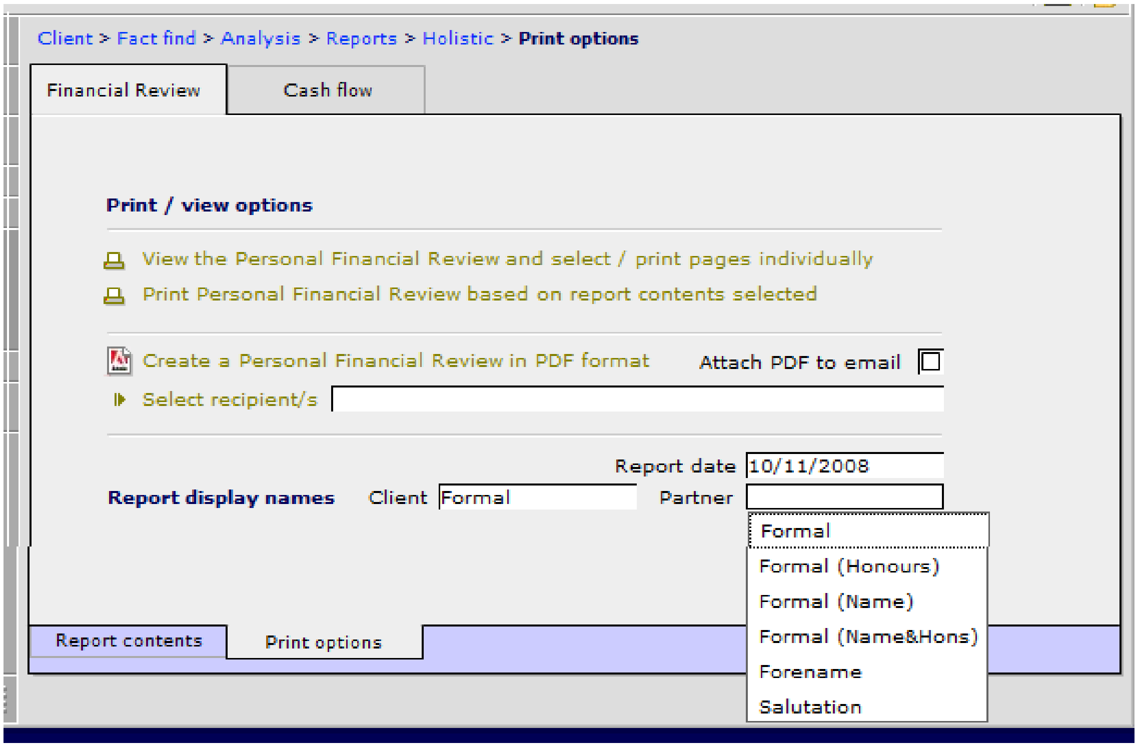
4. FACT FIND HOLISTICS REPORTS

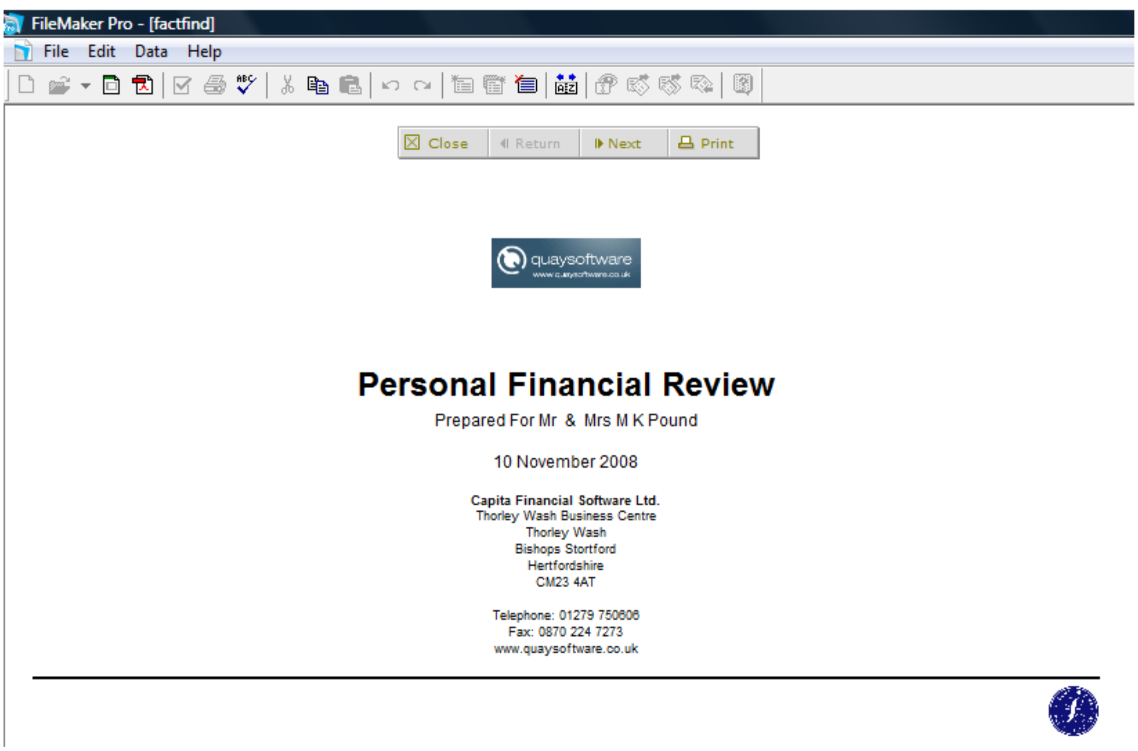
There are two holistic reports available in the Fact find module, the Personal Financial Review and the Personal financial Indicator. Both require a full financial planning fact find to have been completed.

4.1. Personal Financial Review






Client > Fact find > Analysis > Reports > Holistic > Print options
Financial Review
Cash flow
Print / view options
View the Personal Financial Review and select / print pages individually
Print Personal Financial Review based on report contents selected
Create a Personal Financial Review in PDF format
Attach PDF to email
Select recipient/s
Report date 10/11/2008
Report display names
Client Formal
Partner
Formal
Formal (Honours)
Formal (Name)
Formal (Name&Hons)
Forename
Salutation
Report contents
Print options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quaysoftware
Personal Financial Review
Prepared For Mr & Mrs M K Pound
10 November 2008
Capita Financial Software Ltd.
Thorley Wash Business Centre
Thorley Wash
Bishops Stortford
Hertfordshire
CM23 4AT
Telephone: 01279 750606
Fax: 0870 224 7273
www.quaysoftware.co.uk

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Introduction

Our aim is to work closely with you over the years to help you achieve your financial objectives. Through our research we aim to construct a financial programme that incorporates suitable products that are available today.

In addition, as Independent Financial Advisers, we are not beholden to any of the insurance companies, fund managers or other product providers whose services we may recommend. These are always selected on the basis of best value to our clients.

Planning your life assurance, investment and pensions program is the only way of ensuring that you will achieve your financial objectives. We have identified the main areas of concern as well as offered suggestions as to how these concerns can be handled effectively. These have been prioritised by you at our initial meeting and are detailed overleaf.

From the confidential fact find we are able to construct an understanding of your income and expenditure and your current asset and liability position. These items are detailed on the "net worth" page within the report.

Wealth warning

This report is designed to be a discussion document and although we may well make certain recommendations, these may be varied later in the light of your more precise requirements. Although we make every effort to ensure the accuracy of the information conveyed within this report, we cannot be held responsible for changes in legislation or changes in the third party contracts.

Text can be amended here, any amendments will only be applicable for this clients report.

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Personal Details

Mark
Born on Monday 23 December 1968, currently aged 39
Employed, Garden Designer

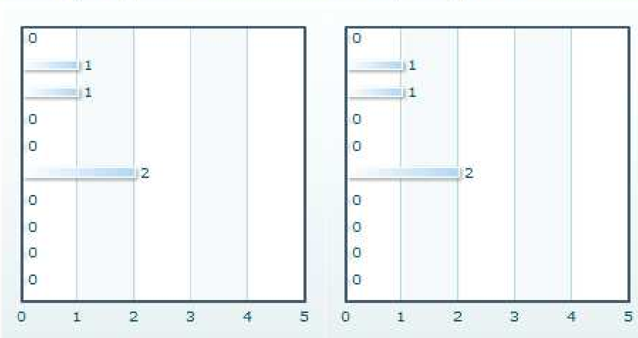
Clare
Born on Friday 03 April 1970, currently aged 38
Home-maker, Domestic technician

Dependants	Day and date of birth	Dependant of	Relationship	Reason for dependancy	Living at home
Melanie Jane	Tuesday 09 May 2000	Both	Daughter	Downs Syndrome	Yes

Current address:
32 The Heights, , Hereford Hertfordshire CM12 8YH.
The tenure of the property is Freehold. The property was valued at £300,000 in . The outstanding mortgage commitment as at was £160,000

Your financial planning priorities | **Mark's planning priorities*** | **Clare's planning priorities***

Mortgage planning
Providing security for your family in the event of death
Providing security for your family if you suffer a critical illness
Providing income if you are unable to work due to sickness or accident
Providing for private medical insurance
Providing income in retirement
Investment of capital
Mitigating possible Inheritance Tax liability
Planning for the cost of long term care
Saving for specific purposes



Planning priorities shown are Agreed priorities only
* Priority 1 indicates your **highest** priority and 5 your **lowest** priority

Personal Financial Review for Mr & Mrs M K Pound | Personal details

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Affordability

Annual Income	Mark	Clare
Basic annual income	£32,000	
Investment income	£0	£0
Pension income	£0	£0
Tax free income	£0	£902
Total annual income	**£32,000**	**£902**
Tax, National Insurance and other deductions	£7,410	
Income after deductions	**£24,590**	**£902**

The highest rate of income tax paid is 22% for Mark and 0% for Clare.

Monthly expenditure	Mark	Clare	Joint	Total
Mortgage / Rent	£0	£0	£829	£829
Other financial commitments	£0	£0	£0	£0
Pension contributions	£0	£0		£0
Regular savings	£0	£0	£0	£0
Personal insurances	£0	£0	£0	£0
Other insurances	£0	£0	£0	£0
Utilities and household bills	£0	£0	£235	£235
Living costs	£0	£0	£550	£550
Transport and travel	£140	£0	£0	£140
Leisure	£0	£0	£0	£0
Other expenditure	£0	£0	£0	£0
Total monthly expenditure	**£140**	**£0**	**£1,614**	**£1,754**
Annualised expenditure	£1,680	£0	£19,368	£21,048
Net spendable annual income				**£4,446**
Net spendable monthly income				**£370**

Affordability

According to our calculations, your spendable monthly income is £370.47. A detailed analysis of income and expenditure is enclosed with this report within the appendices.

Affordability summary

Notes

Free format notes.

Personal Financial Review for Mr & Mrs M K Pound — Affordability

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Net Worth

Summary of your current Assets & Liabilities

	Mark	Clare	Joint	Total
Summary of current assets	£339,787	£1,545	£300,000	£641,332
Less summary value of liabilities	£0	£0	£134,690	£134,690
Current Net Worth	**£339,787**	**£1,545**	**£165,310**	**£506,642**

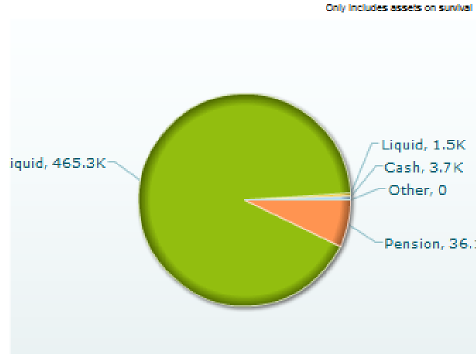
According to our calculations, your total net assets amount to £506,642. A detailed analysis of your assets and liabilities is provided within the report appendices, however the key items are summarised below.

The assets summarised are "current" assets. This means that assets realisable on death (the sums assured under life assurance plans) are excluded.

Assets by category	
Cash (Bank and building society accounts)	£3,700
Liquid investments (ISAs, PEPs, Unit Trusts, Bonds and VCTs)	£1,545
Non-liquid assets (Net equity in property)	£465,310
Pension funds (Including any tax free entitlements)	£36,087
Other (Personal effects)	£0
Total net worth	£506,642
Cash and liquid assets	£5,245
Liquidity ratio (Cash and liquid assets divided by net worth)	1.04%

Your total assets summarised by category

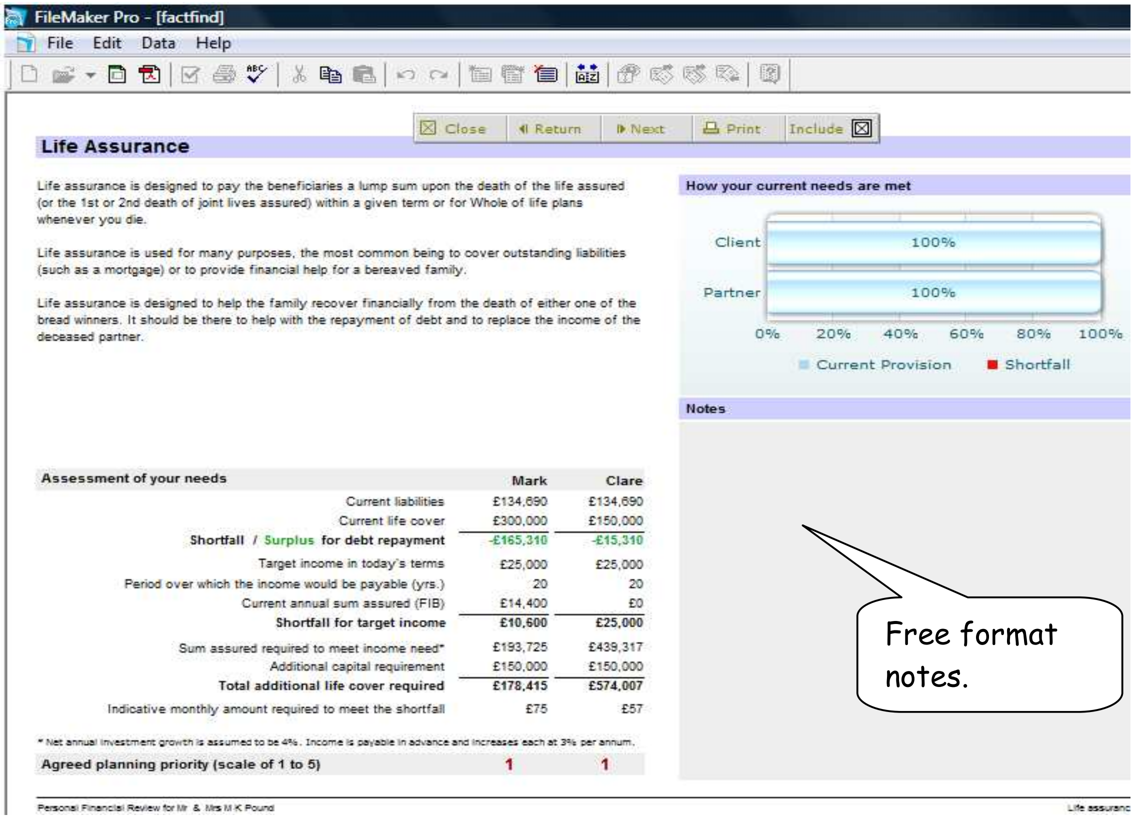
Only includes assets on survival



Notes

Free format notes.

Personal Financial Review for Mr & Mrs M K Pound — Your current net worth



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Life Assurance

Life assurance is designed to pay the beneficiaries a lump sum upon the death of the life assured (or the 1st or 2nd death of joint lives assured) within a given term or for Whole of life plans whenever you die.

Life assurance is used for many purposes, the most common being to cover outstanding liabilities (such as a mortgage) or to provide financial help for a bereaved family.

Life assurance is designed to help the family recover financially from the death of either one of the bread winners. It should be there to help with the repayment of debt and to replace the income of the deceased partner.

How your current needs are met

Notes

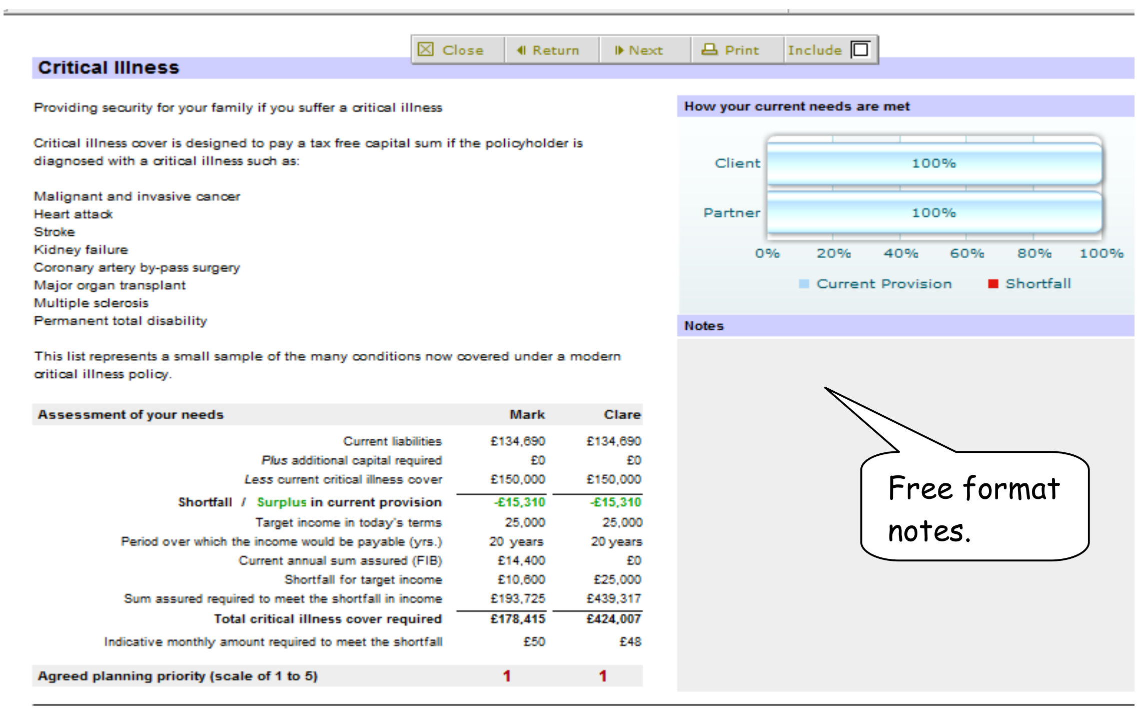
Free format notes.

Assessment of your needs	Mark	Clare
Current liabilities	£134,690	£134,690
Current life cover	£300,000	£150,000
Shortfall / Surplus for debt repayment	-£165,310	-£15,310
Target income in today's terms	£25,000	£25,000
Period over which the income would be payable (yrs.)	20	20
Current annual sum assured (FIB)	£14,400	£0
Shortfall for target income	**£10,600**	**£25,000**
Sum assured required to meet income need*	£193,725	£439,317
Additional capital requirement	£150,000	£150,000
Total additional life cover required	**£178,415**	**£574,007**
Indicative monthly amount required to meet the shortfall	£75	£57

* Net annual investment growth is assumed to be 4%. Income is payable in advance and increases each at 3% per annum.

Agreed planning priority (scale of 1 to 5)	1	1

Personal Financial Review for Mr & Mrs M K Pound — Life assuranc



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Critical Illness

Providing security for your family if you suffer a critical illness

Critical illness cover is designed to pay a tax free capital sum if the policyholder is diagnosed with a critical illness such as:

Malignant and invasive cancer
Heart attack
Stroke
Kidney failure
Coronary artery by-pass surgery
Major organ transplant
Multiple sclerosis
Permanent total disability

This list represents a small sample of the many conditions now covered under a modern critical illness policy.

How your current needs are met

Notes

Free format notes.

Assessment of your needs	Mark	Clare
Current liabilities	£134,690	£134,690
Plus additional capital required	£0	£0
Less current critical illness cover	£150,000	£150,000
Shortfall / Surplus in current provision	-£15,310	-£15,310
Target income in today's terms	25,000	25,000
Period over which the income would be payable (yrs.)	20 years	20 years
Current annual sum assured (FIB)	£14,400	£0
Shortfall for target income	£10,600	£25,000
Sum assured required to meet the shortfall in income	£193,725	£439,317
Total critical illness cover required	**£178,415**	**£424,007**
Indicative monthly amount required to meet the shortfall	£50	£48

Agreed planning priority (scale of 1 to 5)	1	1

Personal Financial Review for Mr & Mrs M K Pound — Critical Illness

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Pension Provision

Providing income in retirement

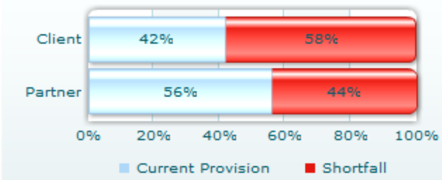
Pension planning is fundamental to the long term security of just about every member of society and yet it is an area that is badly neglected. One possible explanation is that people believe that the State will provide.

In recent years this myth has been exploded. Demographics clearly show that, with an ageing population and a decreasing work force, the cost of providing "pensions for all" is simply untenable. As a result, the government have been exploring many ways to shift the burden of responsibility away from The State and firmly onto the individual.

When Beveridge introduced the Welfare State, five working people supported one in retirement. Presently, the ratio is three to one. It will not be long before the ratio is two to one.

During the 1940's, life expectancy in retirement was two years, now it is seventeen years. No government can hope to fund a commitment of this scale.

How your current needs are met



Notes

Assessment of your needs	Mark	Clare
Target retirement age		
The annual income you require in today's terms	£19,000.00	£9,300.00
Pension income that you could expect from current provision	£7,893.89	£5,200.00
Shortfall	**£11,106.11**	**£4,100.00**
Indicative monthly amount required to meet the shortfall	£625.48	£231.31
Agreed planning priority (scale of 1 to 5)	2	2

*chart rounded to nearest integer

Personal Financial Review for Mr & Mrs M K Pound — Pension provision

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Pension Provision (analysis)

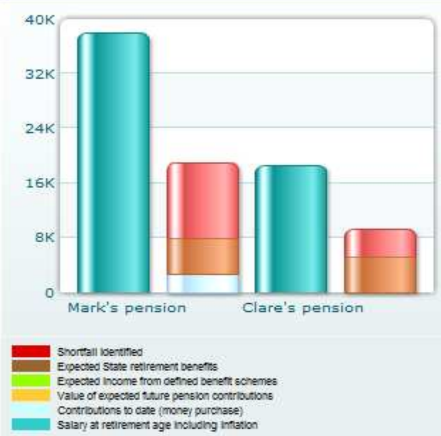
Current position	Mark	Clare
Term to your retirement age (years)	25.12	23.39
Your current monthly pension commitment is:	£0.00	£0.00
Current value of personal pension fund	£36,087	
Estimated value of personal fund at retirement	£59,342	£0
Plus estimated value of expected (future) contributions	£0	
Total estimated personal pension fund	£59,342	£0
Estimated Income (based on total money purchase funds)	£2,694	£0
Plus income from defined benefit schemes	£0	£0
Plus State pension income in today's terms	£5,200	£5,200
You are on target for a retirement income at today's values of	**£7,894**	**£5,200**
Expressed as a percentage of current earnings	20.77%	27.96%

Shortfall analysis		
Your salary at retirement excluding inflation would be	£38,000	£18,600
Your required retirement income also excluding inflation is	£19,000	£9,300
From the analysis above, your current target income is	£7,894	£5,200
Which means that you have a projected income shortfall of	£11,106	£4,100
Estimated required increase in your monthly contribution	**£625**	**£231**
Expressed as a percentage of current earnings, this is	20.00%	15.00%

Assumptions used		
Assumed real rate of return*, net of all contract charges	3.00%	3.00%
Assumed annuity rate (see note regarding income profile)	4.54%	4.96%

* When analysing pension needs we use a real rate of return. This omits inflation entirely from the calculations and enables us to present retirement income in today's terms. This basis has been used for simplicity of understanding. Regular reviews will help to keep your planning on target.

How your current pension position is constructed



Your income profile in retirement

Annuity rate basis used for Mark: Joint life, 2/3 rds widows, Guaranteed 5 years, Esc3%, Male / Female 65

Annuity rate basis used for Clare: Joint life, 2/3 rds widows, Guaranteed 5 years, Level, Male / Female 50

Personal Financial Review for Mr & Mrs M K Pound — Pension provision (analysis)

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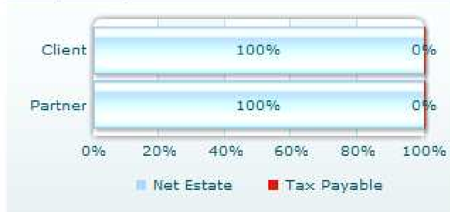
Estate Planning - Inheritance Tax

Analysis - 2007/08	Liability on 1st death		Liablity on 2nd death	
	Mark	Clare	Mark	Clare
Amount inherited from partner			0	386,355
Current Life Assurance (in trust for partner)				
Gross personal assets on death	303,700	1,545	536,355	470,555
Share of net joint assets	82,655	82,655		
Current Life Assurance (not in trust)				
Personal liabilities and assets in trust for others	0	0	0	0
Charity legacies on death	0	0		
Legacies on death to other than spouse	0	0	0	0
Tapered value of existing PETs	0	0	0	0
Net personal assets on death	686,355	234,200	536,355	470,555
Legacies on death to other than spouse	0	0	0	0
Value of Estate liable for IHT	686,355	234,200	536,355	470,555
Less IHT Nil Rate Band	300,000	300,000	365,800	300,000
Unused IHT Nil Rate Band	300,000	300,000		
Gift unused Nil Rate Band to other than spouse?	Yes	Yes		
Value of estate taxed at 40.00%	0	0	170,555	170,555
Potential IHT liability	0	0	68,222	68,222
Assets available for bequeathing to partner	386,355	0		
Net estate	686,355	234,200	468,133	402,333
2nd death Life cover available to offset IHT			0	0
Uninsured IHT liability			68,222	68,222

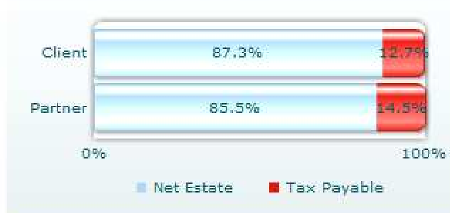
Providing for your liabilities	Mark	Clare
Indicative monthly cost / budget to meet the need identified		
Alternative monthly cost / budget for a joint life policy		

Agreed planning priority (scale of 1 to 5)

The exposure of your estate on 1st death



The exposure of your estate on 2nd death



Notes

Personal Financial Review for Mr & Mrs M K Pound — Estate Planning - Inheritance Tax

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Appendices

Assets & Liabilities
Income analysis
Expenditure analysis
Contracts schedule

Personal Financial Review for Mr & Mrs M K Pound — Appendices

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Assets & Liabilities

Asset	Mark	Clare	Joint
Cash accounts	£3,700		
Non-liquid assets (excl Life Assurance)	**£300,000**		**£300,000**
Private home	£300,000		£300,000
Other property			
Share in partnership / Business assets			
Private company shares			
Farmland / Woodland			
Realisable assets		**£1,545**	
Shares			
Fixed interest stocks			
Unit trusts / OEICs			
Investment trusts			
Personal Equity Plans / ISAs		£1,545	
Investment bonds			
Offshore bonds			
VCT / EIS			
National Savings			
Endowments / Savings plans (cash value)			
Pension funds	£38,087		
Other (personal effects)			
Total assets	**£339,787**	**£1,545**	**£300,000**

Liabilites	Mark	Clare	Joint
Mortgage on private residence	£0	£0	£134,690
Mortgage on other property	£0	£0	£0
Bank loans	£0	£0	£0
Building Society loans	£0	£0	£0
Credit cards	£0	£0	£0
Overdraft	£0	£0	£0
Hire purchase	£0	£0	£0
Other significant liabilities			
Capital expenditure expected			
Assets charged / encumbered			
Deeds of covenant			
Store cards			
Other			
Total liabilities	**£0**	**£0**	**£134,690**

Summary of your current Assets & Liabilities

	Mark	Clare	Joint	Total
Summary of current assets	£339,787	£1,545	£300,000	£641,332
Less summary value of liabilities	£0	£0	£134,690	£134,690
Current Net Worth	**£339,787**	**£1,545**	**£165,310**	**£506,642**

Personal Financial Review for Mr & Mrs M K Pound

Appendix - Assets & Liabilities

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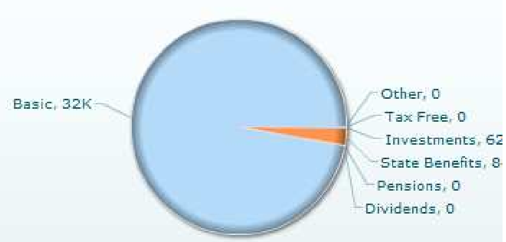
Detailed Income Statement

Income	Mark		Clare	
Basic annual income	**£32,000**	A		A
Basic salary	£29,000	A		A
Bonus	£3,000	A		A
Overtime		A		A
Director's dividends		A		A
Net Relevant Earnings (self employed)		A		A
Business Profits (self employed)		A		A
Profit Related Pay		A		A
P11d (beneficial) income		A		A
Pension income	**£0**	A	**£0**	A
Private pension income	£0	A	£0	A
State pension income (gross)		A		A
Investment income	**£0**	A	**£0**	A
Shares	£0	A	£0	A
Fixed interest stocks	£0	A	£0	A
Unit trusts	£0	A	£0	A
Offshore funds	£0	A	£0	A
Guaranteed Income Bonds	£0	A	£0	A
Rental profit	£0	A	£0	A
Investment annuities	£0	A	£0	A
Bank deposits	£0	A	£0	A
Building Society deposits	£0	A	£0	A
Lloyd's underwriting		A		A
Trust income		A		A
Tax free income	**£0**	A	**£902**	A
PEPs / ISAs	£0	A	£62	A
Investment Bond withdrawals	£0	A	£0	A
National Savings	£0	A	£0	A
TESSAs		A		A
Social Security benefits		A	£840	A
Other		A		A
Total income	**£32,000**	A	**£902**	A

Deductions		Mark	Clare
Total		**£7,410**	
Highest tax rate paid	22%	0%	
Tax code	542L		
Tax		£5,430	
National Insurance		£1,980	
Occupational pension contributions			
Company loans			
Other			

Summary	Mark	Clare
Total income	£32,000	£90
Net income (Total income - deductions)	£24,590	£90
Joint net income		£25,49

Analysis of your income



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Detailed Expenditure Statement

Expenditure type	Mark	Clare	Joint	Total
Mortgage / Rent	£0 M	£0 M	£829 M	£829 M
Other financial commitments	£0 M	£0 M	£0 M	£0 M
- Personal loans / credit cards	£0 A	£0 A	£0 A	
- Home improvement loans	£0 M	£0 M	£0 M	
- Overdraft repayment	£0 M	£0 M	£0 M	
- School fees	M	M	M	
- Maintenance payments	M	M	M	
- Child support payments	M	M	M	
Pension contributions	£0 M	£0 M		£0 M
Regular savings	£0 M	£0 M	£0 M	£0 M
Personal insurances	£0 M	£0 M	£0 M	£0 M
- Life Insurance	£0 A	£0 A	£0 A	
- Critical illness assurance	£0 A	£0 A	£0 A	
- Permanent Health Insurance	£0 A	£0 A	£0 A	
- Private Medical Insurance	£0 A	£0 A	£0 A	
Other insurances	£0 M	£0 M	£0 M	£0 M
- Mortgage related Insurance	£0 A	£0 A	£0 A	
- Building & contents insurance	£0 A	£0 A	£0 A	
- Car insurance	£0 M	£0 M	£0 M	
Utilities and household bills	£0 M	£0 M	£235 M	£235 M
Living costs	£0 M	£0 M	£550 M	£550 M
Transport and travel	£140 M	£0 M	£0 M	£140 M
Leisure	£0 M	£0 M	£0 M	£0 M
Other expenditure	£0 M	£0 M	£0 M	£0 M
Total monthly expenditure	**£140 M**	**£0 M**	**£1,614 M**	**£1,754 M**

Personal Financial Review for Mr & Mrs M K Pound — Appendix - Detailed Expenditure Statemen

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Contracts Schedule

Mark's schedule of contracts.

Provider	Plan type	Owner	Plan number	Effective	Maturity	Contribution	Frq.	Status	Reason for the contract
Abbey National	Repayment mortgage	Joint	36647588271-01	27/07/1999	26/07/2029	£828.86	M	Completed	Purchase of home
Allied Dunbar	Group Money Purchase	Single	S12349-314	01/04/1999	23/12/2028	£0.00	M	Paid up	Provision for retirement
AXA Sun Life	Green Grass Ltd Group PHI	Single	87728199Pound	01/06/2005	23/12/2028			In force	Protection of income
Friends Provident	Decreasing Term with Critical Illness	Joint	FP27726627	10/09/2006	10/09/2026	£35.00	M	In force	Protection of mortgage
Norwich Union Life	Unit Linked Bond	Single	NU12345	01/02/1990		£45,000.00	S	In force	Investment of lump sum
Prudential	Flexible Whole of Life	Single	7299100-ul	01/10/2006		£55.00	M	In force	Providing security for family

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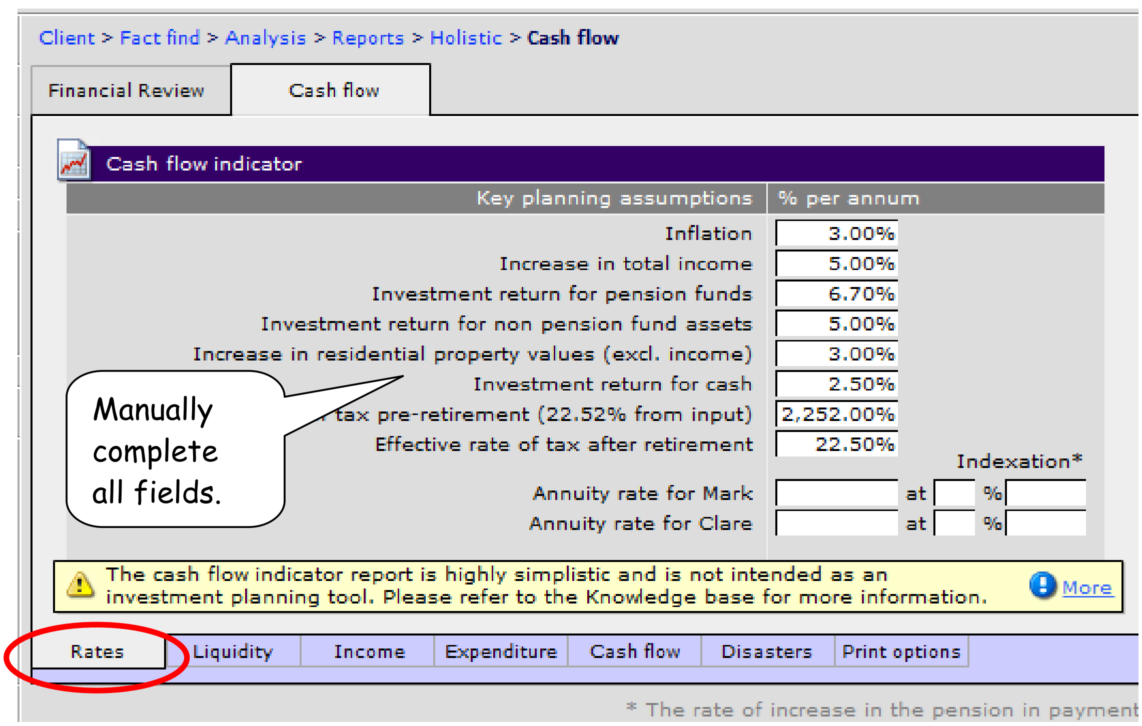
Contracts Schedule

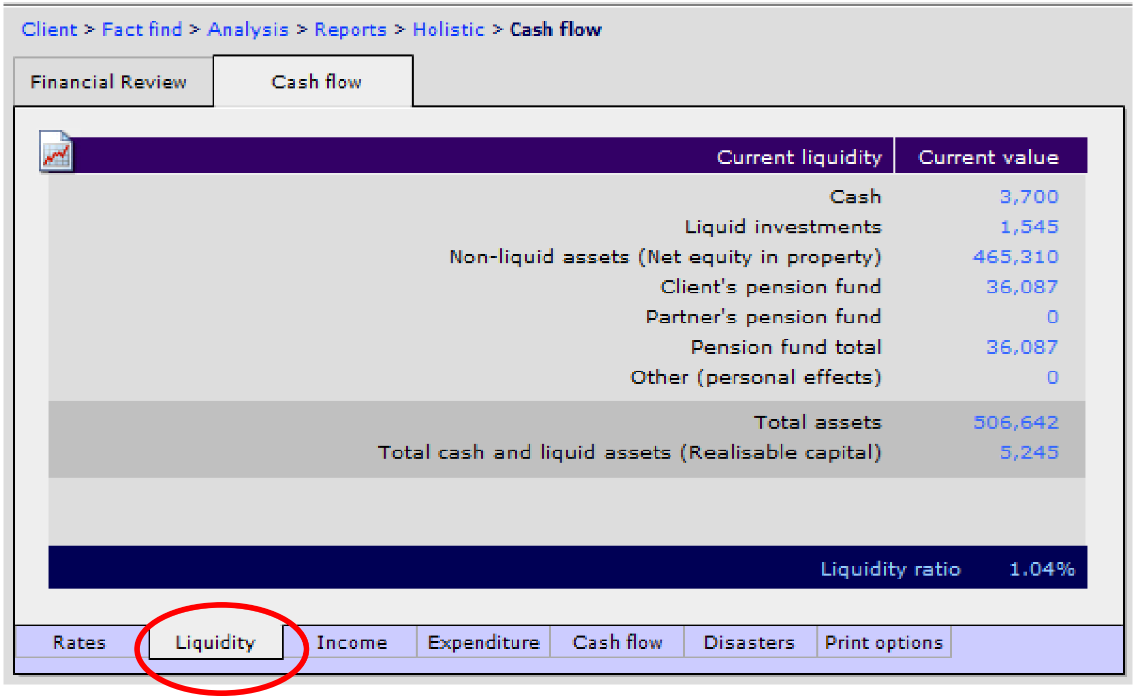
Clare's schedule of contracts.

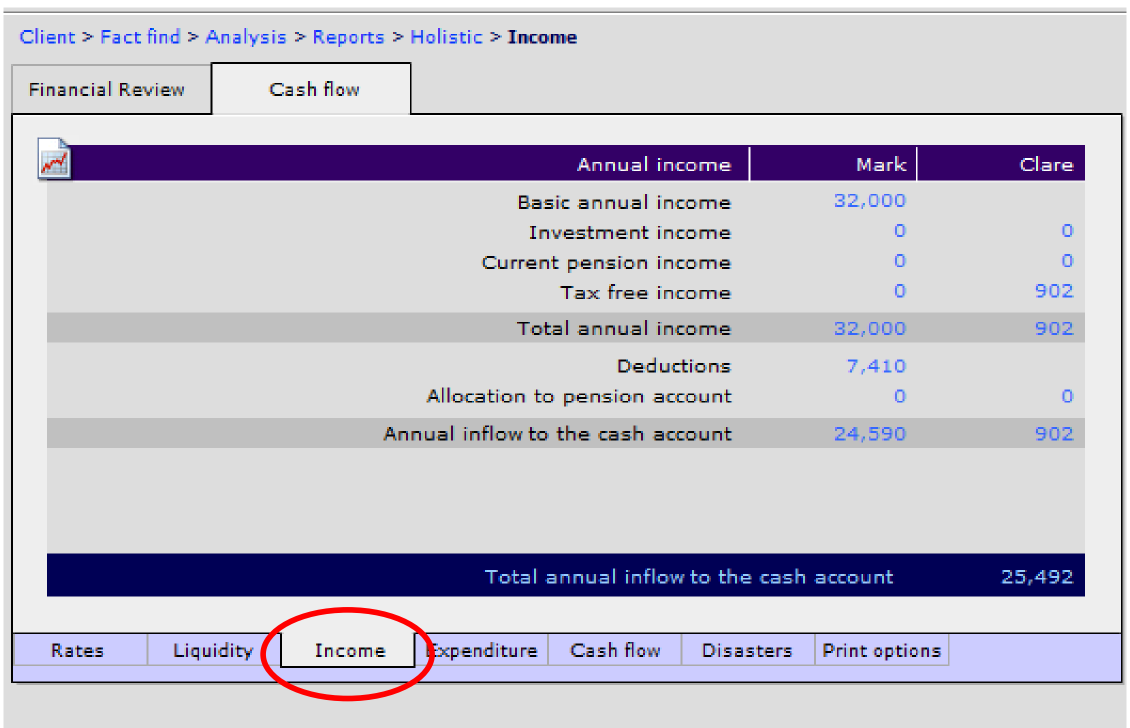
Provider	Plan type	Owner	Plan number	Effective	Maturity	Contribution	Frq.	Status	Reason for the contract
Abbey National	Repayment mortgage	Joint	36647588271-01	27/07/1999	26/07/2029	£828.86	M	Completed	Purchase of home
Friends Provident	Decreasing Term with Critical Illness	Joint	FP27726627	10/09/2006	10/09/2026	£35.00	M	In force	Protection of mortgage
Lloyds TSB Bank	Mini Cash ISA	Single	45688729	01/05/2000		£0.00	M	Paid up	Investment of lump sum

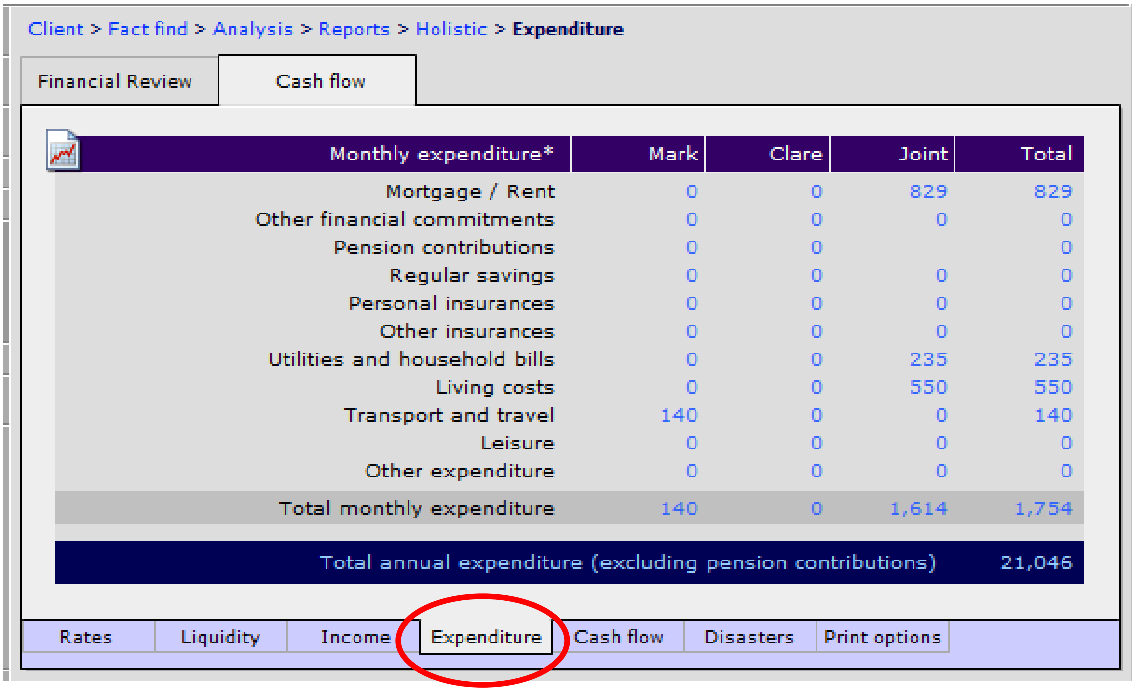
Personal Financial Review for Mr & Mrs M K Pound — Appendix - Contracts schedule

4.2. Personal Financial Indicator (Cash Flow)




Client > Fact find > Analysis > Reports > Holistic > Cash flow
Financial Review
Cash flow
Current liquidity
Current value
Cash
3,700
Liquid investments
1,545
Non-liquid assets (Net equity in property)
465,310
Client's pension fund
36,087
Partner's pension fund
0
Pension fund total
36,087
Other (personal effects)
0
Total assets
506,642
Total cash and liquid assets (Realisable capital)
5,245
Liquidity ratio
1.04%
Rates
Liquidity
Income
Expenditure
Cash flow
Disasters
Print options


Client > Fact find > Analysis > Reports > Holistic > Income
Financial Review
Cash flow
Annual income
Mark
Clare
Basic annual income
32,000
Investment income
0
0
Current pension income
0
0
Tax free income
0
902
Total annual income
32,000
902
Deductions
7,410
Allocation to pension account
0
0
Annual inflow to the cash account
24,590
902
Total annual inflow to the cash account
25,492
Rates
Liquidity
Income
Expenditure
Cash flow
Disasters
Print options



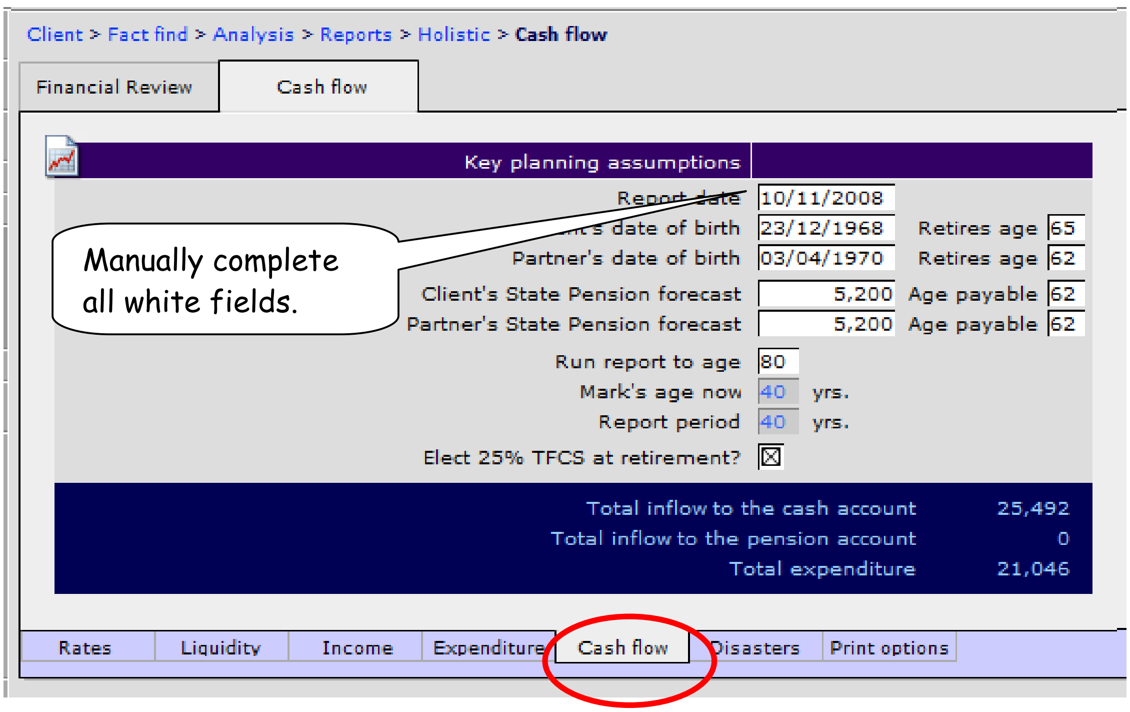
Client > Fact find > Analysis > Reports > Holistic > **Expenditure**

Financial Review | Cash flow

Monthly expenditure*	Mark	Clare	Joint	Total
Mortgage / Rent	0	0	829	829
Other financial commitments	0	0	0	0
Pension contributions	0	0		0
Regular savings	0	0	0	0
Personal insurances	0	0	0	0
Other insurances	0	0	0	0
Utilities and household bills	0	0	235	235
Living costs	0	0	550	550
Transport and travel	140	0	0	140
Leisure	0	0	0	0
Other expenditure	0	0	0	0
Total monthly expenditure	140	0	1,614	1,754

Total annual expenditure (excluding pension contributions) 21,046

Rates | Liquidity | Income | Expenditure | Cash flow | Disasters | Print options



Client > Fact find > Analysis > Reports > Holistic > **Cash flow**

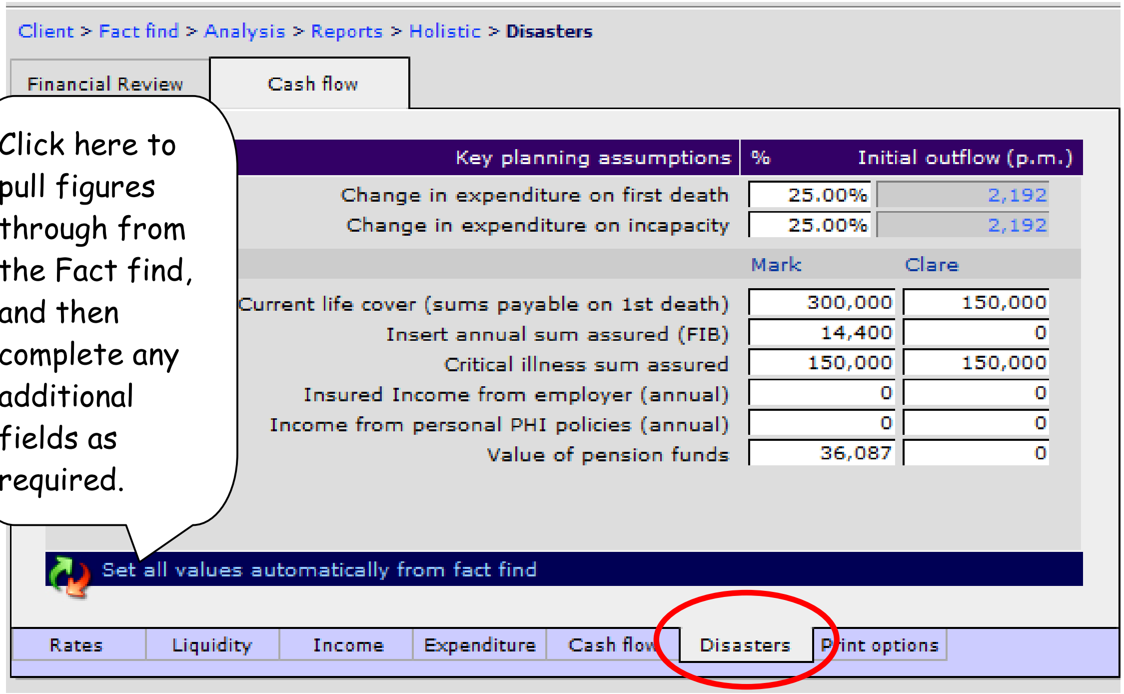
Financial Review | Cash flow

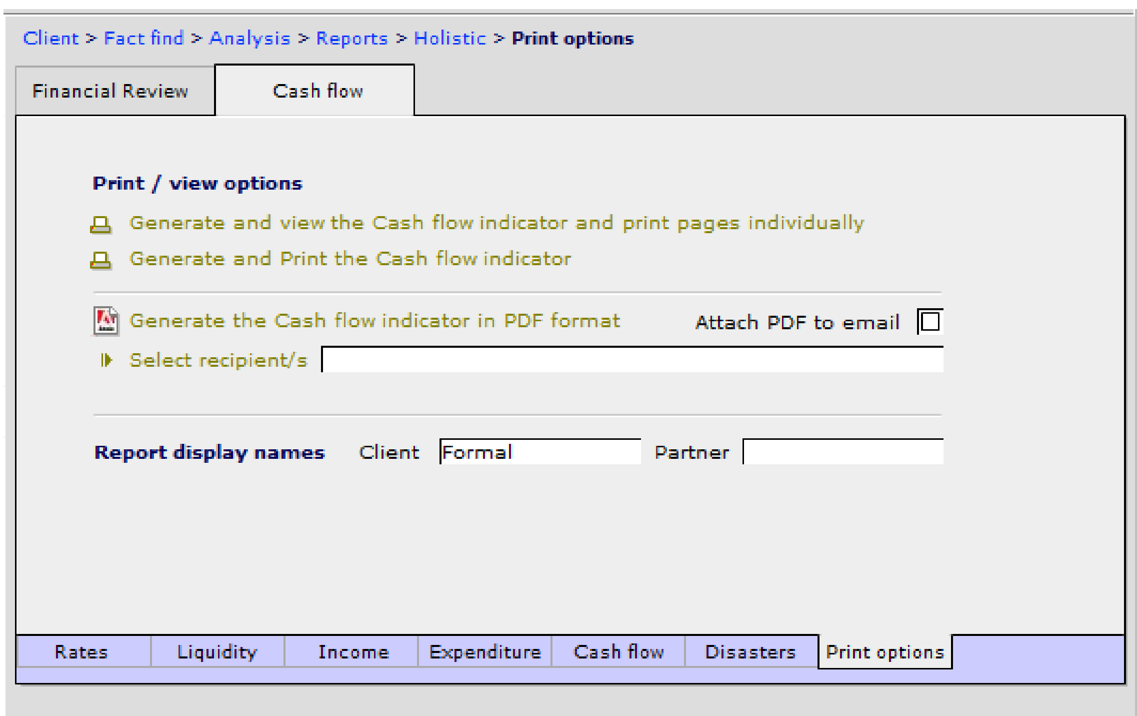
Key planning assumptions			
Report date	10/11/2008		
…nt's date of birth	23/12/1968	Retires age	65
Partner's date of birth	03/04/1970	Retires age	62
Client's State Pension forecast	5,200	Age payable	62
Partner's State Pension forecast	5,200	Age payable	62
Run report to age	80		
Mark's age now	40	yrs.	
Report period	40	yrs.	
Elect 25% TFCS at retirement?	☒		

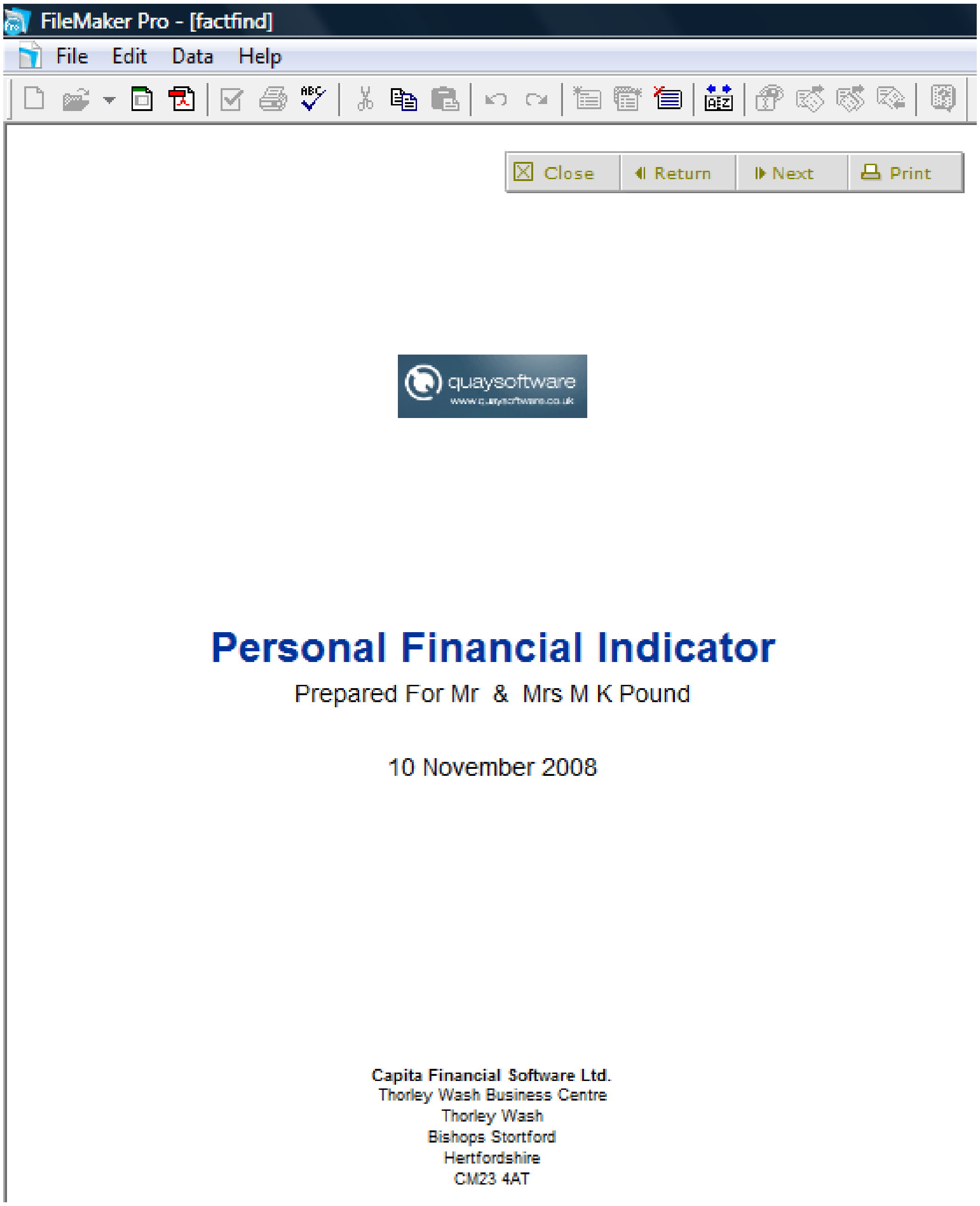
Manually complete all white fields.

Total inflow to the cash account	25,492
Total inflow to the pension account	0
Total expenditure	21,046

Rates | Liquidity | Income | Expenditure | Cash flow | Disasters | Print options


Client > Fact find > Analysis > Reports > Holistic > Disasters
Financial Review
Cash flow
Click here to pull figures through from the Fact find, and then complete any additional fields as required.
Key planning assumptions
%
Initial outflow (p.m.)
Change in expenditure on first death
25.00%
2,192
Change in expenditure on incapacity
25.00%
2,192
Mark
Clare
Current life cover (sums payable on 1st death)
300,000
150,000
Insert annual sum assured (FIB)
14,400
0
Critical illness sum assured
150,000
150,000
Insured Income from employer (annual)
0
0
Income from personal PHI policies (annual)
0
0
Value of pension funds
36,087
0
Set all values automatically from fact find
Rates
Liquidity
Income
Expenditure
Cash flow
Disasters
Print options


Client > Fact find > Analysis > Reports > Holistic > Print options
Financial Review
Cash flow
Print / view options
Generate and view the Cash flow indicator and print pages individually
Generate and Print the Cash flow indicator
Generate the Cash flow indicator in PDF format
Attach PDF to email
Select recipient/s
Report display names
Client
Formal
Partner
Rates
Liquidity
Income
Expenditure
Cash flow
Disasters
Print options


FileMaker Pro - [factfind]
File Edit Data Help
Close
Return
Next
Print
quaysoftware
Personal Financial Indicator
Prepared For Mr & Mrs M K Pound
10 November 2008
Capita Financial Software Ltd.
Thorley Wash Business Centre
Thorley Wash
Bishops Stortford
Hertfordshire
CM23 4AT

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Introduction

This report is the first stage in providing you with a comprehensive financial plan which is tailored to your specific circumstances and objectives. The purpose of the report is to review your current position in relation to your objectives and set out areas which need further attention together with possible generic solutions.

The report may not include specific product or investment recommendations for some of your objectives. In such cases these will be provided in any subsequent reports. Figures given for the costs of any form of life assurance are based on the assumption that any application would be accepted on normal terms.

The analysis and comments provided in this report are based on information provided by you during our recent discussions and contained in your confidential Personal Financial Questionnaire. You should check carefully that the information shown is correct and advise us of any revisions that need to be made, either because of errors, misunderstandings or recent changes to circumstances.

There are a number of key assumptions which have a considerable impact on the plan, such as inflation, the rate of grow of investments etc. Please refer to Appendix A for details of the financial planning assumptions chosen.

The assumptions about the tax position of the plans and any recommendations made in the report are based on our understanding of current law and Inland Revenue practice which may be subject to alteration in the future. In particular, what assets, gains or income are taxed and the levels of taxation on them are all subject to change. Tax reliefs may also change and their value to you will depend on your individual circumstances.

The longer you live and the earlier you retire, the longer you will be drawing on the capital that you have accumulated. For the purposes of this plan we have assumed you both survive until Mark is aged 80.

We have assumed that Mark retires at 65 and Clare retires at 62.

As with all aspects of the plan, the assumptions should be reviewed from time to time if it becomes appropriate to do so.

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Current Position

The first stage of the financial planning process is to understand and record your current financial situation. Full details are contained within your confidential Personal Financial Questionnaire with the main points summarised below:

Annual Income

Source	Mark	Clare
Basic annual income	£32,000	
Investment income	£0	£0
Pension income	£0	£0
Tax free income	£0	£902
Total annual income	**£32,000**	**£902**
Tax, National Insurance and other deductions	£7,410	
Income after deductions	**£24,590**	**£902**

The highest rate of income tax paid is 22% for Mark and 0% for Clare.

Monthly expenditure

Expenditure type	Mark	Clare	Joint	Total
Mortgage / Rent	£0	£0	£829	£829
Other financial commitments	£0	£0	£0	£0
Pension contributions	£0	£0		£0
Regular savings	£0	£0	£0	£0
Personal insurances	£0	£0	£0	£0
Other insurances	£0	£0	£0	£0
Utilities and household bills	£0	£0	£235	£235
Living costs	£0	£0	£550	£550
Transport and travel	£140	£0	£0	£140
Leisure	£0	£0	£0	£0
Other expenditure	£0	£0	£0	£0
Total monthly expenditure	**£140**	**£0**	**£1,614**	**£1,754**
Annualised expenditure	£1,680	£0	£19,368	£21,048
Net available annual income				**£4,446**

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Net Worth

This section provides a summary of your assets and liabilities with further details provided in Appendix B.

Your net worth is the difference between the value of what you own and the total amount that you owe. It's the amount of cash you'd have if you could sell everything and pay off all your debts today. It's a good measure of how wealthy you are.

Knowing your net worth is important as a first step in setting your financial goals, and building your financial plan.

The Net Worth graph below illustrates the total value of your assets (including savings, investments, property, pension funds and personal assets) less your liabilities:

Your current Net Worth

	Mark	Clare	Joint	Total
Assets	339,787	1,545	300,000	641,332
Liabilities	0	0	134,690	134,690
Current net worth	**339,787**	**1,545**	**165,310**	**506,642**

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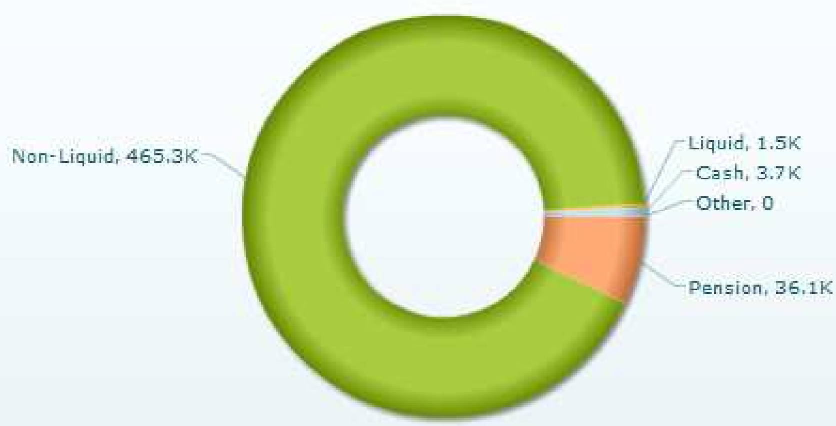
Liquidity

Liquidity is the measure of your ability to convert assets to cash.

This can be important when investment markets are uncertain and you may wish to move your funds to a 'safe haven' such as cash. Perhaps more importantly, in the event of loss of income due to death or disability, there may be a need to raise capital or additional income.

If you have too much of your money in 'non-liquid' investments or assets, you may find yourself in a position where you need to have access to cash quickly, but are unable to convert or sell enough of your assets in time.

The Liquidity Analysis graph below shows the distribution of your savings, investments and assets to calculate your 'liquidity ratio'.



Cash (Bank and building society accounts)	£3,700
Liquid investments (ISAs, PEPs, Unit Trusts, Bonds and VCTs)	£1,545
Non-liquid assets (Net equity in property)	£465,310
Pension funds (Including any tax free entitlements)	£36,087

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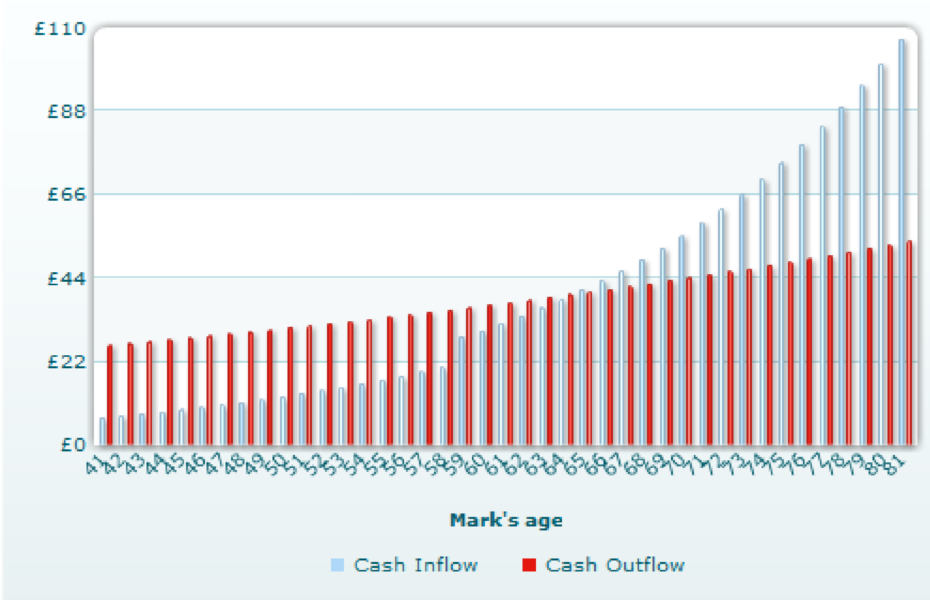
Lifetime Cash Flow Indicator

A lifetime cash flow indicator analyses your income and expenditure profile over the long-term and, given the assumptions specified, it will identify whether your lifestyle can be maintained and your financial objectives are achievable. If not, funds will be exhausted by the end of the period.

Inflows and Outflows

The chart below highlights years where significant shortfalls or a surplus of income occurs. Where a shortfall exists you will have to draw on your savings and investments. Any surpluses can be added to these thereby increasing your wealth.



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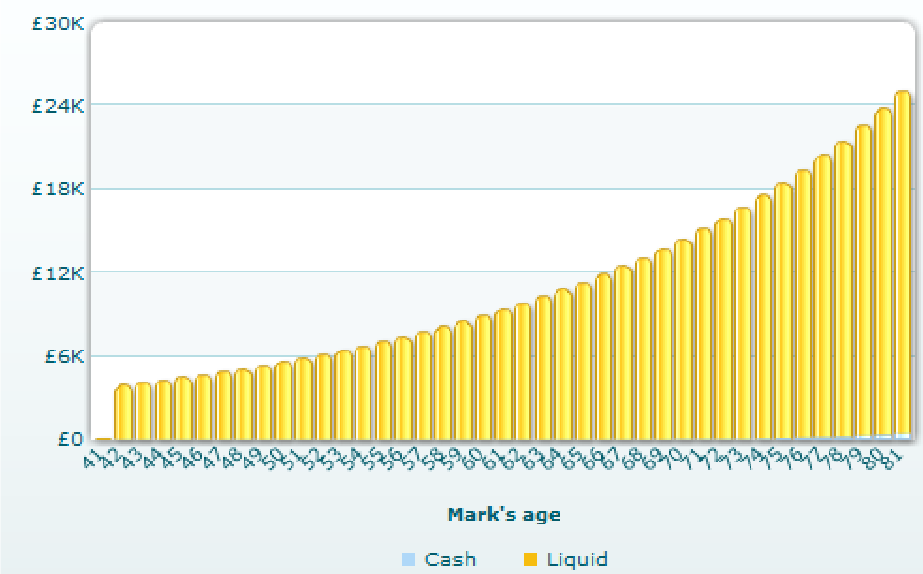
Lifetime Cash Flow Indicator

Cumulative Cash Flow

The inflows and outflows shown above can be added (or taken away) from your cash and liquid investments to calcula
your cumulative financial position.

Having an income deficit is not necessarily a problem as long as you have sufficient cash and liquid investments whic
can be drawn on as a subsidy. However, in such circumstances your 'net worth' will fall and the position should be monitored to avoid draining these funds or running out of money altogether.

From this analysis, the financial plan will identify whether cash inflows should be increased or cash outflows be reduce
to maintain your lifestyle and liquid investments at the desired level. The chart below shows cumulative value of your cash and liquid investments throughout your financial lifetimes:



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Planning For Disasters

Ensuring that you and your family are adequately provided for if disaster should strike should be given the same importance as achieving your lifetime objectives. There are three main potential disasters to cover:

- Premature death
- Critical illness: and
- Being unable to work through serious illness or disability.

In order to assure financial security in the event of the premature loss or incapacity of a wage earner, any surviving spouse or other financial dependents must have an adequate source of income or sufficient accumulated capital from which to extract an income.

Unless you have already accumulated sufficient capital, the only course of action is to opt for a sum of money to be delivered at the time it is most needed i.e. the death or incapacity of a wage earner. The concept of 'optioning' capital is nothing more than the idea of life insurance.

Life assurance

Life assurance is designed to pay the beneficiaries a lump sum upon the death of the life assured (or the 1st or 2nd death of joint lives assured) within a given term or for Whole of life plans whenever you die.

Critical illness cover

Critical illness cover is designed to pay a tax free capital sum if the policyholder is diagnosed with a critical illness such as:

Malignant and invasive cancer
Heart attack
Stroke
Kidney failure
Coronary artery by-pass surgery
Major organ transplant
Multiple sclerosis
Permanent total disability

This list represents a small sample of the many conditions now covered under a modern critical illness policy.

Income protection

Income protection is designed to replace loss of earnings in the event of your inability to work as a result of sickness or accident.

Benefit will be paid out after a deferred period of your choosing.

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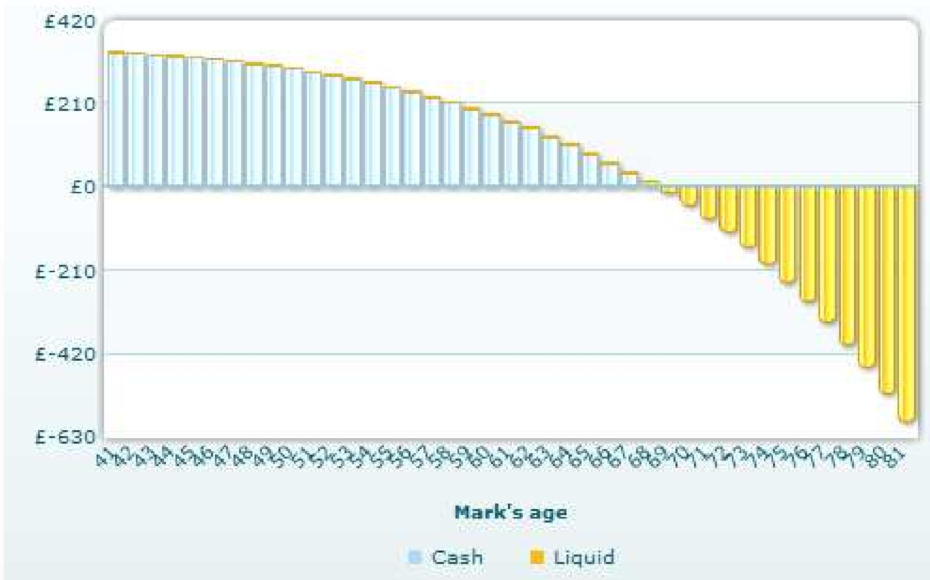
Planning For Disasters

Mark dies prematurely



Key planning assumptions	Value
The annual household expenditure in the event of Mark's death is assumed to be (change 25%)	£26,308
Clare's net income, including earned income of £902	£15,302
Investment income included (net of tax at the assumed rate of 2,252.00%)	-£19,410
Mark's current pension income included in Clare's net income*	£0
Mark's current life cover (lump sum payable on death)	£300,000
Mark's pension fund, which is assumed to be returned in full	£36,087

* Any pension income currently in payment to Mark is assumed to continue at the rate of -50%

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Planning For Disasters

Clare dies prematurely

Key planning assumptions	Value
The annual household expenditure in the event of Clare's death is assumed to be (change 25%)	£26,308
Mark's net income, including earned income of £24,590	£25,492
Investment income included (net of tax at the assumed rate of 2,252.00%)	-£19,410
Clare's current pension income included in Mark's net income*	£0
Clare's current life cover (lump sum payable on death)	£150,000
Clare's pension fund, which is assumed to be returned in full	£0

* Any pension income currently in payment to Clare is assumed to continue at the rate of -50%

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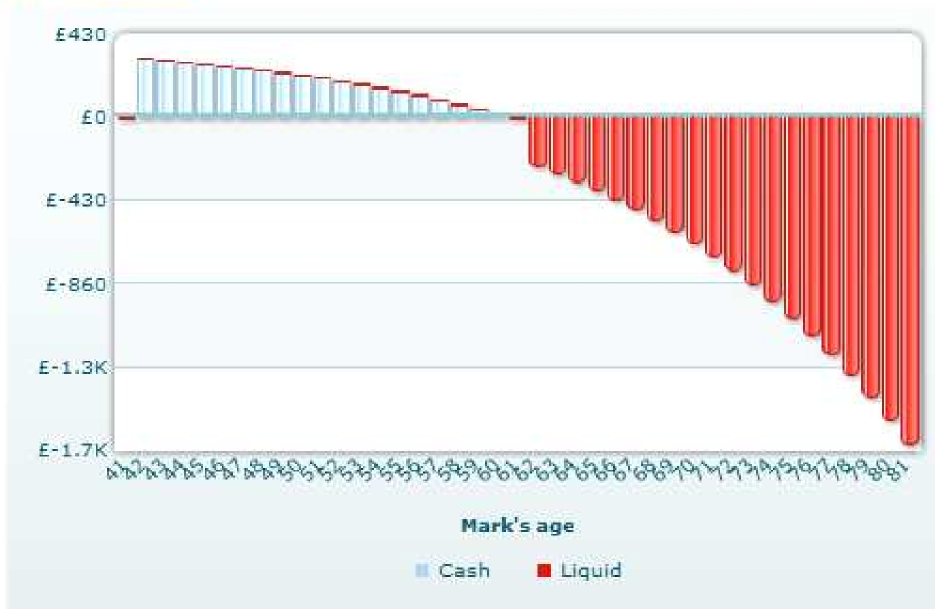
Planning For Disasters

Mark is incapacitated



Key planning assumptions	Value
The annual household expenditure in the event of Mark's incapacity is (change 25%)	£26,308
Mark's earned income would cease but unearned, pension and insured income would continue	£15,302
Clare's income would continue.	£902
Assumed annual Income from current PHI policies. Assumed to cease at age 65	£14,400
Assumed annual Employer related income. Assumed to cease at age 65	£0

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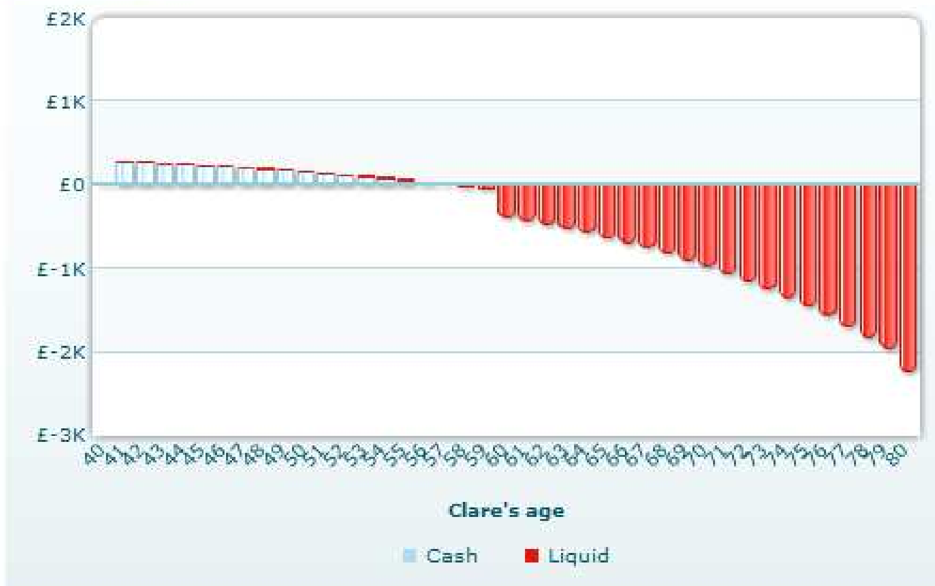
Planning For Disasters

Clare is incapacitated



Key planning assumptions	Value
The annual household expenditure in the event of Clare's incapacity is (change 25%)	£26,308
Clare's earned income would cease but unearned, pension and insured income would continue	£25,492
Mark's income would continue.	£24,590
Assumed annual Income from current PHI policies. Assumed to cease at age 65	£0
Assumed annual Employer related income. Assumed to cease at age 65	£0

Comments

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Appendix A - Planning Assumptions

The following assumptions have been used in the report:

Assumption	% per annum
Inflation	3.00%
Increase in total income	5.00%
Investment return for pension funds	6.70%
Investment return for non pension fund assets	5.00%
Increase in residential property values (excl. income)	3.00%
Investment return for cash	2.50%
Effective rate of tax pre-retirement	2,252.00%
Effective rate of tax after retirement	22.50%
Annuity rate for Mark at 65	
Annuity rate for Clare at 62	
Increase in Mark 's pension income in retirement	
Increase in Clare's pension income in retirement	
Reduction in expenditure on first death	25.00%
Reduction / increase in expenditure on incapacity	25.00%

Current cover	Mark	Clare
Life assurance	£300,000	£150,000
Annual sum assured (Family Income Benefit)	£14,400	£0
Critical illness	£150,000	£150,000
Annual income from employer	£0	£0
Annual Income from personal income protection policies	£14,400	£0
Value of pension funds	£36,087	£0

The plan assumes that the value of pension funds will be paid in full on death.

In the event of premature death, monthly household expenditure is assumed to be £2,192. The analysis assumes that this will increase annually in line with inflation.

In the event of incapacity, the plan assumes that ongoing monthly household expenditure will initially be £2,192 and that this will also increase annually in line with inflation.

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Appendix B - Assets And Liabilities

The report is based on the following asset and liability values:

Asset	Mark	Clare	Joint
Cash accounts	£3,700		
Non-liquid assets (excl Life Assurance)	**£300,000**		**£300,000**
Private home	£300,000		£300,000
Other property			
Share in partnership / Business assets			
Private company shares			
Farmland / Woodland			
Realisable assets		**£1,545**	
Shares			
Fixed interest stocks			
Unit trusts / OEICs			
Investment trusts			
Personal Equity Plans / ISAs		£1,545	
Investment bonds			
Offshore bonds			
VCT / EIS			
National Savings			
Endowments / Savings plans (cash value)			
Pension funds	£36,087		
Other (personal effects)			
Total assets	**£339,787**	**£1,545**	**£300,000**

Liabilites	Mark	Clare	Joint
Mortgage on private residence	£0	£0	£134,690
Mortgage on other property	£0	£0	£0
Bank loans	£0	£0	£0
Building Society loans	£0	£0	£0
Credit cards	£0	£0	£0
Overdraft	£0	£0	£0
Hire purchase	£0	£0	£0
Other significant liabilities			

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Appendix C - Lifetime Cash Flow Indicator

As at	Age	Realisable capital	Cash inflows	Cash outflows	Surplus	Balance
Nov / 18	41	£4,599	£19,110	£34,326	-£15,216	-£10,461
Nov / 19	42	£284,331	£20,078	£36,416	-£16,339	£275,166
Nov / 20	43	£275,166	£20,579	£37,509	-£16,929	£265,185
Nov / 21	44	£265,185	£21,094	£38,634	-£17,540	£254,348
Nov / 22	45	£254,348	£21,621	£39,793	-£18,172	£242,611
Nov / 23	46	£242,611	£22,162	£40,987	-£18,825	£229,932
Nov / 24	47	£229,932	£22,716	£42,216	-£19,501	£216,264
Nov / 25	48	£216,264	£23,284	£43,483	-£20,199	£201,560
Nov / 26	49	£201,560	£23,866	£44,787	-£20,922	£185,770
Nov / 27	50	£185,770	£24,462	£46,131	-£21,669	£168,843
Nov / 28	51	£168,843	£25,074	£47,515	-£22,441	£150,726
Nov / 29	52	£150,726	£25,701	£48,940	-£23,240	£131,362
Nov / 30	53	£131,362	£26,343	£50,409	-£24,065	£110,694
Nov / 31	54	£110,694	£27,002	£51,921	-£24,919	£88,661
Nov / 32	55	£88,661	£27,677	£53,479	-£25,801	£65,201
Nov / 33	56	£65,201	£28,369	£55,083	-£26,714	£40,248
Nov / 34	57	£40,248	£29,078	£56,735	-£27,657	£13,734
Nov / 35	58	£13,734	£29,805	£58,437	-£28,632	-£14,410
Nov / 36	59	-£14,410	£30,550	£60,191	-£29,640	-£44,771
Nov / 37	60	-£44,771	£31,314	£61,996	-£30,682	-£77,692
Nov / 38	61	-£372,180	-£40,715	£63,856	-£104,571	-£495,360
Nov / 39	62	-£415,411	-£41,732	£65,772	-£107,504	-£543,686
Nov / 40	63	-£461,503	-£42,776	£67,745	-£110,521	-£595,099
Nov / 41	64	-£510,860	-£43,845	£69,777	-£113,623	-£650,026
Nov / 42	65	-£563,682	-£44,941	£71,871	-£116,812	-£708,678
Nov / 43	66	-£620,175	-£46,065	£74,027	-£120,092	-£771,275
Nov / 44	67	-£680,560	-£47,216	£76,248	-£123,464	-£838,052
Nov / 45	68	-£745,069	-£48,397	£78,535	-£126,932	-£909,254
Nov / 46	69	-£813,946	-£49,607	£80,891	-£130,498	-£985,141
Nov / 47	70	-£887,451	-£50,847	£83,318	-£134,165	-£1,065,988
Nov / 48	71	-£965,855	-£52,118	£85,817	-£137,936	-£1,152,083
Nov / 49	72	-£1,049,447	-£53,421	£88,392	-£141,813	-£1,243,732
Nov / 50	73	-£1,138,530	-£54,757	£91,044	-£145,800	-£1,341,257
Nov / 51	74	-£1,233,425	-£56,126	£93,775	-£149,900	-£1,444,997
Nov / 52	75	-£1,334,469	-£57,529	£96,588	-£154,117	-£1,555,309
Nov / 53	76	-£1,442,018	-£58,967	£99,486	-£158,453	-£1,672,672
Nov / 54	77	-£1,556,448	-£60,441	£102,470	-£162,911	-£1,797,182
Nov / 55	78	-£1,678,156	-£61,952	£105,545	-£167,497	-£1,929,560
Nov / 56	79	-£1,807,558	-£63,501	£108,711	-£172,212	-£2,070,147

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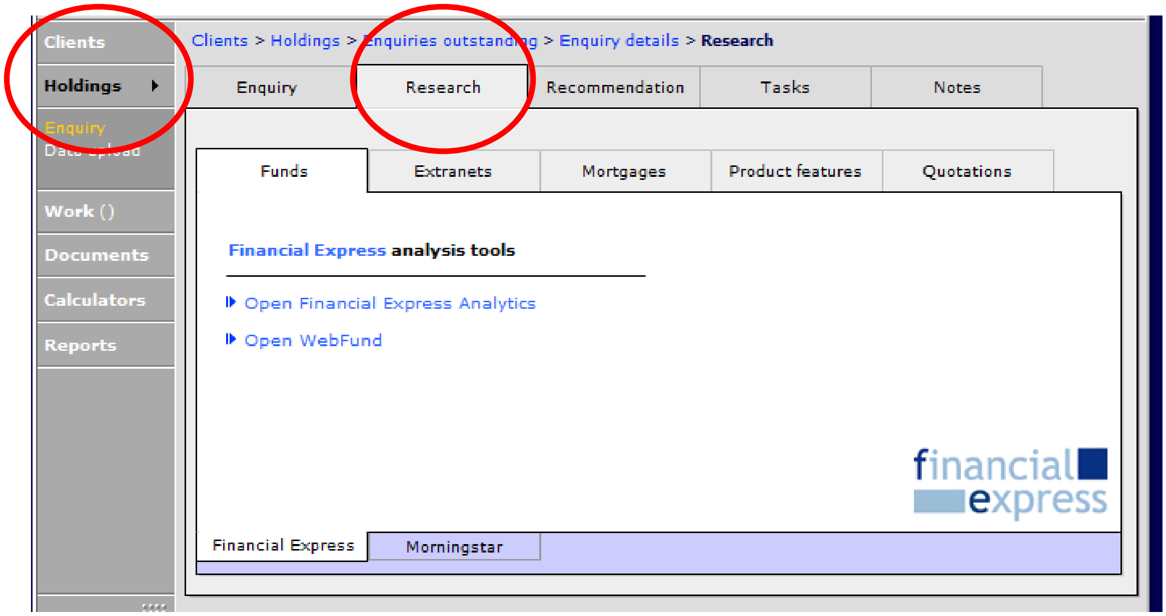
5. RESEARCH AND THIRD PARTY INTEGRATIONS

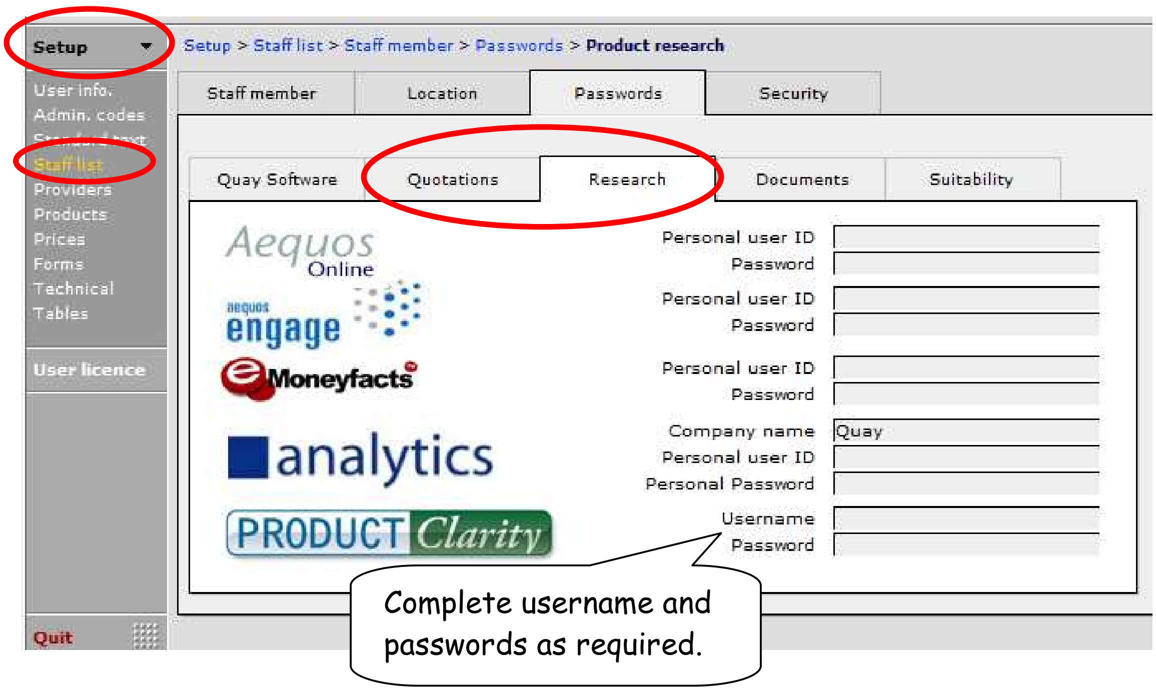
Research and third party integrations are found in two areas of CCD. In Clients > Holdings > Enquiry > Research and in the Fact find > Analysis > Research.



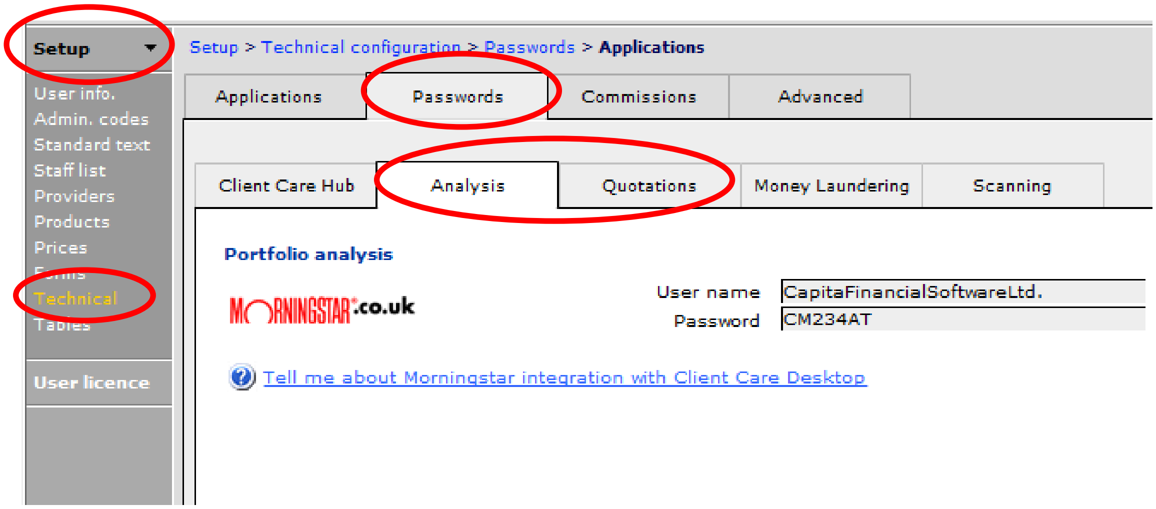
When using the third party integrations, basic client information is pulled through from CCD, Client Name, Address and Date of Birth.

With some integrations additional fund information will also be pulled through from CCD for analysis.

Once you have registered with your chosen research/quotation provider, you will need to enter your username and password in CCD. These are mainly recorded against individual staff records in the Setup module.



The second area where passwords are stored, is in the Technical section of the Setup module.



Once you have registered with the research/quotation provider, one click enables you to navigate away from CCD to the provider site, open up the research/quotation engine and with your username and password pre-populate the basic client information.

It is not possible at the present time to bring back your research results into CCD. This is currently being worked on by our development team and any progress in this area will be announced in our monthly newsletter.

Integrations Currently Available:-

portavista

Find out more about portavista from the portavista website.

www.portavista.co.uk

MORNINGSTAR.co.uk

For information visit the Morningstar website

For sales and support, please contact Quay Software Live Team on: 0870 224 7272.

financial express

For information visit the Financial Express website
Learn about how CCD intergrates with the Financial Experss feed here.

Open WebFund

Dynamic Planner

For information about Dynamic Planner, visit the

Distribution Technology website.

For information and support regarding Trigold, please contact Trigold Customer Services on: 0870 2415465.

Visit Trigold's website

For information and support regarding eMoneyFacts, please contact Moneyfacts Group Plc on: 0870 2250 100.

Visit the Moneyfacts Group plc website

For information and support regarding Synaptic, please contact Synaptic Customer Services on: 02476 839702.

Visit Synaptic's website

For information and support regarding Defaqto, please contact Customer Support on: 01844 295544.

For information and support regarding Exweb, please contact Customer Support on: 01932 586000.

Visit the website for the Exchange

For information and support regarding Webline, please contact Webline Customer Support on: 01329 508000.

Visit Webline's website

For information and support regarding Assureweb, please contact General Enquiries on: 0870 458 4561.

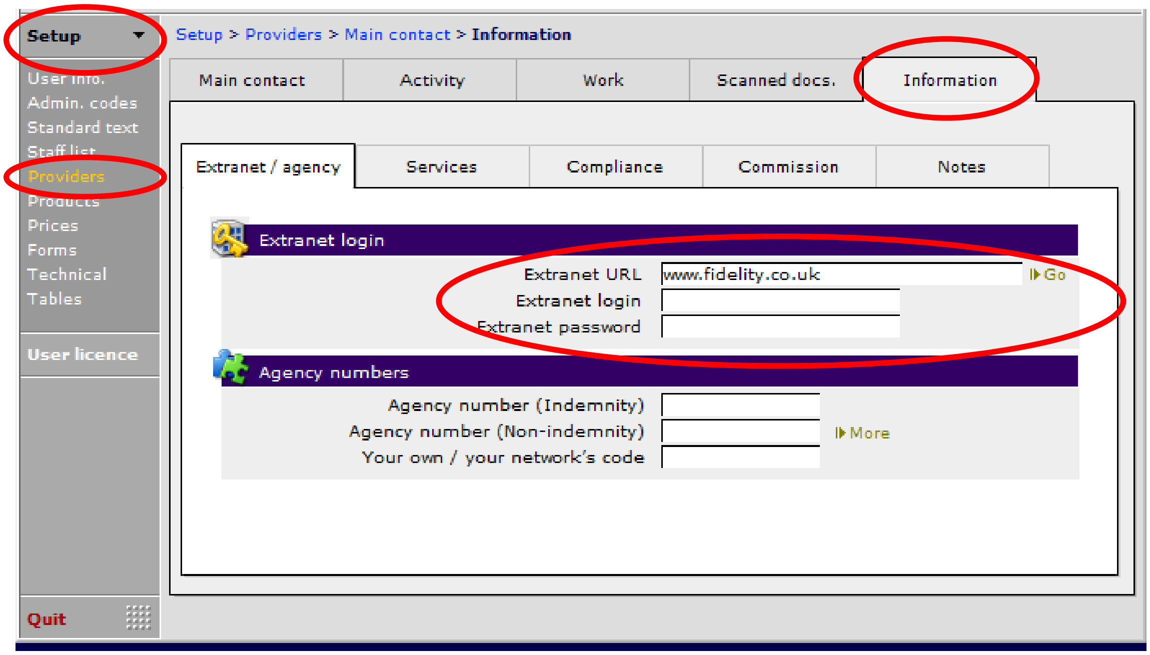
Visit Assureweb's website

For information and support regarding Paymentshield's Inertia software, please contact Paymentshield on: 08000 32 22 12.

Visit / login to Paymentshield's website

For information and support regarding Defaqto, please contact Customer Support on: 01844 295544.

Links can also be found to providers extranet sites, again providing one click access. User names and passwords for the extranet sites are entered on each individual providers record in the Setup module.



Extranets can then be accessed from two areas of CCD:-

1. The Research tab of an enquiry, in the Holdings module.

2. The Submission tab of a Holding.