

**FROM:** Manager, Financial Processing  
**LOCATION:** Financial Control, CH/L5  
**EXTENSION:** 2920  
**DATE:** 22 October 2004  
**REFERENCE:** Y3416  
**SUBJECT:** OVERSEAS TRUST FUNDS STATEMENTS :  
CHANGES TO THE REPORTS  
**ATTACHMENTS:** Appendix 1, 2 and 3  
**ACTION POINTS:**  
**DEADLINE:**

## **1. Purpose**

The purpose of this bulletin is to advise the Market of changes to the format of the Overseas Trust Fund reports with effect from the 3<sup>rd</sup> quarter 2004 adjustment due in November. These changes have been made at the request of a number of Managing agents. They should enable syndicates to automate the processing of the trust fund data into their accounting systems as well as reduce the number of transactions involved.

## **2. Report changes**

### **2.1 Standardised Format**

The various formats of the .csv files have been standardised such that regardless of the trust fund being reported the file format is identical. Each line in the .csv file will contain data for each field required, thus enabling that line to "stand alone" for processing. Any fields that are irrelevant for a particular deposit/entry will be left blank. Syndicates receiving these .csv files should be able to fully automate the posting of the fund transactions into their ledger systems.

## **2.2 Reports available at Group Holder Level**

The new .csv files will also be produced at Group Account Holder level rather than at individual syndicate level. Where an account holder has more than one syndicate, only one .csv file will be produced giving details for all relevant syndicates. This will reduce the number of files a Managing agent has to upload to their accounting system and assist in reducing the Agent's workload, when processing entries for the considerable number of Overseas Deposits that now exist.

## **2.3 Withdrawal of .pdf files**

With effect from the first quarter 2005 adjustment the current .pdf files will cease to be produced quarterly. Only an annual file will be produced at yearend for audit purposes.

## **2.4 Deposit Numbers**

The revised reports will include deposit numbers to identify the Trust Fund. These are listed at appendix 1.

## **2.5 Example of the new report format**

An example of the new report format as an excel spreadsheet is attached at appendix 2 and the file specification for the .csv file at appendix 3. These are provided for the information of agents who may wish to base the development of a process for uploading the data into their accounting systems, on this file format.

## **3. Queries**

Any queries in relation to this bulletin should be addressed to Carolyn Smith on Lloyd's extension 2922 or alternatively please email [carolyn.m.smith@lloyds.com](mailto:carolyn.m.smith@lloyds.com)

This bulletin has been sent to all Managing Agents.

Alison Mings  
Manager, Financial Processing  
Financial Control

**Overseas Trust Fund Deposit Numbers**

590	Lloyd's Australian Trust Fund
591	Lloyd's Australian JATF (1)
592	Lloyd's Australian JATF (2)
992	Canadian Margin Fund
737	Illinois Trust Fund Deposit (LATF)
738	Illinois Trust Fund Deposit (LDTF)
775	Kentucky Trust Fund Deposit
753	Kentucky JATF
930	Kentucky Sub Account LATF Deposit
708	South Africa Trust Fund
622	South African Transitional Trust Fund
805	Credit for Reinsurance Deposit Adjustment (JATF)
806	Surplus Lines Deposit Adjustment (JATF)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1																					
2																					
3	ACCOUNT HOLDER	SYNDICATE NO	DEPOSIT NO	REPORTING DATE	YOA	CURRENCY	FUND	MKT VALUE B/F	REGULATORY VALUE B/F	FUNDING REQUIREMENT B/F	TOTAL INCOME	TOTAL CAPITAL	TOTAL TAX	MARKET VALUE C/F	REGULATORY VALUE	FUNDING REQUIREMENT	ADJUSTMENT AMOUNT	ADJUSTMENT DATE	RATE OF EXCHANGE	TOTAL INCOME PERCENTAGE	TOTAL CAPITAL PERCENTAGE
4	XXXX	A	590	30/06/2004	2001	AUD		32,824.00			247.00	-216.00	-12.00	19.00			-19.00	12/08/2004	2.5955	1.64	-0.72
5	XXXX	A	590	30/06/2004	2002	AUD				32,943.00	292.00	-19.00	0.00	33,216.00		32,943.00	-273.00	12/08/2004	2.5955	1.64	-0.72
6	XXXX	B	590	30/06/2004	2001	AUD		56,948,618.00			428,747.00	-375,242.00	-21,828.00	31,677.00			-31,677.00	12/08/2004	2.5955	1.64	-0.72
7	XXXX	B	590	30/06/2004	2002	AUD				50,417,652.00	446,283.00	-29,661.00	0.00	50,834,274.00		47,858,314.00	-2,975,960.00	12/08/2004	2.5955	1.64	-0.72
8	XXXX	C	590	30/06/2004	2002	AUD				5,304,255.00	46,952.00	-3,120.00	0.00	5,348,087.00		5,304,255.00	-43,832.00	12/08/2004	2.5955	1.64	-0.72
9	XXXX	D	590	30/06/2004	2001	AUD		3,684,805.00			27,742.00	-24,280.00	-1,413.00	2,049.00			-2,049.00	12/08/2004	2.5955	1.64	-0.72
10	XXXX	D	590	30/06/2004	2002	AUD				3,698,037.00	32,734.00	-2,175.00	0.00	3,728,596.00		3,698,037.00	-30,559.00	12/08/2004	2.5955	1.64	-0.72
11	XXXX	E	590	30/06/2004	2000	AUD		1.00			0.00	0.00	0.00					12/08/2004	2.5955	1.64	-0.72
12	XXXX	E	590	30/06/2004	2001	AUD		514,206,210.00			3,871,292.00	-3,388,176.00	-197,091.00	286,025.00			-286,025.00	12/08/2004	2.5955	1.64	-0.72
13	XXXX	E	590	30/06/2004	2002	AUD				606,365,248.00	5,367,369.00	-356,728.00	0.00	611,375,889.00		411,442,063.00	-199,933,826.00	12/08/2004	2.5955	1.64	-0.72
14	XXXX	F	590	30/06/2004	2001	AUD		47,464.00			357.00	-313.00	-18.00	26.00			-26.00	12/08/2004	2.5955	1.64	-0.72
15	XXXX	F	590	30/06/2004	2002	AUD				46,491.00	412.00	-28.00	0.00	46,875.00		108,032.00	61,157.00	12/08/2004	2.5955	1.64	-0.72
16	XXXX	G	590	30/06/2004	2001	AUD		8,203,840.00			61,764.00	-54,057.00	-3,145.00	4,562.00			-4,562.00	12/08/2004	2.5955	1.64	-0.72
17	XXXX	G	590	30/06/2004	2002	AUD				8,203,058.00	72,611.00	-4,826.00	0.00	8,270,843.00		6,587,254.00	-1,683,589.00	12/08/2004	2.5955	1.64	-0.72
18	XXXX	H	590	30/06/2004	2001	AUD		4,518,485.00			34,018.00	-29,772.00	-1,732.00	2,514.00			-2,514.00	12/08/2004	2.5955	1.64	-0.72
19	XXXX	H	590	30/06/2004	2002	AUD				4,331,394.00	38,341.00	-2,548.00	0.00	4,367,187.00		3,837,774.00	-529,413.00	12/08/2004	2.5955	1.64	-0.72

**File Specification of OTF Statement CSV File**

*appendix 3*

<b>Field Name</b>	<b>Description</b>	<b>Data Type</b>	<b>Characters</b>	<b>May be blank</b>
ACCOUNT HOLDER	Account Holder	text	4	no
SYNDICATE NO	Syndicate Number	text	4	no
DEPOSIT NO	Tab Number for Central Accounting	numeric	3	no
REPORTING DATE	End date of instalment/quarter	date		no
YOA	Year of Account	numeric	4	no
CURRENCY	Currency code	text	3	no
FUND	Banking Trust fund Code e.g LDTF	text	4	no
MKT VALUE B/F	Market value brought forward	money		yes
REGULATORY VALUE B/F	Regulatory value brought forward	money		yes
FUNDING REQUIREMENT B/F	Funding requirement brought forward	money		yes
TOTAL INCOME	Total income earned in quarter	money		yes
TOTAL CAPITAL	Total capital earned in quarter	money		yes
TOTAL TAX	Total tax paid in quarter	money		yes
MARKET VALUE C/F	Market value carried forward	money		yes
REGULATORY VALUE	Regulatory value for this quarter	money		yes
FUNDING REQUIREMENT	Funding requirement for this quarter	money		yes
ADJUSTMENT AMOUNT	Fund adjustment for this quarter	money		yes
ADJUSTMENT DATE	Date adjustment made by Cen. Accounting	date		yes
RATE OF EXCHANGE	Rate of Exchange	float (no fixed dp)		yes
TOTAL INCOME PERCENTAGE	Percentage income growth for quarter	fixed decimal (2dp)		yes
TOTAL CAPITAL PERCENTAGE	Percentage capital growth for quarter	fixed decimal (2dp)		yes