



# **INSTITUTIONAL LIMITED PARTNERS ASSOCIATION**

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## *Reporting Template Guidance*

*Version 1.1  
Originally Released in January 2016  
Revised in October 2016*

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## New in Version 1.1

- Clarifications on the previously released guidance to address questions that have arisen during the period following the Template's initial release, including further clarity on:
  - Acceptable modifications to the Template (Sections VIII & IX)
  - The differences between the Level 1 and Level 2 content tiers (Section II)
  - What Template endorsement means (Section VII)
  - How to apply the Template for older and smaller funds (Sections III & IV)

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**Disclaimer:** All interested parties should, subject to applicable laws, respect the confidentiality of information contained in reports provided in connection with investments. The Reporting Template (Template) reflects the view of the participants involved in the creation thereof as to best practices with respect to fund reporting. However, no limited partner should utilize the Template as a substitute for its own determination as to what information such limited partner will need or desire with respect to any particular investment. Further, no representation is made that the Template, when provided by general partners to their investor base, will include all information desired by all limited partners or will be fully inclusive of all information needed for any limited partner to effectively monitor its investments.

# SECTION I

## EXECUTIVE SUMMARY

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## Executive Summary

The ILPA Reporting Template (the “Template”) was developed to promote more uniform reporting practices in the private equity industry. It is one component of the ILPA's Transparency Initiative (the “Initiative”), a broad-based effort to establish more robust and consistent standards for fee reporting and compliance among investors, fund managers, and their advisors. The Initiative was comprised of senior investment and reporting professionals from a cross-section of investor institutions and advisors.

The Template, which details all monies paid to the fund manager, affiliates, and third parties, is the first deliverable of the Initiative. The Template reflects feedback from more than 120 individuals and organizations, including nearly 50 global LP groups, and 25 General Partner organizations (GPs), as well as numerous industry trade bodies and a number of leading consultants, advisors, fund administrators, and accountants.

## Template Goals

The Template is organized into two sections (A & B). Each section has a discrete goal, providing LPs with:

- A. The ability to monitor, aggregate and analyze an LP's direct costs of participating in a given private equity fund (a “Fund”). These values are presented within the framework of a typical partners' capital account statement, providing valuable context to the reported fees.
- B. A summary of the GP's sources of economics regarding the Fund and the investments made by the Fund (including reimbursements and any fees not subject to offset).

## Template Guidance

Through dozens of interactions with the GP and LP communities during the consultation phase of the Template's development, the ILPA became aware of several complex issues that should be considered by all stakeholders when populating and analyzing the content provided in the Template. The guidance below is intended to communicate the expectations and necessary background to allow LPs and GPs to determine how both parties can utilize the Template most effectively.

This guidance assumes that every LP and GP has unique needs and resources. To accommodate this diversity, the responsibility for determining how the Template can be used to support their needs lies with individual LPs and their managers. The ILPA recommends that LPs and GPs should carefully consider the following when deciding how the Template is to be utilized within a GP's periodic disclosure package.

These guidelines, originally issued in January 2016, and revised in October 2016, are not anticipated to change in the near term. However, the ILPA will continue to monitor the challenges faced by LPs and GPs during the Template's adoption and may make additional clarifying or other changes to either this guidance or the Template in future. Interested parties should consult [ilpa.org](http://ilpa.org) for the latest versions of these guidelines and the Template.

## SECTION II

# DETAILED TEMPLATE GUIDANCE

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## I. Frequency and Implementation

The Template is designed to be supplemental to a Fund's standard financial disclosures. The ILPA recommends that the Template is provided on a quarterly basis within a reasonable timeframe after the release of standard reports. The Template is not intended to be a substitute for any other reports, including capital call and distribution notices.

The content should be provided in an Excel or digital format (e.g., XML) that is compatible with reporting software systems and allows for aggregation and analysis of information. To maximize the usefulness of the data being presented, PDF format is not recommended.

During the initial adoption period, LPs should adjust their adoption/frequency/lagging expectations to accommodate for the necessary changes to GPs' processes, technology, and resources. It is expected to take up to one year or more for GPs to adapt their processes to meet the demands of mass-producing the customized Template for each of their LPs, depending on the size, complexity, and infrastructure of each firm's operations.

The ILPA anticipates that the timing of each GP's transition to the standard indicated by the Template will depend upon the point at which a critical mass of a GP's LPs begin requesting the Template. Therefore, it's imperative for LPs to signal to their GPs at the earliest opportunity that they require this information.

Additionally, LPs should be aware that select fields within the Template, particularly in Section A.3 ("Miscellaneous"), may be more difficult for GPs to produce. Feedback from GPs suggest that the data in Section A.3 is neither customarily tracked in most GP systems, nor easily derived from existing ledger entries. LPs should moderate their expectations for the timely reporting of information for these fields accordingly. For the avoidance of doubt, it is anticipated that GPs will eventually modify their processes to allow for the regular reporting of this data in the future.

When contemplating the desired timeline for full integration of the Template into reporting processes, LPs are reminded that many (if not all) of the fees charged to portfolio investments are tracked in a separate ledger (and software) from a Fund's accounts. It will likely require meaningful revisions to GP accounting and reporting procedures to aggregate the information from multiple ledgers into a single report. The scope of these changes in procedure and operations will necessarily be greater for GPs managing multiple products or pools of capital, those with more complex economic or operating models, or those GPs with a less sophisticated reporting infrastructure.

The Template should only be applied on a prospective basis to future funds, and, where feasible, to current vintages in the active investment phase. See Section IV for additional guidance on legacy funds.

The Template was developed for quarterly frequency to accommodate for LPs' fiscal year ends that often differ from the calendar year reporting of typical GPs. Having the Template data on a quarterly basis allows LPs to produce annualized figures to whatever quarter aligns with their own reporting cycle. However, as improvements in GP reporting processes and reporting software make quarterly calculations more feasible on an automated basis, the ILPA anticipates that GPs and LPs will together determine the frequency that meets each LP's needs.

ILPA believes that it will be in the best interests of the industry in the long term to explore how to automate the generation, presentation, and dissemination of the data contained within the Template. To that end, the ILPA has collaborated with the [AltExchange Alliance](#) to ensure that the elements of the Template are reflected within the AltExchange data standards. A version of the Template is now available

To encourage individual GPs to begin amending their processes to produce the Template for all of their investors, LPs should signal to their GPs at the earliest opportunity their interest in receiving the data in the Template.

The Template should only be applied on a prospective basis to future funds and, where feasible, to current vintages in the active investment phase.

The more-detailed Level 2 content is represented by the shaded, collapsible rows in the Template.

in a software-agnostic format (i.e., XML) to facilitate the integration of the Template's elements into LPs' and GPs' existing reporting systems. The XML formatted Template is available on [ilpa.org](http://ilpa.org).

## II. Tiered Content - Differentiated Levels of Reporting

To ensure the Template focuses on efficiently meeting the needs of a diverse LP community, a two-tiered structure has been incorporated into the Template. Level 1 data represents high-level summary content, and the minimum baseline that the ILPA is recommending should be provided by GPs to LPs. Level 2 data introduces additional granularity and itemization for certain subtotals, i.e., fees subject to offset and partnership expenses, and fees/reimbursements received from portfolio investments. The more-detailed Level 2 content is represented by the shaded, collapsible rows in the Template.

The following table highlights the key differences between the data points captured by Level 1 and Level 2 information in the Template.

Level 1 Standard	Level 2 Standard
Partnership Expenses - Total	Partnership Expenses - Accounting, Administration & IT
	Partnership Expenses - Audit & Tax Preparatory
	Partnership Expenses - Bank Fees
	Partnership Expenses - Custody Fees
	Partnership Expenses - Due Diligence
	Partnership Expenses - Legal
	Partnership Expenses - Organization Costs
	Partnership Expenses - Other Travel & Entertainment
	Partnership Expenses - Other
Total Offsets to Fees & Expenses (applied during period)	Advisory Fee Offset
	Broken Deal Fee Offset
	Transaction & Deal Fee Offset
	Directors Fee Offset
	Monitoring Fee Offset
	Capital Markets Fee Offset
	Organization Cost Offset
	Placement Fee Offset
	Other Offset
Total Fees with Respect to Portfolio Companies/Investments	Advisory Fees
	Broken Deal Fees
	Transaction & Deal Fees
	Directors Fees
	Monitoring Fees
	Capital Markets Fees
	Other Fees

LPs preferring less detail may request that their GPs provide only Level 1 content.

The data representing the Level 1 summary content may be sufficient for many LPs to monitor their portfolios. As such, LPs preferring less detail may request that their GPs provide only Level 1 content. This will help GPs focus their efforts on providing Level 2 content only to LPs that require it.

For the avoidance of doubt, ILPA recommends that GPs provide both Level 1 and Level 2 content to each of their LPs. However, GPs should have conversations with their LPs regarding the requisite level of reporting.

For Funds with simpler economics, fields that do not apply should not be removed. Rather, they should be reported with null values.

LPs investing in smaller GPs with simpler economics should consider whether Level 1 content would be sufficient to meet their needs.

The Template is intended to be applied on a go-forward basis, meaning that GPs that decline requests for detailed since inception data for older vintages, particularly those in the harvesting phase, would remain in compliance with these guidelines.

### III. Scaled Implementation - Fund Sizes

LPs should factor the size, back-office resources, operating budgets, and complexity of the funds managed by their GPs when determining their requirements for Template compliance.

Some GPs, including newer managers and managers of smaller, VC, or SBIC funds, may not have the staffing or technology resources to populate the quarterly Template in a reasonable timeframe, without significantly reducing their effectiveness in other areas. In addition, several of the fields within the Template may not apply to funds with simpler economics, meaning that these fields would consistently have a null value. LPs' expected timeline for receiving the Template should reflect the operational and other constraints facing GPs described in this section. The ILPA recommends that LPs investing in smaller GPs with simpler economics consider whether Level 1 content would be sufficient to meet their compliance or investment monitoring needs.

### IV. Application to Legacy Funds

LPs should consider a fund's age when determining their requirements for Template compliance. The process surrounding how a GP manages account balances or cash flows with respect to certain elements within the Template may make populating the Template difficult. For instance, information may be managed across different ledgers, or GPs may use a different hierarchy for tracking partnership expense sub-totals (audit, bank fees, etc.). There may be a significant operational burden associated with reorganizing a GP's historical ledgers to align with the Template layout. LPs should therefore weigh carefully whether the incremental value of this information for historical periods warrants requiring it for older funds and perhaps consider the acceptability of less stringent requirements (particularly any requests for since inception data).

For the avoidance of doubt, GPs are encouraged to utilize best judgement when an LP requests since inception data for a legacy fund. GPs that deem such requests unduly burdensome for their back-office resources would still comply with these guidelines if they elected not to comply with such a request.

### V. Conformity with the LPA

The values presented in the Template should be calculated within the framework of a Fund's Limited Partnership Agreement (LPA), including its valuation policy. Template values for NAV, incentive allocation (carried interest), fee offsets, management fees, unfunded commitment, and call/distribution amounts should be consistent with the totals presented in a Fund's other disclosures. Additionally, the definition used for Related Parties in the Template should be consistent with the definition used in the existing LPA.

Please note that the Template does provide a recommended definition for Related Parties. The ILPA encourages the adoption of this definition for all future PE funds.

As an exception to the above, the ILPA recommends that GPs adopt the ILPA's prescribed hierarchy for partnership expenses, fee offsets and fee/expense income received from investments (all of which is categorized as Level 2 content). Due to the various hierarchies currently being reported in fund financials, LPs are unable to conduct any meaningful, plan-level analysis of these balances. As noted in a previous section, this accommodation is only recommended for newer funds. For

LPs should understand that any individual LP's allocation for certain balances (denoted with a "\*\*\*\*" in the Template) are approximations and should only be used to provide context to any cumulative balances.

LP endorsement indicates an organization's commitment to request fee and expense data using only the ILPA Template, and to discontinue use of any existing proprietary formats.

GP endorsement is a signal of the commitment to provide the Template to any LPs that request it, and to put forth best efforts to provide information in the Template to all LPs over the long term.

the avoidance of doubt, GPs are asked to adopt these categories for reporting purposes only, and are not being asked to revise their methodologies for calculating these sub-totals.

## VI. Use of Estimates for Individual Partner's Balances

To provide context to each value, the Template requests an individual LP's allocation for every reported balance. The ILPA acknowledges that it may be unfeasible to precisely calculate the partner's share for certain balances, particularly any fees not subject to offset (as there would be no provision in the LPA to calculate the LP's share of a fee offset for which it was not entitled). These balances are denoted with a "\*\*\*\*" in the Template. For these balances, GPs should only provide an estimated amount, using the LP's *pro rata* share of the Fund.

Due to the accounting complexity resulting from LP opt-outs and any specialized offset/waterfall provisions in certain LP side letters, LPs should understand that any individual LP's allocation for these balances are approximations and should only be used to provide context to any cumulative balances.

## VII. Template Endorsement

To help communicate the scope of adoption within the industry, organizations are encouraged to endorse the Template. Instructions for endorsing the Template are provided on [ilpa.org](http://ilpa.org).

In general, a Template endorsement signals that the endorsing organization:

- Believes that a single standard for fee disclosures is necessary to efficiently monitor and report private equity fund activity
- Will make best efforts to adhere to all of the Template Guidelines
- Will not modify the Template beyond what is prescribed in the Template Guidelines (most notably, Sections VIII, IX, and XIII)
- Will not make, or comply with, requests to complete alternate, customized template formats that provide the same data points found in the ILPA Template
- Recognizes the challenges faced by GPs and LPs with regards to completing the Template and monitoring fees, respectively, and will make best efforts to collaborate with each other to ensure that the Template is applied in the most effective and efficient way

For LPs (and their consultants/administrators), an endorsement also indicates that:

- They're willing to encourage their GPs to complete and adopt the Template
- They will use content yielded by the Template to systematically monitor their portfolio
- They will phase-out use of any other formats they're using to gather fee data

For GPs (and their advisors), an endorsement also indicates that:

- In the short term, they're willing to complete the Template for any LP that requests it
- In the long term, they'll work towards implementing an automated solution that provides the Template to all of their LPs on a regular basis, as part of their standard reporting package

Some modifications can be made to the Template. However, Level 2 content should not be modified.

Expense/offset fields that are not applicable to a Fund should never be deleted or merged, and should always be populated with zeros.

GPs can repurpose or reorder certain fields in Sec. A.1 (NAV Reconciliation) to align with their existing PCAP format in use and still remain in compliance with this guidance.

GPs whose PCAPs typically show the NAV reconciliation on a gross-of-carry basis can adapt the Template format (which represents a net-of-carry basis) by adding and repurposing certain fields to better match their standard PCAP.

## VIII. GP Modifications to the Template

The Template-style format, with its hard-coded series of fields, was deemed most effective at creating a unified reporting standard, rather than a principles-based approach which was expected to only exacerbate the continuing proliferation of bespoke formats.

The prescribed fee data is presented alongside values typically included in a partners' capital account statement (PCAP) because it is believed that this PCAP information offers valuable context and quality control to the disclosures on fees and expenses. The ILPA acknowledges that standardizing the format for the PCAP itself is problematic, therefore this section is intended to detail acceptable modifications to the Template that allow GPs additional flexibility in its application.

GPs should not delete or merge any fields in the Template, including any of the more detailed itemization included as Level 2 content. If certain fields do not apply to a Fund, GPs are still advised to include these fields and populate them with zeros.

While Template fields should not be deleted or merged, GPs do have the flexibility to repurpose, supplement, or re-order the fields in Section A.1 (NAV Reconciliation and Summary of Fees, Expenses and Incentive Allocation) to accommodate for variances between their existing PCAP format and the one used in the Template (which is mostly relevant to U.S. GAAP-centric, commingled funds). While potentially beneficial to the industry, the purpose of the Initiative was not to standardize the format for PCAPs.

Some examples of acceptable modifications include:

- GPs whose PCAPs typically show the NAV reconciliation on a gross-of-carry basis, where periodic changes in accrued carry are indicated in separate line items, can adapt the Template format (which represents a net-of-carry basis) by adding and repurposing certain fields to match the basis of their standard PCAP. Regardless of any changes, the GP should still report any periodic changes in accrued/paid carried interest (in the section called "Reconciliation for Accrued Incentive Allocation").
- Additional fields that could be potentially inserted into Section A.1 include tax withholding, transfer of capital from a secondary purchase/sale, and currency gain/loss.
- Existing fields, such as Placement Fees, may be moved into the reconciliation of Net Operating Income, depending on the GP's existing reporting practices.
- GPs may rename fields to match the terminology in use within their country (e.g., Priority Profit Share is the more commonly used term for management fees in the U.K.).
- GPs may need to add or rename field names in the Level 1 content to accommodate funds that are denominated in multiple currencies, or with non-traditional or more complex fund structures (e.g., permanent capital and evergreen funds).

For any such revisions, GPs are encouraged to point out the explicit variations from the names or ordering of fields within the original ILPA Template, including explanatory footnotes, where appropriate. Some LPs may be relying on name-based Excel formulas (e.g., VLOOKUP) to aggregate content from reports provided by multiple GPs.

LPs are encouraged not to request the Template in a format that uses altered or additional fields, but may request discrete content that is supplemental in nature, e.g., separate schedules for portfolio company detail.

LPs that continue to request overlapping fee content in multiple formats after a reasonable transition period are not in-compliance with these guidelines.

## IX. LP Modifications and Adherence to the Template

One of the many benefits of a standardized Template is the reduced need for the GP community to process numerous, bespoke fee template requests from LPs. A single standard will make the reporting process more efficient and, over time, allow for greater comparability of information across managers and portfolios. As such, LPs should not modify any of the fields within the Template (including the accompanying Fund of Funds Template) before requesting that their GPs populate it.

However, LPs may request supplemental schedules that provide more clarity on any individual Template balance (e.g., itemized details on fee income received from individual portfolio companies). GPs should use their discretion when accommodating these supplemental Template requests.

Furthermore, LPs that adopt the Template are encouraged to transition away from using any customized template format that they're currently using to collect the same data provided in the Template. While it's understandable that they may use both their legacy format and the Template for a short period, it is counterproductive to encouraging broad adoption of these reporting standards to require the GP community to report in multiple formats over an extended period of time. For the avoidance of doubt, LPs that continue to request fee information via multiple formats after a reasonable transition period are not in compliance with these guidelines.

## X. Footnotes

A footnotes section is provided at the bottom of the Template. GPs are encouraged to use this space to pre-emptively describe any out-of-the-ordinary balances. Also, GPs should footnote any YTD amounts that are classified in an "Other" balance (e.g., Partnership Expenses-Other, Other Offsets, etc.). Lastly, GPs should disclose in the footnotes if they have charged the Fund for any fund administration services that utilized in-house staff and infrastructure.

## XI. Fee Allocations to Remaining Positions Held by the Manager

In Section B.1 ("Source Allocation"), GPs are asked to provide a summary of all fees and reimbursements received by the GP and its affiliates from portfolio investments (under "With Respect to the Fund's Portfolio Companies/Investments"). Aggregate LPs' allocation for these fees are to be provided in the middle columns of the section (under "Cumulative LPs' Allocation of Total Fund"). In cases where the GP/affiliates have additional exposure to the Fund's investments (e.g., via LP co-investors or other funds/vehicles within the GP's fund family), any remaining allocation of the total fees received from investments held by the reported Fund should be provided in the far-right columns of the section (under "Affiliated Positions").

In total, the cumulative fee amounts received by the GP and its affiliates (including fees not subject to offset) should be accounted for (with care taken to avoid redundant entries or double-counting) in these two groups of columns. For the avoidance of any doubt, this section should not include any fees received by co-investors not under the umbrella of the GP/affiliates (e.g., other GPs or non-affiliated deal sponsors).

The ILPA recommends that FOF organizations provide the content in the supplemental schedule to LPs by special request only.

## XII. Fund of Funds Template

A supplemental schedule, which links to the Template, is provided to itemize the layer of fees and incentive allocation that a fund of funds ("FOF") pays to its underlying fund holdings. These values represent the normal fees and incentive allocation that the FOF paid via their commitment to each fund holding in the portfolio. The values do not include any pro-rata share of the fees charged by the FOF to its own LPs.

The ILPA acknowledges that any FOF will be highly challenged to provide the itemized content in the supplemental template. Like a traditional LP, the FOF's ability to track and report this content in a meaningful fashion to its own LPs is entirely contingent upon a uniform level of reporting and universal compliance from all of the underlying managers in the FOF's portfolio. As such, the ILPA recommends that FOF organizations provide the content in the supplemental schedule to LPs by special request only. The content should be reported in the format provided. The frequency and lag time of the reporting should be determined jointly by the FOF and the LP making the request.

## XIII. Miscellaneous

- The Template was designed as a tool for standardizing the preferred level of disclosures on fees, expenses, and incentive allocation. It was not designed for verifying any of the GP's calculations for these amounts. To remain focused on this goal, certain metrics/terms used in these calculations (e.g. current management fee rate, preferred return rate, carry percentage, waterfall structure, etc.) are intentionally withheld from the Template. Subsequent to the release of the Template, the ILPA will issue additional guidance (in the form of a white paper and updates to the ILPA Principles) that will address the issue of LPA compliance.
- In the event of a transfer of interest between LPs (i.e., secondary purchase of an LP interest), historical activity should be presented in a manner that is consistent with a fund's standard reports.
- To match a traditional partners' capital account statement, values presented in Section A.1 (NAV Reconciliation and Summary of Fees, Expenses and Incentive Allocation) can have a positive or negative balance, depending upon how that value typically impacts the entity's wealth (e.g., increases in incentive allocation are a negative balance for LPs, a positive balance for the GP's allocation and a null balance for the Total Fund). However, balances in the remaining sections are typically presented as a positive balance (regardless of their impact on wealth). As such, Template users should avoid aggregating values from different sections.
- Current fee offset percentages are provided in Section A.1 in order to give interested LPs an approximation of total fees that are not subject to offset. LPs should be aware that potential nuances in how offset calculations are defined in an LPA (e.g., the offset percentages may increase/decrease over the life of the Fund) may make it difficult to use the Template to precisely calculate fees not subject to offset.

Template users should avoid aggregating values from different sections.

- When analyzing the fees charged by the GP to its investments, LPs should consider the potential accretive nature of any billable services rendered by the GP to the portfolio investment. LPs should also acknowledge that reimbursements paid by portfolio companies to the GP for amounts the GP has advanced to cover the cost of travel/services do not represent a source of revenue for the GP. Furthermore, GPs should acknowledge that LPs have an obligation to understand any non-“arms-length” engagement between a GP and portfolio company.
- The Total Fund balances presented in the Template should include all parallel vehicles/AIVs under the Fund’s umbrella. Certain exceptions (e.g., funds denominated in multi-currencies) may apply.
- As in a traditional partners’ capital account statement, partnership expenses presented in Section A.1 would not include any capitalized transaction fees charged to LPs.



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