

TRUST SERVICE TRAINING - LEVEL 2

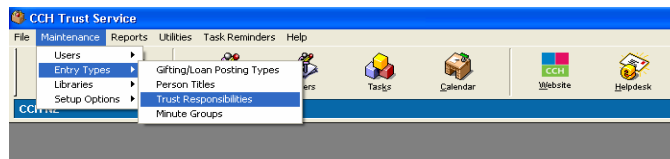
SESSION 5.6

RESPONSIBILITIES

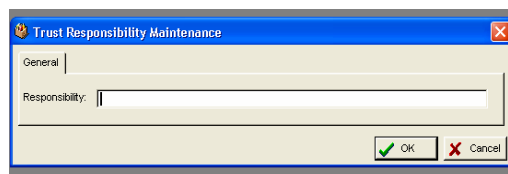
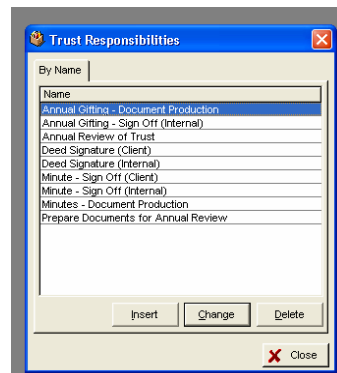
Responsibilities can be added to each Trust to show who is responsible for various processes or actions.

SET UP A TRUST RESPONSIBILITIES LIBRARY

Select Maintenance, select Entry Types, select Trust Responsibilities

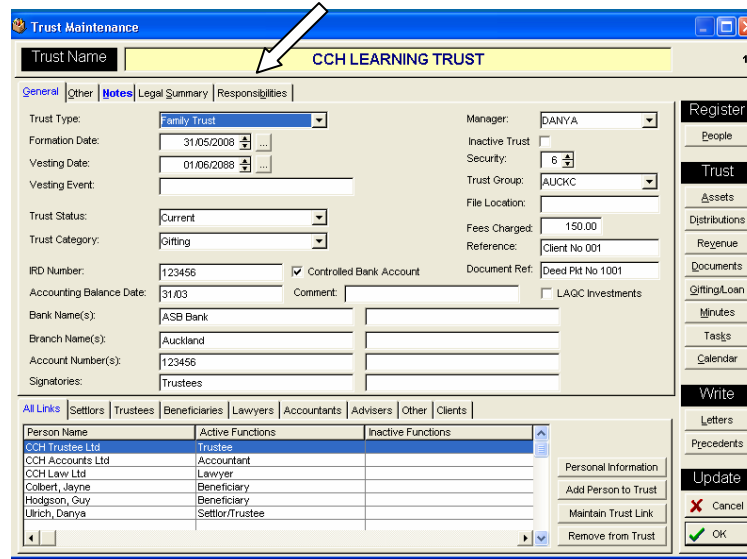


Select Insert & add the Responsibilities you wish to record against each Trust



ALLOCATING RESPONSIBILITIES WITHIN A TRUST

Select Responsibilities from the Trust Maintenance Screen



Trust Maintenance
Trust Name: **CCH LEARNING TRUST**

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

Trust Type: Family Trust
 Formation Date: 31/05/2008
 Vesting Date: 01/06/2008
 Vesting Event:
 Trust Status: 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

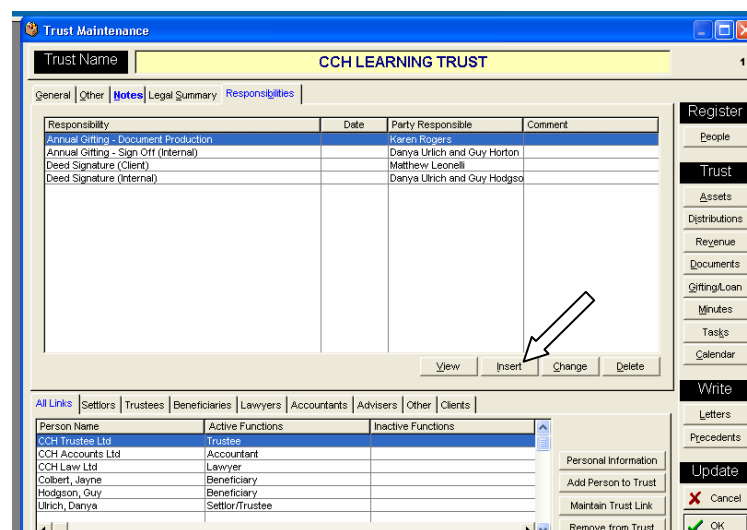
Manager: DANYA
 Inactive Trust:
 Security: 6
 Trust Group: AUCK
 File Location:
 Fees Charged: 150.00
 Reference: Client No 001
 Document Ref: Deed Pit No 1001
 LAGC Investments

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

Person Name	Active Functions	Inactive Functions
CCH Trustee Ltd	Trustee	
CCH Accounts Ltd	Accountant	
CCH Law Ltd	Lawyer	
Colbert, Jayne	Beneficiary	
Hodgson, Guy	Beneficiary	
Ulrich, Danya	Settlor/Trustee	

Buttons: Register, People, Trust, Assets, Distributions, Revenue, Documents, Gifting/Loan, Minutes, Tasks, Calendar, Write, Letters, Precedents, Update, Add Person to Trust, Maintain Trust Link, Remove from Trust, Cancel, OK

Select Insert



Trust Maintenance
Trust Name: **CCH LEARNING TRUST**

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

Responsibility	Date	Party Responsible	Comment
Admin Setup - Document Production		Matthew Leonell	
Annual Gifting - Sign Off (Internal)		Danya Ulrich and Guy Horton	
Deed Signature (Client)		Matthew Leonell	
Deed Signature (Internal)		Danya Ulrich and Guy Hodgson	

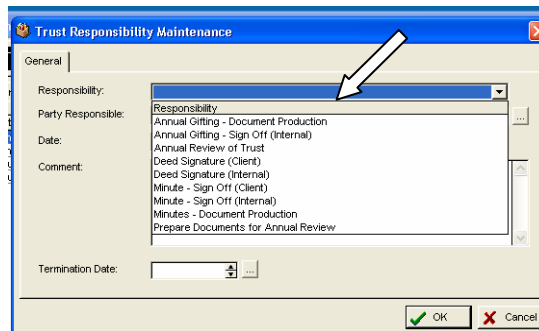
Buttons: Register, People, Trust, Assets, Distributions, Revenue, Documents, Gifting/Loan, Minutes, Tasks, Calendar, Write, Letters, Precedents, Update, Add Person to Trust, Maintain Trust Link, Remove from Trust, Cancel, OK

View | **Insert** | Change | Delete

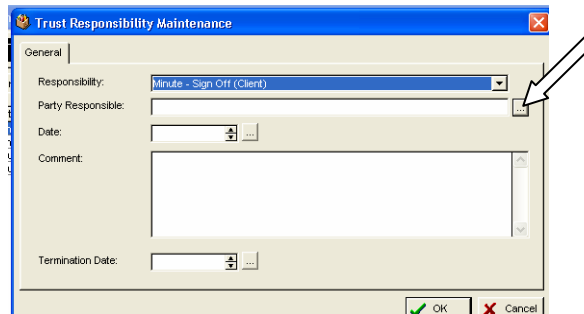
All Links | Settlers | Trustees | Beneficiaries | Lawyers | Accountants | Advisers | Other | Clients

Person Name	Active Functions	Inactive Functions
CCH Trustee Ltd	Trustee	
CCH Accounts Ltd	Accountant	
CCH Law Ltd	Lawyer	
Colbert, Jayne	Beneficiary	
Hodgson, Guy	Beneficiary	
Ulrich, Danya	Settlor/Trustee	

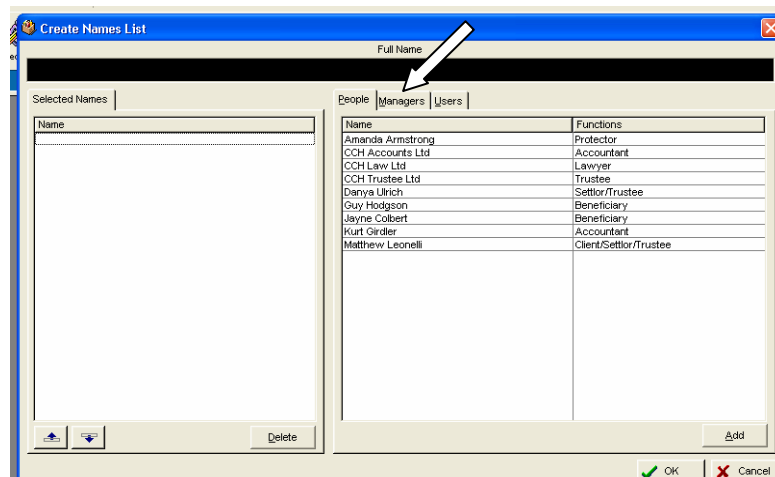
Select Responsibility from the list you created earlier



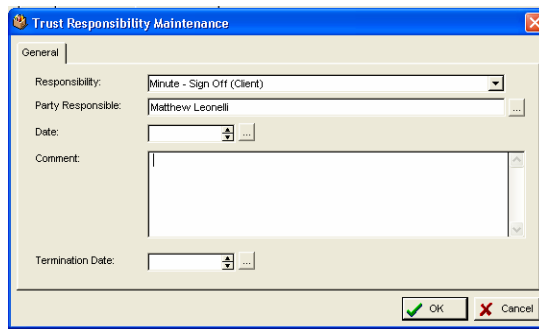
Select the Party Responsible



You can choose from all People associated with the Trust, all Managers & all Users (see tabs, top right)



Add a Date, Comment & Termination Date if required



Trust Responsibility Maintenance

General

Responsibility: Minute - Sign Off (Client)

Party Responsible: Matthew Leonelli

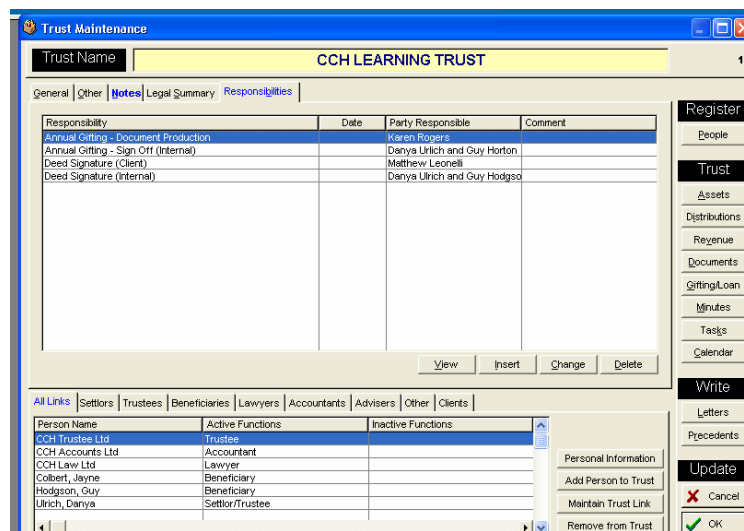
Date: [Date Picker]

Comment: [Text Area]

Termination Date: [Date Picker]

OK Cancel

Click OK & repeat until all Responsibilities are added



Trust Maintenance

Trust Name: CCH LEARNING TRUST

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

Responsibility	Date	Party Responsible	Comment
Annual Gifting - Document Production		Karen Rogers	
Annual Gifting - Sign Off (Internal)		Danya Ulrich and Guy Horton	
Deed Signature (Client)		Matthew Leonelli	
Deed Signature (Internal)		Danya Ulrich and Guy Hodgso	

View Insert Change Delete

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

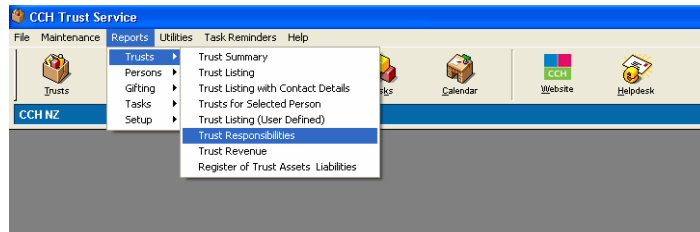
Person Name	Active Functions	Inactive Functions
CCH Trustees Ltd	Trustee	
CCH Accounts Ltd	Accountant	
CCH Law Ltd	Lawyer	
Colbert, Jayne	Beneficiary	
Hodgson, Guy	Beneficiary	
Ulrich, Danya	Settlor/trustee	

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

Register
People
Trust
Assets
Distributions
Revenue
Documents
Gifting/Loan
Minutes
Tasks
Calendar
Write
Letters
Precedents
Update
Cancel
OK

REPORTING ON RESPONSIBILITIES

Select Reports, select Trusts, select Trust Responsibilities



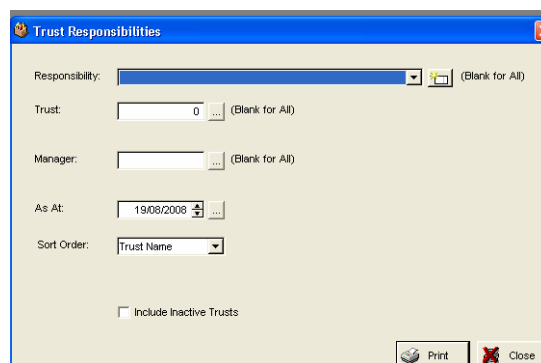
Select Responsibilities, or leave blank for all

Select Trust, or leave blank for all

Select Manager, or leave blank for all

Select Date Range

Chose Sort Order



Select Print to print to report to screen



Trust Responsibilities

CCH NZ

As At 19/08/2008. Sorted By Trust Name

Printed: 19/08/08 11:46

Responsibility	Party Responsible	Trust	Manager	Start Date	End Date
Annual Gifting - Document Production	Karen Rogers	CCH LEARNING TRUST	DANYA		
Annual Gifting - Sign Off (Internal)	Danya Ulrich and Guy Horton	CCH LEARNING TRUST	DANYA		
Deed Signature (Client)	Matthew Leonelli	CCH LEARNING TRUST	DANYA		
Deed Signature (Internal)	Danya Ulrich and Guy Hodgson	CCH LEARNING TRUST	DANYA		
Minute - Sign Off (Client)	Matthew Leonelli	CCH LEARNING TRUST	DANYA		
Annual Review	Andrew Doidge	DOIDGE FAMILY TRUST	ANDREW		
Gifting	CCH Accounts Ltd	DOIDGE FAMILY TRUST	ANDREW		

[Return to Session 5.1 to set the Responsibilities if required](#)