



Trust Administration Service – Outline

Why we developed this service?

Do you realise that if you do not correctly administer your Trust it may result in it being deemed void in a contested situation? Quay Accountants have a team of experts who are experienced and proficient at Trust Administration and can take this complexity away from you. This will ensure all minutes are recorded, gifts and distributions are documented and will prevent any litigation against your Trust.

Who should use this service?

We provide this service to all our clients with Trusts to ensure that all the Trust financial statements are true and correct and major transactions are recorded in minutes.

What is involved?

We will require copies of your Trust Deeds and associated documents including Wills, Memorandum of Wishes and Powers of Attorney. We also require a copy of all past Trust Financial Statements, distributions and minutes to be submitted to us. All documents will be reviewed and filed in a central folder. We will advise of any missing documents and work with you to complete your file. We will then keep your file updated on an ongoing basis, recording any minutes or transactions as they take place. We will also keep on electronic copy of the file, ensuring there is a backup record of your documentation.

When should I begin using this service?

As soon as you become a client we will offer this service to you in conjunction with preparation of your annual accounts.

Call us now on 07 308 4414 (Whakatane) or 07 578 6069(Tauranga) to discuss Quay Accountants' Administering your Trust



Benefits of a Trust Administration Service

- You will have peace of mind knowing that your Trust is being administered correctly and will deliver your desired outcome
- You can have certainty that all statutory requirements for your Trust are being met
- Ensures your Trust is compliant with any legislation changes
- Ensures all your historical decisions and transactions are documented and completed
- Prevents any cause for litigation against your Trust
- Any potential areas of risk or concern will be highlighted to you
- If your Trust enters into a major transaction we can ensure optimal tax structuring and asset protection from the outset
- All your records are scanned with electronic back up maintained off site in the event of fire or other event.
- You will receive professional advice from a financial perspective
- Quay Accountants will work with you and your lawyer