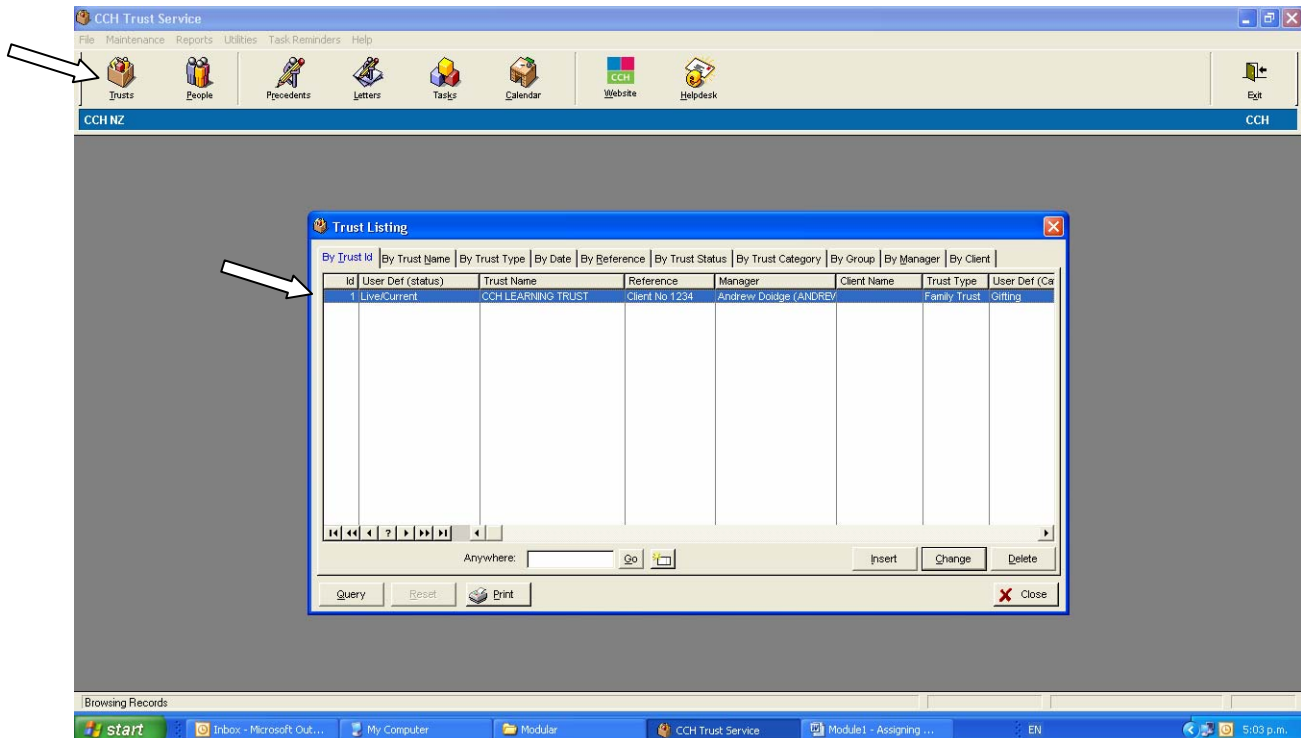


# TRUST SERVICE TRAINING - LEVEL 1

## SESSION 3.7

### ASSETS, REVENUES & DISTRIBUTIONS

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

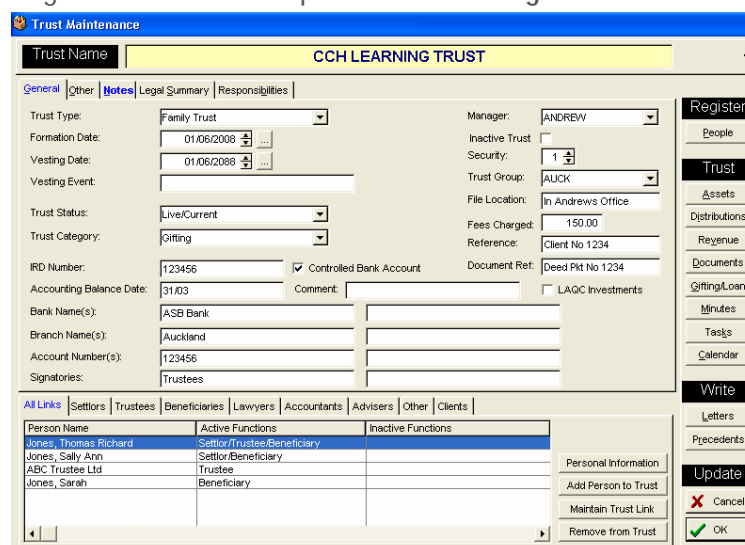


The screenshot shows the CCH Trust Service application window. The top toolbar contains icons for 'Trusts', 'People', 'Precedents', 'Letters', 'Tasks', 'Calendar', 'Website', and 'Helpdesk'. The 'Trusts' icon is highlighted with a white arrow. Below the toolbar, the 'Trust Listing' window is open, displaying a table with the following data:

Id	User Def (status)	Trust Name	Reference	Manager	Client Name	Trust Type	User Def (Ca
1	Live/Current	CCH LEARNING TRUST	Client No 1234	Andrew Dougde (ANDREW)		Family Trust	Gifting

The 'Trust' icon in the right-hand menu of the 'Trust Listing' window is also highlighted with a white arrow.

Select Assets from Right Hand Menu to open the Trust Register of Assets & Liabilities

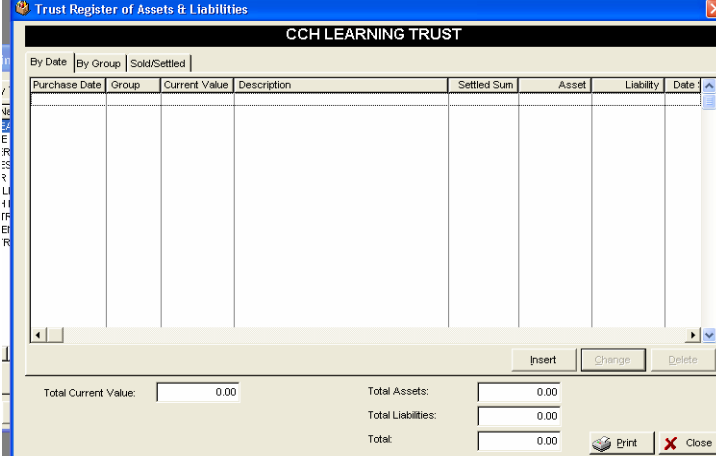


The screenshot shows the 'Trust Maintenance' window for 'CCH LEARNING TRUST'. The 'Assets' option in the right-hand menu is highlighted with a white arrow. The window displays various fields for trust information, including:

- Trust Name: CCH LEARNING TRUST
- Trust Type: Family Trust
- Formation Date: 01/06/2008
- Vesting Date: 01/06/2008
- Trust Status: Live/Current
- Trust Category: Gifting
- IRD Number: 123456
- Accounting Balance Date: 31/03
- Bank Name(s): ASB Bank
- Branch Name(s): Auckland
- Account Number(s): 123456
- Signatories: Trustees
- Manager: ANDREW
- Inactive Trust:
- Security: 1
- Trust Group: AUCK
- File Location: In Andrews Office
- Fees Charged: 150.00
- Reference: Client No 1234
- Document Ref: Deed Pkt No 1234
- Controlled Bank Account:
- LAQC Investments:

The right-hand menu includes options like 'Register', 'People', 'Trust', 'Assets', 'Distributions', 'Revenue', 'Documents', 'Gifting/Loan', 'Minutes', 'Tasks', 'Calendar', 'Write', 'Letters', 'Precedents', 'Update', 'Cancel', and 'OK'.

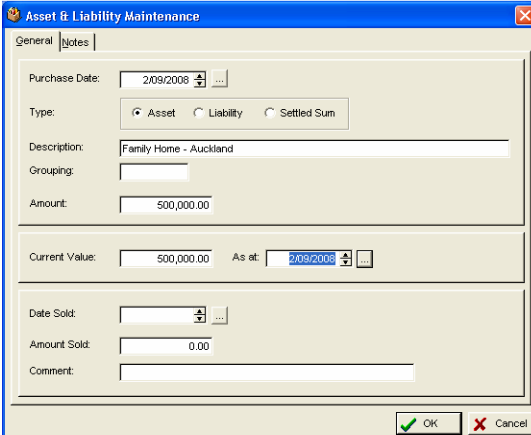
Select Insert to add a new Asset



Purchase Date	Group	Current Value	Description	Settled Sum	Asset	Liability	Date

Total Current Value: 0.00      Total Assets: 0.00  
 Total Liabilities: 0.00  
 Total: 0.00

Type Date, Select Asset or Liability & Add the details



Purchase Date: 2/09/2008

Type:  Asset    Liability    Settled Sum

Description: Family Home - Auckland

Grouping:

Amount: 500,000.00

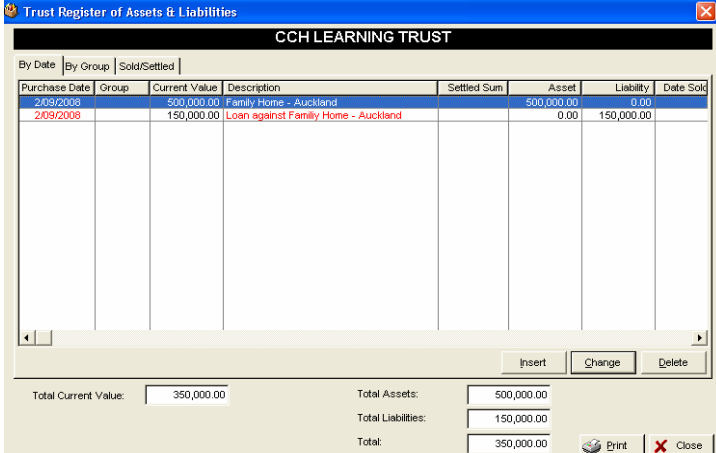
Current Value: 500,000.00    As at: 2/09/2008

Date Sold:

Amount Sold: 0.00

Comment:

Assets are shown in Black, Liabilities in Red. A total current value is given, bottom left

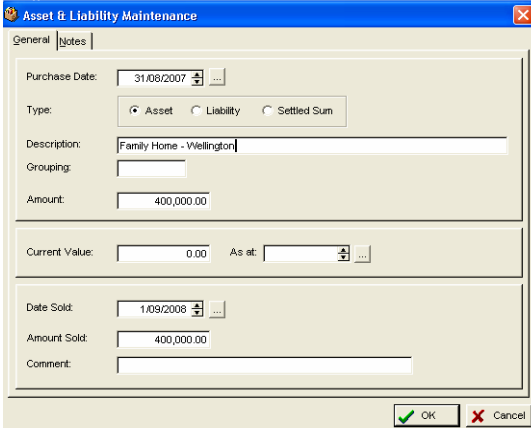


Purchase Date	Group	Current Value	Description	Settled Sum	Asset	Liability	Date Sold
2/09/2008		500,000.00	Family Home - Auckland		500,000.00	0.00	
2/09/2008		150,000.00	Loan against Family Home - Auckland		0.00	150,000.00	

Total Current Value: 350,000.00      Total Assets: 500,000.00  
 Total Liabilities: 150,000.00  
 Total: 350,000.00

## Assets & Liabilities that are Sold or Settled

Highlight the item on the list



Asset & Liability Maintenance

General | Notes

Purchase Date: 31/08/2007

Type:  Asset  Liability  Settled Sum

Description: Family Home - Wellington

Grouping:

Amount: 400,000.00

Current Value: 0.00 As at:

Date Sold: 1/09/2008

Amount Sold: 400,000.00

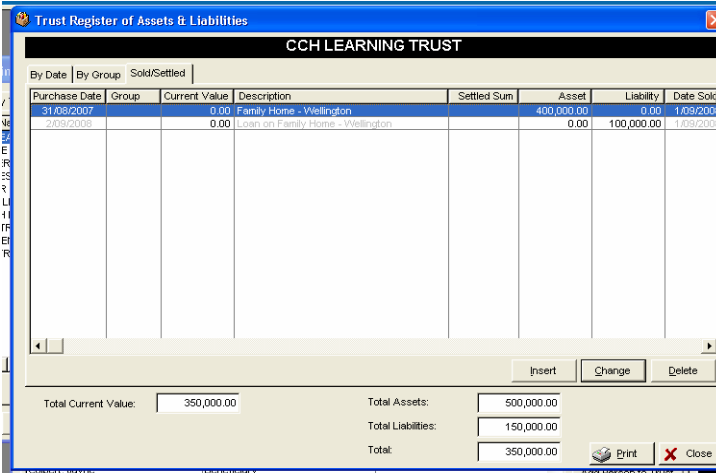
Comment:

OK Cancel

Select Change

Type a Date Sold & Amount Sold

The item will now appear only on the Sold/Settled Tab



Trust Register of Assets & Liabilities

CCH LEARNING TRUST

By Date | By Group | Sold/Settled

Purchase Date	Group	Current Value	Description	Settled Sum	Asset	Liability	Date Sold
31/08/2007		0.00	Family Home - Wellington		400,000.00	0.00	
2/09/2008		0.00	Loan on Family Home - Wellington		0.00	100,000.00	1/09/2008

Insert Change Delete

Total Current Value: 350,000.00

Total Assets: 500,000.00

Total Liabilities: 150,000.00

Total: 350,000.00

Print Close

To print a summary of the Assets & Liabilities Register, select Print

Report Preview

File View Zoom

Page: 1 Across: 1 Down: 1

### Trust Register of Assets & Liabilities

CCH NZ

Trust Name: CCH LEARNING TRUST Printed: 2/09/08 19:58

Date	Group	Current Value	Description	Asset	Liability
02/09/2008		500,000.00	Family Home - Auckland	500,000.00	
02/09/2008		150,000.00	Loan against Family Home - Auckland		150,000.00
		<b>350,000.00</b>		<b>500,000.00</b>	<b>150,000.00</b>
<b>Sold Assets &amp; Settled Liabilities</b>					
31/08/2007			Family Home - Wellington	400,000.00	
	Sold Information:	1/09/2008	400,000.00		
02/09/2008			Loan on Family Home - Wellington		100,000.00
	Sold Information:	1/09/2008	100,000.00		

## DISTRIBUTIONS

Select Distributions from Right Hand Menu to open the Trust Distributions Screen



**Trust Maintenance**  
**CCH LEARNING TRUST**

General | Other | **Notes** | Legal Summary | Responsibilities

Trust Type: Family Trust  
 Formation Date: 01/06/2008  
 Vesting Date: 01/06/2008  
 Trust Status: Live/Current  
 Trust Category: Gifting  
 IRD Number: 123456  
 Accounting Balance Date: 31/03  
 Bank Name(s): ASB Bank  
 Branch Name(s): Auckland  
 Account Number(s): 123456  
 Signatories: Trustees

Manager: ANDREW  
 Inactive Trust:   
 Security: 1  
 Trust Group: AUCK  
 File Location: In Andrews Office  
 Fees Charged: 150.00  
 Reference: Client No 1234  
 Document Ref: Deed Pit No 1234  
 LAGC Investments

**Register**  
 People  
**Trust**  
 Assets  
 Distributions  
 Documents  
 Gifting/Loan  
 Minutes  
 Tasks  
 Calendar

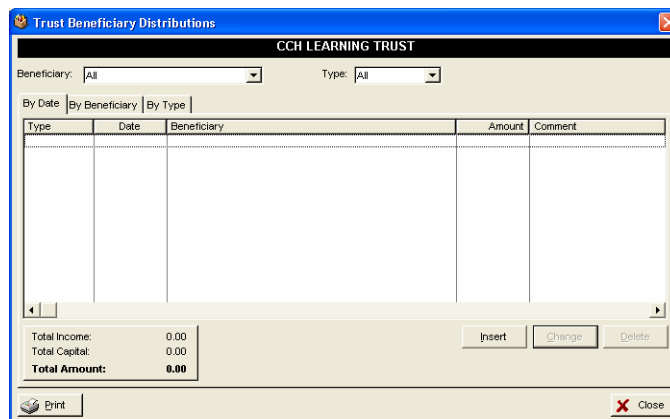
**Write**  
 Letters  
 Precedents

**Update**  
 Cancel  
 OK

Person Name	Active Functions	Inactive Functions
Jones, Thomas Richard	Settlor/Trustee/Beneficiary	
Jones, Sally Ann	Settlor/Beneficiary	
ABC Trustee Ltd	Trustee	
Jones, Sarah	Beneficiary	

Personal Information  
 Add Person to Trust  
 Maintain Trust Link  
 Remove from Trust

Select Insert



**Trust Beneficiary Distributions**  
**CCH LEARNING TRUST**

Beneficiary: All Type: All

By Date | By Beneficiary | By Type

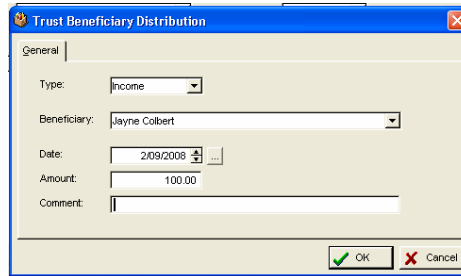
Type	Date	Beneficiary	Amount	Comment

Total Income: 0.00  
 Total Capital: 0.00  
**Total Amount: 0.00**

Insert Change Delete

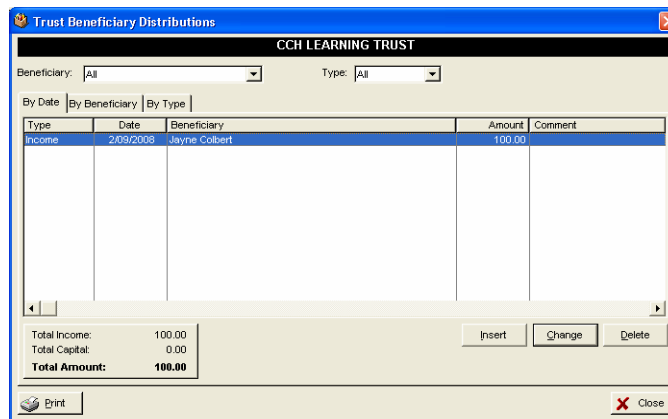
Print Close

- Select Distribution Type - Income or Capital
- Select Beneficiary to receive Distribution
- Select/Type date
- Type Amount
- Type any Comments Required



Trust Beneficiary Distribution  
 General  
 Type: Income  
 Beneficiary: Jayne Colbert  
 Date: 2/09/2008  
 Amount: 100.00  
 Comment:

Select OK to Save



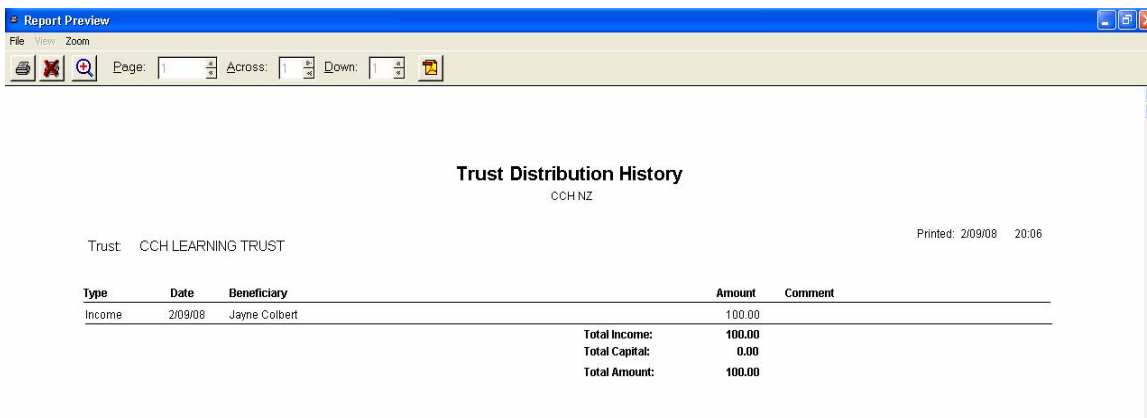
Trust Beneficiary Distributions  
 CCH LEARNING TRUST  
 Beneficiary: All Type: All  
 By Date | By Beneficiary | By Type

Type	Date	Beneficiary	Amount	Comment
Income	2/09/2008	Jayne Colbert	100.00	

Total Income: 100.00  
 Total Capital: 0.00  
**Total Amount: 100.00**

A total is shown on the bottom left of the screen

To print a Summary of the Distributions, select Print



Report Preview  
 File View Zoom  
 Page: 1 Across: 1 Down: 1

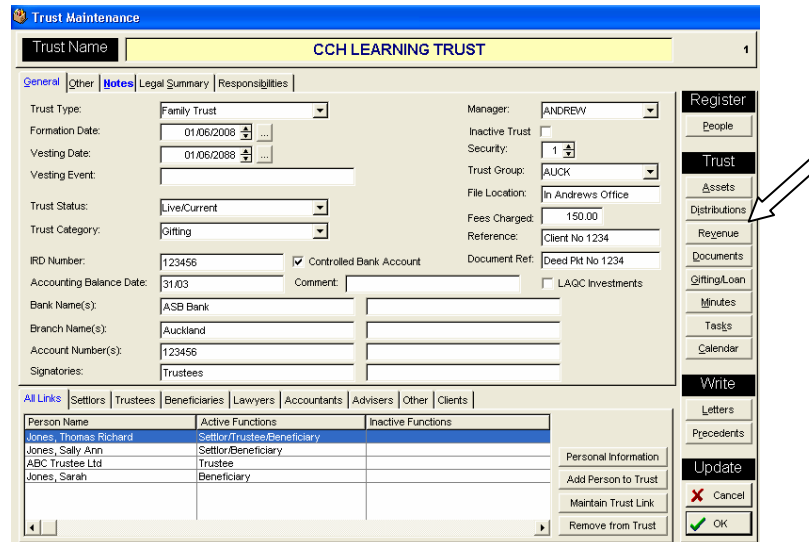
**Trust Distribution History**  
 CCH NZ

Trust: CCH LEARNING TRUST Printed: 2/09/08 20:06

Type	Date	Beneficiary	Amount	Comment
Income	2/09/08	Jayne Colbert	100.00	
<b>Total Income:</b>			<b>100.00</b>	
<b>Total Capital:</b>			<b>0.00</b>	
<b>Total Amount:</b>			<b>100.00</b>	

## REVENUE

Select Revenue from Right Hand Menu to open the Trust Revenue Screen



**Trust Maintenance**  
**Trust Name** CCH LEARNING TRUST 1

General | Other | **Notes** | Legal Summary | Responsibilities

Trust Type: Family Trust  
 Formation Date: 01/06/2008  
 Vesting Date: 01/06/2008  
 Trust Status: Live/Current  
 Trust Category: Gifting  
 IRD Number: 123456  
 Accounting Balance Date: 31/03  
 Bank Name(s): ASB Bank  
 Branch Name(s): Auckland  
 Account Number(s): 123456  
 Signatories: Trustees

Manager: ANDREW  
 Inactive Trust:   
 Security: 1  
 Trust Group: AUCK  
 File Location: In Andrews Office  
 Fees Charged: 150.00  
 Reference: Client No 1234  
 Document Ref: Deed Pit No 1234  
 LAGC Investments

**Register**  
 People  
**Trust**  
 Assets  
 Distributions  
**Revenue**  
 Documents  
 Gifting/Loan  
 Minutes  
 Tasks  
 Calendar

**Write**  
 Letters  
 Precedents

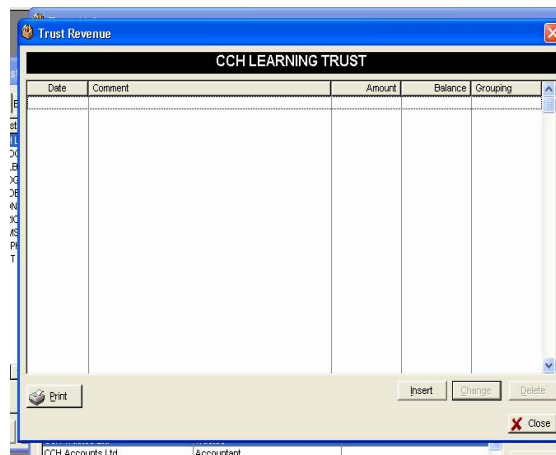
**Update**  
 Cancel  
 OK

All Links | Settlers | Trustees | Beneficiaries | Lawyers | Accountants | Advisers | Other | Clients

Person Name	Active Functions	Inactive Functions
Jones, Thomas Richard	Settlor/Trustee/Beneficiary	
Jones, Sally Ann	Settlor/Beneficiary	
ABC Trustee Ltd	Trustee	
Jones, Sarah	Beneficiary	

Personal Information  
 Add Person to Trust  
 Maintain Trust Link  
 Remove from Trust

Select Insert

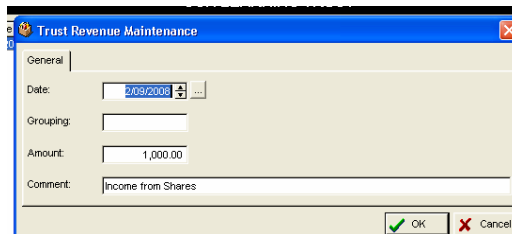


**Trust Revenue**  
**CCH LEARNING TRUST**

Date	Comment	Amount	Balance	Grouping

Print      Insert      Change      Delete      Close

- Select/Type date
- Type Group (if required)
- Type Amount
- Type any Comments



Trust Revenue Maintenance

General

Date: 2/09/2008

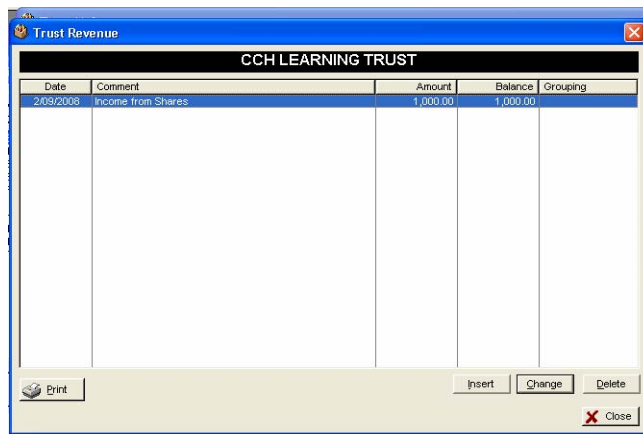
Grouping:

Amount: 1,000.00

Comment: Income from Shares

OK Cancel

Select OK to Save



Trust Revenue

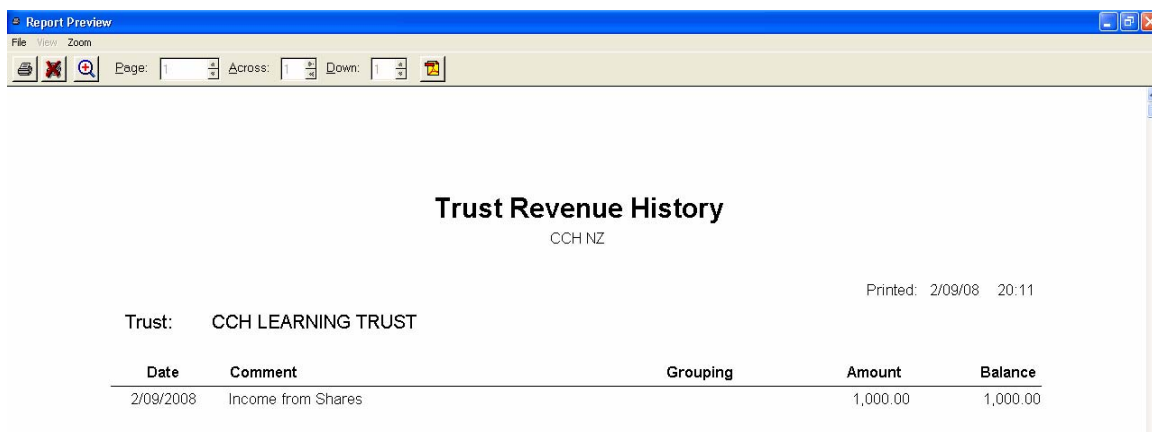
CCH LEARNING TRUST

Date	Comment	Amount	Balance	Grouping
2/09/2008	Income from Shares	1,000.00	1,000.00	

Print Insert Change Delete Close

There is no Total on the Revenue Screen

To print a Summary of the Revenue Screen, select Print



Report Preview

File View Zoom

Page: 1 Across: 1 Down: 1

### Trust Revenue History

CCH NZ

Printed: 2/09/08 20:11

Trust: CCH LEARNING TRUST

Date	Comment	Grouping	Amount	Balance
2/09/2008	Income from Shares		1,000.00	1,000.00