

NOTES FOR COMPLETING THE COST COLLECTION TEMPLATES	
SEGREGATED MANDATE COST COLLECTION TEMPLATE	
1	The segregated mandate cost collection template should be used for any segregated portfolio management mandate. It will include costs associated with holdings in any pooled funds selected by the asset manager.
2	The report will normally cover a period of one year ending on a date agreed with the client.
3	According to the GIPS Handbook "the gross-of-fees return is defined as the return on investments reduced by any trading expenses. Returns should be calculated net of non-reclaimable withholding taxes on dividends, interest, and capital gains. Reclaimable withholding taxes should be accrued. Because the gross-of-fees return includes only the return on investments and the associated trading expenses, it is the best measure of the firm's investment management ability and can be thought of as the 'investment return'." "These costs must be included because they must be incurred in order to implement the investment strategy."
4	According to the GIPS Handbook "the net-of-fees return is defined to be the gross-of-fees return reduced by the investment management fees incurred, which includes performance-based fees and carried interest. It is important to recognize that the net-of-fees return consists of two distinct components: the gross-of-fees return and the impact of the investment management fee."
5	Investment returns should be shown as annualised percentages.
6	Investment activity is included to give context to transaction costs. Figures are not given for derivatives and foreign exchange because there is no consideration paid when entering into a contract and their contribution to the value of the portfolio is the accrued profit or loss at the reporting date. The asset classes shown are the minimum required level of analysis. Each class can be sub-divided further where, in the opinion of the manager, this will provide more meaningful information.
7	Total opening and closing assets is the sum of all assets and liabilities including cash and accruals. Therefore it is not equal to the sum of the amounts invested in each of the specified asset classes.
8	Turnover is calculated as the lesser of purchases or sales divided by average assets over the period. Taking the lesser figure mitigates the effect of net inflows or outflows.
9	Management fees comprises all income derived by the manager and associates.
10	Payments for research are payments made from the client's assets to fund a Research Payment Account but excludes the research element of any bundled commission payment to a broker, which is included in transaction costs in accordance with 13 below. This item will be applicable only once MiFID II comes into effect on 3 January 2018.
11	Indirect fees comprise all payments deducted from the net asset values of any pooled funds held as part of the portfolio. The figure used should be the figure most recently published by the pooled fund although it is not necessary for the pooled fund to recalculate these figures for the period referred to in item 2 above. The pooled funds' costs can be assumed to emerge evenly throughout the year and may be pro-rated according to the value of the holding. Payments realised by cashing in clients' units in a pooled fund should also be included here.
12	Transaction taxes include stamp duty and any other financial transaction taxes.
13	Broker commissions comprises bundled payments for research and execution. However, when MiFID II comes into effect on 3 January 2018 it will not be permissible to pay for research using commissions generated in proportion to dealing volumes. From that date any research paid for by a client will be reported in accordance with item 10 above. Other levies, such as exchange fees, settlement fees and clearing fees are normally covered by broker commissions but if they are billed separately such amounts should be added to the broker commissions figure.
14	Implicit costs represent the loss of value implied by the difference between the actual transaction price and the mid-market value of the asset. At the time of going to press the precise methodologies are being deliberated by regulators and it is not clear that a one-size-fits-all approach will be possible. Until such time as regulators finalise the methodologies, it is recommended that firms may calculate implicit costs by reference to appropriate measures of market spread and portfolio turnover.
15	Entry/exit charges may arise when a holding in a pooled fund is bought or sold. The amount reported should be the actual amount incurred for each transaction and should include any dilution levies made in addition to the price and any amounts representing the difference between the transaction price and the net asset value per unit calculated by reference to the mid-market portfolio valuation.
16	Indirect transaction costs are transaction costs incurred within pooled funds when they buy and sell their underlying investments. The figure used should be the figure most recently published by the pooled fund although it is not necessary for the pooled fund to recalculate these figures for the period referred to in item 2 above. The pooled funds' costs can be assumed to emerge evenly throughout the year and may be pro-rated according to the value of the holding.
17	Other transaction costs are items not included in any other category of transaction cost. For example, for real estate, this might include legal and valuation fees in respect of transactions, expenditure on repairs and maintenance, costs incurred in relation to aborted transactions and letting and lease renewal fees.
18	Securities lending generates an additional revenue stream for the client. Revenues are normally shared by the client and the asset manager or their appointed lending agent. The disclosure should enable the client to understand the total revenue generated and the proportion of the total they actually receive. The beneficiaries of the revenue sharing arrangements should be identified. Where lending arrangements exist between the client and custodian with no involvement of the manager, any reporting should be provided to the client directly by the custodian without involving the manager.

19	Custody charges and any other ancillary services should be disclosed only where the asset manager provides them or arranges them on behalf of the client. Where the client makes their own arrangements the service provider should account for their charges directly to the client.
POOLED FUND COST COLLECTION TEMPLATE	
1	The pooled fund cost collection template should be used when the client invests directly in the units of a pooled fund.
2	The report will normally cover a period of one year , this being the annual reporting period of the pooled fund. It is not necessary to tailor the report to the client's reporting period.
3	Investment return should be reported net of all charges and costs. Where charges are invoiced outside the pooled fund or are realised by cashing in clients' units in a pooled fund the unit performance record should be adjusted to take account of these charges.
4	Investment returns should be shown as annualised percentages for the share class concerned.
5	Investment activity is included to give context to transaction costs. This information should be given for the fund as a whole and not for individual share classes. Figures are not given for derivatives and foreign exchange because there is no consideration paid when entering into a contract and their contribution to the value of the portfolio is the accrued profit or loss at the reporting date. The asset classes shown are the minimum required level of analysis. Each class can be sub-divided further where, in the opinion of the manager, this will provide more meaningful information.
6	Total opening and closing assets is the sum of all assets and liabilities including cash and accruals. Therefore it is not equal to the sum of the amounts invested in each of the specified asset classes.
7	Turnover is calculated as the lesser of purchases or sales divided by average assets over the period. Taking the lesser figure mitigates the effect of net inflows or outflows.
8	Management fees comprise all income derived by the manager and associates that is invoiced to the client and not deducted from the value of the pooled fund itself. Payments realised by cashing in clients' units in a pooled fund should also be included here. The figure given should be shown net of any rebates, including rebates in respect of the ongoing charges deducted from the pooled fund.
9	The charges and costs figures will be percentages for the share class in question and do not represent the actual experience of a particular client. Clients will be able to apply these percentages to their own holdings records to calculate the monetary amounts of costs incurred. It is for the client to determine their own average holding value for their period of account.
10	Manager's fees comprise all income derived by the manager and associates, except for a performance fee which is disclosed in accordance with 13 below.
11	Other fees comprise all payments made to parties providing services to the pooled fund other than the manager such as, but not limited to, the depository, custodian, auditor, property related expenses to the extent these are not included in transaction costs in accordance with 14 below and any other fees or levies deducted from the pooled fund.
12	Indirect fees comprise all charges deducted from the net asset values of underlying holdings of other pooled funds such as, but not limited to, funds of funds structures.
13	Performance fees should be the amount incurred for the reporting period of the pooled fund.
14	Transaction costs should be calculated in the same way as for the segregated mandate template and expressed as a percentage of the average net asset value over the period.
15	Anti-dilution offsets should be the amounts collected in the period from dilution levies and dilution adjustments (in the case of swinging prices) or the equivalent amounts in relation to the issue and cancellation prices of dual priced funds.
16	Securities lending should be disclosed consistently with the segregated mandate template.

SEGREGATED MANDATE COST COLLECTION TEMPLATE

For use with segregated portfolio management mandates

All figures are monetary amounts unless specified

Asset Manager				
Portfolio name				
Period of report	Start:		End:	
Currency of report	GBP			

Investment return	1 year	3 years	5 years	10 years	Since formation
Gross return (% pa)					
Net return (% pa)					

Investment activity	Total	Equity	Bonds	Property	Pooled funds	Other (specify)
Opening assets						
Closing assets						
Purchases	0					
Sales	0					
Turnover (% pa)	%					

Management fees	Total
Invoiced fees (less rebates)	
VAT (if applicable)	
Payments for research	
Other charges (specify)	
Performance fees	
Total	0

Indirect fees	
Fees paid from NAV of pooled funds	

Transaction costs	Total	Equity	Bonds	Property	Pooled funds	Derivatives	Foreign exchange	Other (specify)
Transaction taxes	0							
Broker commission	0							
Implicit costs	0							
Entry/exit charges	0							
Indirect transaction costs	0							
Other transaction costs (specify)	0							
Total	0	0	0	0	0	0	0	0

Transaction costs per value traded

Stock lending (if applicable)		
Value of stock on loan		%
Gross income		
Less: income shared (name recipients)		%
Income retained by client	0	%

Ancillary services (if provided by manager)	
Custody charges	
Collateral management	
Other (specify)	
Total	0

POOLED FUND COST COLLECTION TEMPLATE

For use with investments in pooled funds

All figures in % of average NAV pa unless specified

Fund Manager	
Fund name	
Share class name	
Date of report	
Currency of report	GBP

Investment return (% pa)	1 year	3 years	5 years	10 years	Since formation
Net return					

Investment activity (GBP unless specified)	Total	Equity	Bonds	Property	Pooled funds	Other (specify)
Opening assets						
Closing assets						
Purchases	0					
Sales	0					
Turnover (% pa)	%					

Management fees	Total (GBP)
Invoiced fees (less any rebates)	
VAT (if applicable)	
Total	0

Client-specific data **Client (GBP)** *To be completed by the investing client in order to calculate client-specific amounts*

Ongoing charges	Client (GBP)	Total
Manager's fees		
Other fees		
Indirect fees		
Total ongoing charges figure	0	0.00%

Performance fees	Client (GBP)	Total
Performance fees	0	

Transaction costs	Client (GBP)	Total	Equity	Bonds	Property	Pooled funds	Derivatives	Foreign exchange	Other (specify)
Transaction taxes		0.00%							
Broker commission		0.00%							
Implicit costs		0.00%							
Entry/exit charges		0.00%							
Indirect transaction costs		0.00%							
Other transaction costs (specify)		0.00%							
Anti-dilution offset		-0.01%							
Total transaction costs	0	-0.01%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Stock lending (if applicable)	Total
Value of stock on loan	
Gross income	
Less: income shared (name recipients)	
Income retained by pooled fund	0