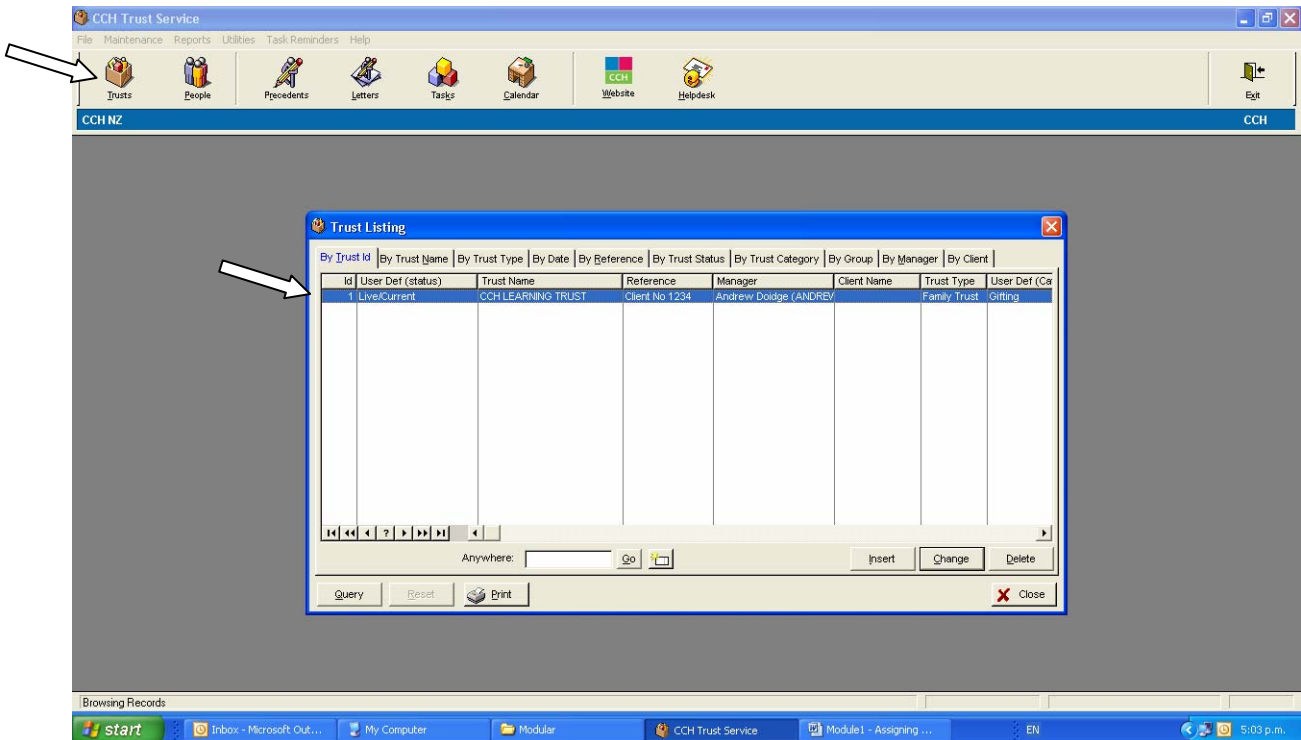


TRUST SERVICE TRAINING - LEVEL 1

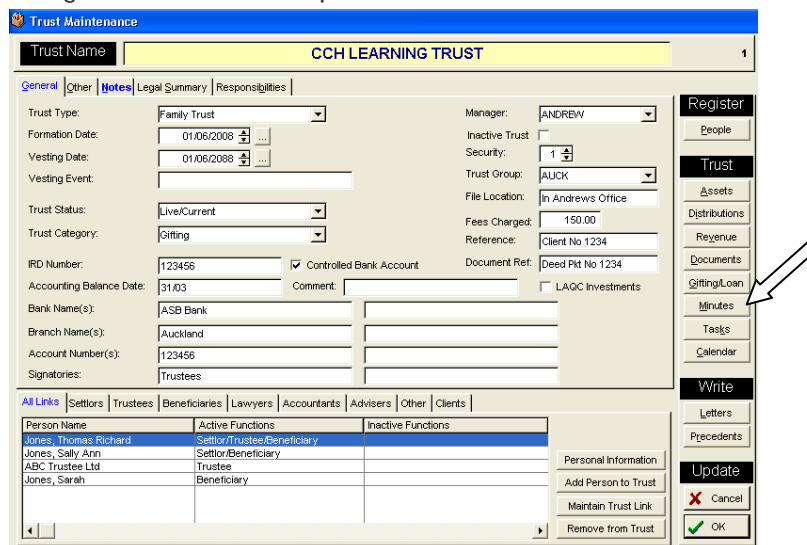
SESSION 2.3

CREATING MINUTE DOCUMENTS

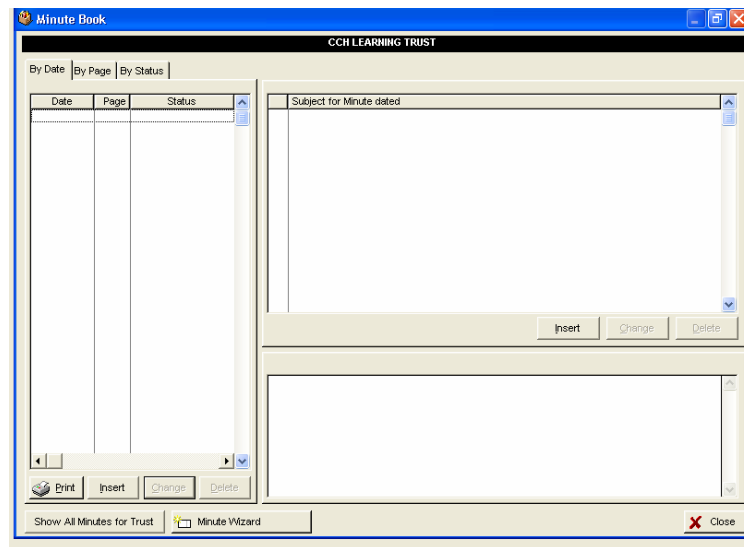
Select Trust Shortcut, then select Trust from List (double click or select Def Change)



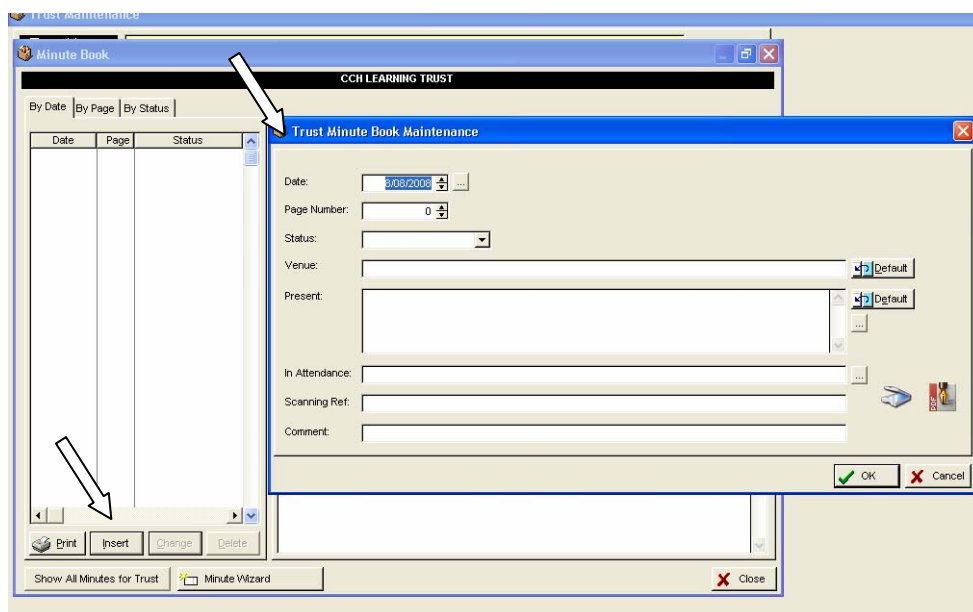
Select Minutes from Right Hand Menu to open the Minute Book



This is the Minute Book. It records the creation of Minutes & creates Minute Documents



To Add a Page to the Minute Book



Select Insert (bottom Left) to Open Trust Minute Book Maintenance Screen & complete details

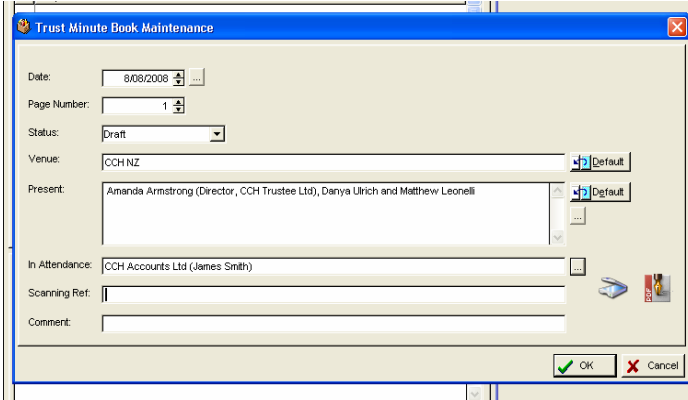
Add Date
Add Page Number

Select Status as **Draft**

Venue can be populated with your company name by selecting **Default**

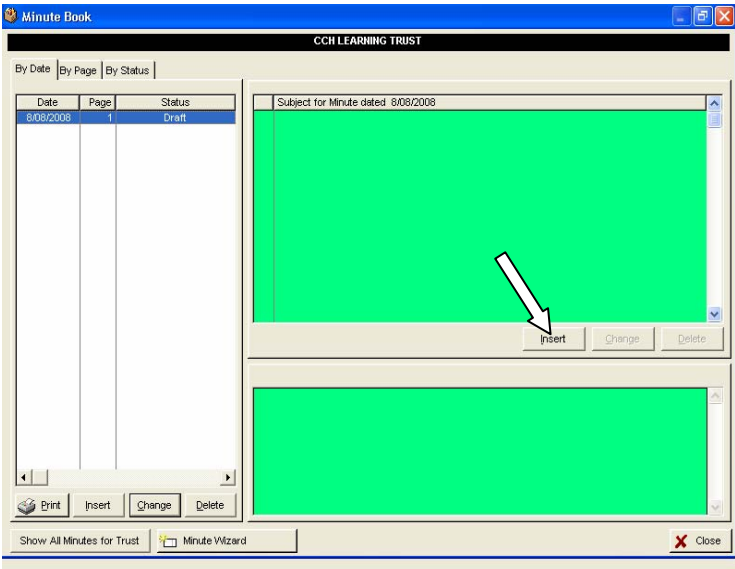
Present can be populated with the names of Trustees & Settlers by selecting **Default**.
Additional Attendees can be added by selecting the small square at the end of **In Attendance**

Venue, Present & In Attendance can also be typed directly into



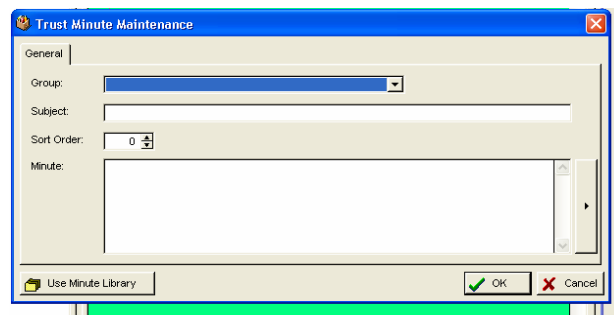
Select **OK**

You now have a **Blank Page** in your Minute Book (shown in Green)

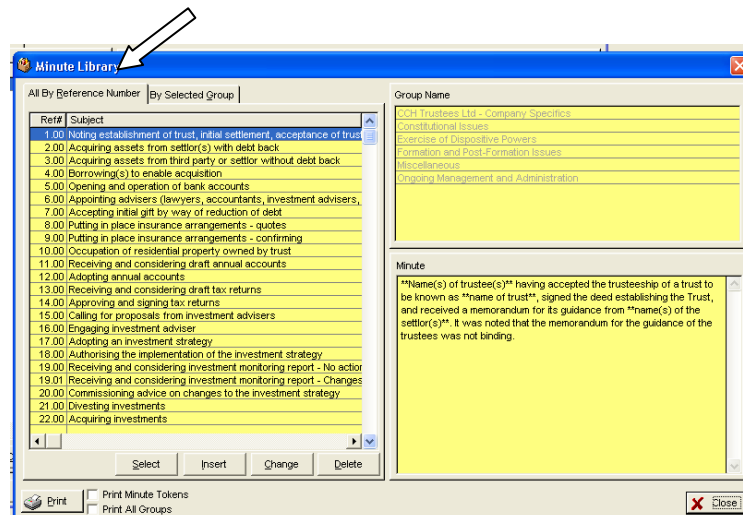


To Add Minutes to blank page, select **Insert** (mid right screen)

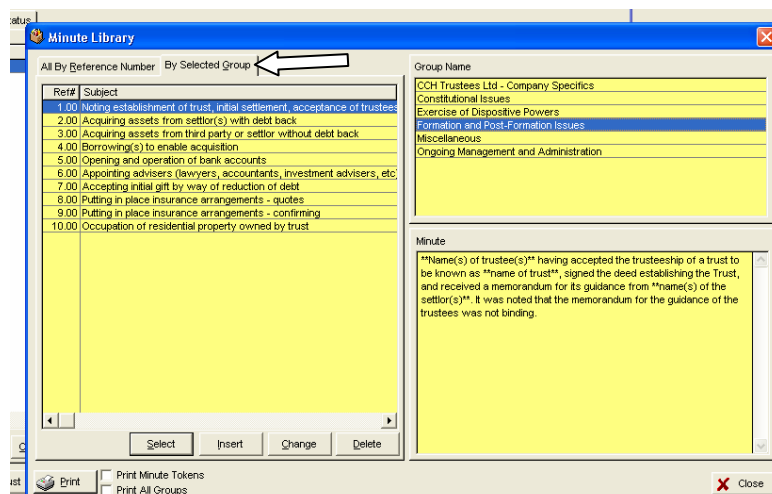
This opens the Trust Minute Maintenance Screen



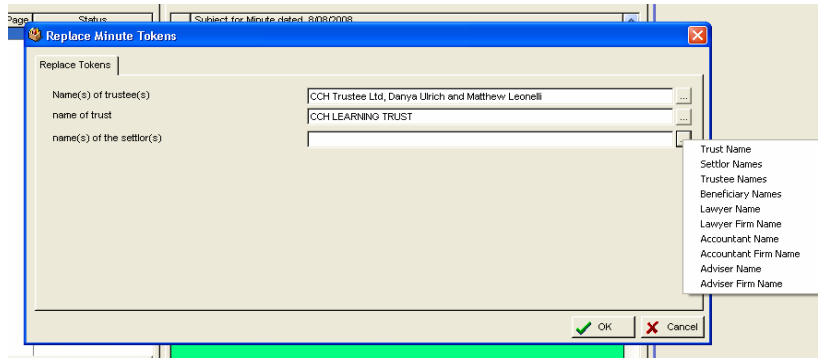
Select Use Minute Library. The CCH Minute Library contains a large number of Minute Templates, separated into Minute Groups



Tip: It can be difficult to find the minute you are looking for in the 'All By Reference Number' view. Select By Selected Group tab to make searching easier.

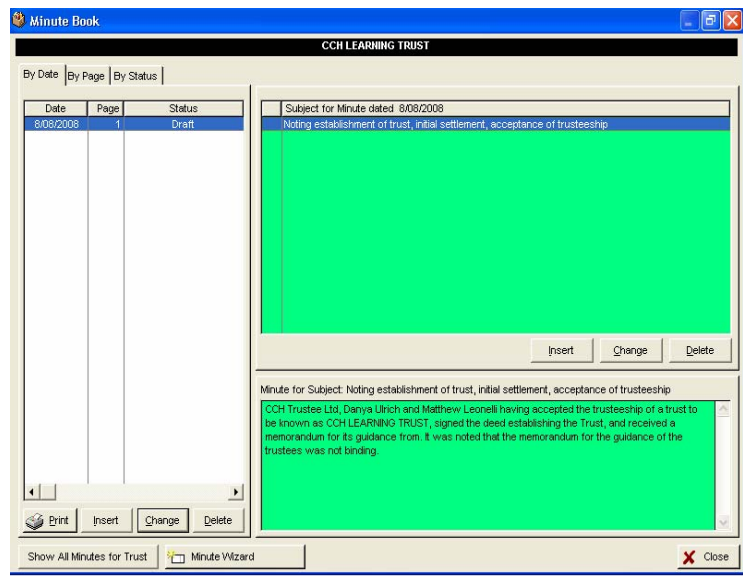


The highlighted Minute is shown in full in the bottom right screen. Select the Minute you want to add to your Page in the Minute Book



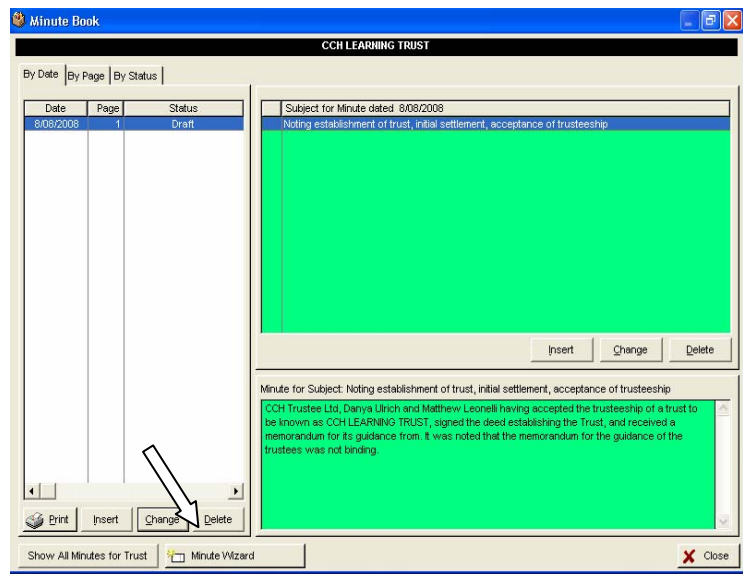
You will now see a screen similar to Step 3 in the Precedent Wizard where you can insert the relevant detail for this trust. Select the small square box to access the drop down menu or, if no drop down is available you can type information directly into the field.

Select OK, then OK



You now have 1 minute added to your Page. Continue the process - Insert, Select Minute, use Drop Downs or Type to add information, click OK - until you have added all the Minutes you require.

To Create your Minute Document, select Minute Wizard



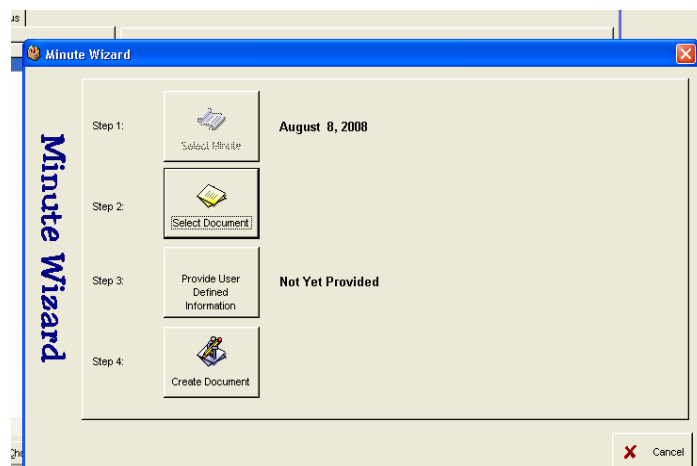
You can now create your Minute Document using the same 4 Step Wizard we saw when using the Precedent Wizard.

Step 1 - This will be completed for you

Step 2 - Select the Minute Document

Step 3 - As information is added on each individual Minute, there is no Step 3 to perform in the Minute Wizard. This option will be greyed out.

Step 4 - Create Document



You have now created your Minute Document in Word - see example below

Once the Minutes Document is signed you should return to the Page in the Minute Book and Change the Status from Draft to Executed. (select Change, bottom Left)

Note: It is possible to customise the Minute Library by editing existing templates, adding additional templates or creating combined minutes*

*Combined minutes - if you always use, for example, Minute 1 to 6 when establishing a new Trust, these can be combined into a single Minute to reduce data entry time.

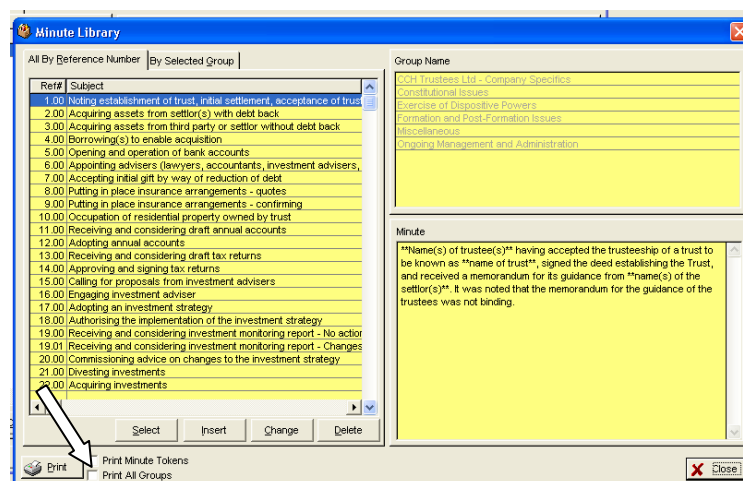
You can also add a Resolutions Documents (without venue/attended details) for when a physical meeting does not take place

Action Point: Does the Minute Library contain all the templates I need? Do I need a Resolutions Document as well as a Minutes Document?

Tip: If your company uses dictation for Trust Minutes get your partners/authors familiar with the Minute Library. Dictation can then be reduced to citing the reference number of the minutes only.

To Print the Minute Library

Select Maintenance (from main screen menu), select Libraries, Select Minutes



Select **Print All Groups** for a full list of Standard Minutes available

Use this list to identify combined minutes you may want to create, changes you may want to make to the standard templates or additions you may want to make to the library.

EXAMPLE MINUTE DOCUMENT

**Minutes for Trust
CCH LEARNING TRUST**

Date: August 8, 2008

Venue: CCH NZ

Present: Amanda Armstrong (Director, CCH Trustee Ltd), Danya Ulrich and Matthew Leonelli

In Attendance: CCH Accounts Ltd (James Smith)

Noting establishment of trust, initial settlement, acceptance of trusteeship

CCH Trustee Ltd, Danya Ulrich and Matthew Leonelli having accepted the trusteeship of a trust to be known as CCH LEARNING TRUST, signed the deed establishing the Trust, and received a memorandum for its guidance from. It was noted that the memorandum for the guidance of the trustees was not binding.

Acquiring assets from settlor(s) with debt back

Following discussion regarding the purposes of the trust it was resolved to purchase the following assets from Danya Ulrich and Matthew Leonelli on the terms set out in a deed of sale and purchase and acknowledgment of debt and, for the purpose of such purchase, to enter into and execute the deed of sale and purchase and acknowledgment of debt between Danya Ulrich and Matthew Leonelli and the trustees:
Family Home in Devonport

Acquiring assets from third party or settlor without debt back

It was resolved to purchase Family Home in Devonport from Danya Ulrich and Matthew Leonelli on the terms set out in [name and description of assets being acquired] and to enter into the [Description of agreement/contract recording terms of purchase].

Amanda Armstrong (Director, CCH Trustee Ltd)

Danya Ulrich

Matthew Leonelli