

## **GETTING STARTED**

- Review trust agreement
- Marshal the assets
- Meet with beneficiary and/or grantor to determine investment objectives and income/principal needs

## **ADMINISTRATION**

- Manage recordkeeping for all assets
- Complete an inventory of all trust assets - keeps track of all cost basis and acquisitions for tax purposes
- Arrange for appraisal of trust assets and determines property insurance needs

## **BOOKKEEPING RESPONSIBILITIES**

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

## **INVESTMENT MANAGEMENT COORDINATION**

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

## **RESPONSIBILITIES TO BENEFICIARIES**

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

## **TAX PAYMENT AND RECORDKEEPING**

- File annual income tax return and provides information for beneficiary tax return
- Compile a record of adjusted cost basis and taxable income
- Manage investment to allow minimal tax exposure

## **MAINTAINS NEUTRAL POSITION**

- Seek legal counsel when and if needed
- Report actions to an independent auditor
- Follow terms of trust agreement and avoids conflicts of interest

## **DISTRIBUTION UPON TERMINATION**

- Arrange partial or final distribution according to trust agreement
- Divide the assets of the trust property between beneficiaries
- Supply accounting information and tax data