

Top Tips

- Think carefully about who will be the trustees, as trustees have a great responsibility
- All Trust decisions need to be documented for transparency and accountability to beneficiaries
- Ensure the beneficiaries of the trust are those intended.
- Have an independent trustee in your trust to ensure independence in decision making



Feedback from our clients:

"In an increasingly complicated world, when it comes to meeting compliance obligations now being placed upon individuals as they establish and run their trusts it has been comforting to know that the expertise and level of record keeping brought to the fore by the team at CooperAitken Trustees allows our family to feel extremely confident in the day to day management of our affairs thus ensuring that the rationale and intentions of our family trust objectives will be carried out as planned and unchallenged." **Graeme & Heather Mellow**

"We recently had a meeting in the Thames office for our trust and received great friendly plain English advice." **Odette Harris**

I was exceptionally impressed with how the trust team manage the trust and the structure and information provided to me for the trust. I am so happy that the trust team at CooperAitken Limited are managing the administration of the trust; it is good peace of mind." **Robyn George**

With the right advice and assistance you can have peace of mind in regard to your Trust



Call us today and let us take the stress out of administering your Trust.

 **cooperaitken** accountants limited
creating freedom in your business

MORRINSVILLE

42 Moorhouse Street, PO Box 23
[p] 07 889 7153 [f] 07 889 7151

MATAMATA

2a Arawa Street, PO Box 51
[p] 07 888 8002 [f] 07 888 8556

THAMES

309b Pollen Street, PO Box 559
[p] 07 868 9945 [f] 07 868 9942

[e] mail@cooperaitken.co.nz
www.cooperaitken.co.nz

Having a trust and being a trustee can be complex and take time to manage



We can assist with your trustee duties and trust administration

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CooperAitken can help you throughout your life - both professionally and personally.

As well as our Accounting Service, we offer expertise in Payroll, Human Resources, ACC support, Software assistance and Trust Services.

Our services include trust administration, being an independent trustee and specialist trust work.

Trust Administration Service

A trust is a valuable way of protecting assets held for the benefit of others. CooperAitken recognise that clients may need help with meeting their trust obligations and with the duties of being a trustee.

Duties and obligations for trustees are increasing, and it can be difficult to keep up to date with what you need to do. We have a trust division who offer a trust administration service to assist in the effective management of trusts.

We can help you by:

- Maintaining the records of the trust.
- Reminding trustees of significant dates.
- Liaising with the trust's solicitors.
- Preparing appropriate minutes and obtaining signatures of trustees when required.
- Circulating six monthly questionnaires to capture and document major decisions.
- Arranging and attending annual meeting of trustees, preparing agenda, minutes and reporting to trustees.
- Carrying out a review of main aspects of the trust.
- Being available to discuss any matter relating to the trust.

PEACE OF MIND

- Trustees are aware of their duties and the liability of trustees is mitigated by effective trust administration.
- Regular trust reviews will ensure the trust is well run and meets its purpose.

SAVING YOU TIME

- Trust transparency and good management will reduce the chance of any legal issues in the future.
- We complete the trust administration.

Independent Trustee

Trustees make the decisions in a trust. Decisions made need to be accountable. Being a trustee comes with a great deal of responsibility.

Having CooperAitken as an independent trustee will:

- Strengthen the validity of the trust.
- Ensure the best interests of beneficiaries are considered with each decision made.
- Assist in the better management of the trust.
- Ensure the aim of the trust is followed.

CooperAitken offer an independent trusteeship service. Under this service we are actively involved in all decision making, reviewing and signing documentation, answering trust queries and reviewing the trust at each annual meeting.

Specialist Trust Work

CooperAitken often work with clients to ensure their trust coincides with their estate planning, in particular:

- Your Will can leave your personal assets to the trust for distribution according to the trust deed.
- Your Will can also appoint someone to have your power of appointment of trustees once you pass away.
- Enduring Powers of Attorney should be in place in case you become mentally incapable.
- A Memorandum of Wishes give trustees direction as to your wishes for the trust once you have passed away

We work closely with your lawyer to ensure affairs are tidy and up to date.

Call us today on 07 889 7153

And talk to our trust team who will work with you to ensure your trust is all in order and can really give you peace of mind.