

HOSPICE GIVING FOUNDATION

Life Stages: Financial Planning for Peace of Mind

YOU'VE BEEN NAMED A SUCCESSOR TRUSTEE: Duties of the Trustee

Getting Started

- Reviews trust agreement
- Marshals the assets
- Meets with beneficiary and/or grantor to determine investment objectives and income/principal needs

Administration

- Manages recordkeeping for all assets
- Completes an inventory of all trust assets – keeps track of all cost basis and acquisitions for tax purposes
- Arranges for appraisal of trust assets and determines property insurance needs

Bookkeeping responsibilities

- Records all income and principal distributions and receipts
- Takes care of all transaction activity
- Collects all income, e.g., dividends, interest payments. Makes sure they are either reinvested or distributed as established in agreement

Investment management coordination

- Draws up investment strategy according to objectives of trust agreement
- Manages investments according to market circumstances, safety of principal, and income needs
- Regularly reviews performance and objectives
- May delegate investment management

Responsibilities to beneficiaries

- Makes distributions to beneficiary as directed by agreement
- Supplies detailed statements on a regular basis outlining principal, income, and investment activity
- Takes care of financial obligations for medical needs if beneficiary is ill

Tax payment and recordkeeping

- Files annual income tax return and provides information for beneficiary tax return
- Compiles a record of adjusted cost basis and taxable income
- Manages investment to allow minimal tax exposure

Maintains neutral position

- Seeks legal counsel when and if needed
- Reports actions to an independent auditor
- Follows terms of trust agreement and avoids conflicts of interest

Distribution upon termination

- Arranges partial or final distribution according to trust agreement
- Divides the assets of the trust property between beneficiaries
- Supplies accounting information and tax data



Compassion Connects Us

Hospice Giving Foundation • 80 Garden Ct, Ste 201 • Monterey, CA 93940 • hospicegiving.org • (831) 333-9023