



CCH Entities: Minute Builder (or Resolution Builder)

This guide will help you to understand what the Minute Builder is and how to use it.

Minute Builder

The Minute Builder is a way to create detailed and specific minutes and resolutions using a selection of small templates combined into a single document.

How to use the Minute Builder

1. Open the trust and go to DOCUMENTS, NEW then CREATE NEW DOCUMENT.
2. Select MINUTE BUILDER then NEXT.

Select Master Document
Step 1 ?

Minute v
All Groups v
Template Search 🔍
Reset

Keycode	Name	Notes
MINU01	Minute - minute builder	Notes
MINU02	Minute - draft format	Notes
MINU03	Minute - first meeting of trustees	Notes
MINU04	Minute - investment	Notes
MINU05	Minute - income distribution	Notes
MINU06	Minute - gifting	Notes
MINU07	Minute - annual	Notes
MINU08	Minute - security of advances by trusts to a related persons	Notes

Cancel
Next

3. Complete the basic document information.

Provide Custom Data for MINU01
Step 2 of 4 ?

View Notes
Use Last

Date of Minutes

Venue of Meeting

Options

Name(s) of all Present

Options

Cancel
Previous
Next

4. Find the individual minute template you would like to use. Filter by Group or Search for a specific word.

Select Minute to Include
Step 1 of 2 ?

?
All Minute Groups
Reset

Minute Name	Minute Group
Noting establishment of trust and initial settlement	Formation and Post-Formation Issues
Acquiring assets with debt back	Formation and Post-Formation Issues
Acquisition of assets with no debt back	Formation and Post-Formation Issues
Acceptance of gift	Formation and Post-Formation Issues
Trustee borrowings	Formation and Post-Formation Issues
Bank account	Formation and Post-Formation Issues
Appointing advisers	Formation and Post-Formation Issues
Insurance arrangements	Formation and Post-Formation Issues
Occupation of trust property	Formation and Post-Formation Issues
Receiving and considering draft financial statements	Ongoing Management and Administration
Adopting financial statements	Ongoing Management and Administration
Receiving and considering draft tax returns	Ongoing Management and Administration
Approving and signing tax returns	Ongoing Management and Administration
Calling for proposals from investment advisers	Ongoing Management and Administration

Cancel
Next

- Complete the information for the minute you have chosen. Information should be typed. Names can be selected if appropriate. Use Expand to add more information.

Provide Custom Data
Step 2 of 2 ?

Minute

The trustees have received: 1. the initial settlement onto trust of *\$Amount of initial settlement*. 2. a memorandum of wishes from *Name of person providing the memorandum of wishes*. The trustees have banked the initial settlement into the Trust's bank account. The trustees record that the memorandum of wishes is not binding them.

Amount of initial settlement Expand Names

Name of person providing the memorandum of wishes Expand Names

←
→

Cancel

Previous

Save & Select Another Minute

Save & Exit

- Select SAVE AND SELECT ANOTHER MINUTE to add more. Repeat step 5.
- Select SAVE AND EXIT when all minutes have been selected. You will now see a preview of your minutes. In this screen you can re-order the minutes if required. You can also manually ADD a further comment or minute. Select NEXT to create the document.

Provide Minute Details
Step 3 of 4 ?

Minute Detail

The trustees have received:

1. the initial settlement onto trust of \$\$1,000.

2. a memorandum of wishes from Sue Smith.

The trustees have banked the initial settlement into the Trust's bank account.

The trustees record that the memorandum of wishes is not binding them.

Following discussion regarding the purposes of the Trust, the trustees have acquired the following assets from Bens Surf Shack Ltd on the terms set out in a deed of sale and acknowledgment of debt dated 02/02/2020:

- House in Auckland.

Add

Delete

Manual

Move Down

Move Up

←
→

Cancel

Previous

Next

8. The document will be created in Word where it can be further edited if necessary.

MINUTES FOR TRUST Anderson Trust

Date: 02 June 2020

Venue: 123 Ocean Beach Road, Waihi, 3020

Present: Jenny Cooper, Sue Smith and CCH TRUSTEE SERVICES LIMITED

Noting establishment of trust and initial settlement

The trustees have received:

1. the initial settlement onto trust of \$\$1,000.
2. a memorandum of wishes from Sue Smith.

The trustees have banked the initial settlement into the Trust's bank account.

The trustees record that the memorandum of wishes is not binding them.

Acquiring assets with debt back

Following discussion regarding the purposes of the Trust, the trustees have acquired the following assets from Bens Surf Shack Ltd on the terms set out in a deed of sale and acknowledgment of debt dated 02/02/2020:

- House in Auckland.

Jenny Cooper

Sue Smith

Ben Haarmann

How to create Resolutions

1. Open the trust and go to DOCUMENTS, NEW then CREATE NEW DOCUMENT.
2. Select RESOLUTION BUILDER then follow the same steps as described above.

Document Register

1. Minute documents that have been created using the Minute Builder will show as 'Minute Builder' in the Document Register.
2. Select MODIFY to change the name.

Created	Time	Template	Name	Type	Sign Date	
02/06/2020	13:47	MINU01	Minute - minute builder	Minute		Open
02/06/2020	12:48	LETT18 New	Letter - beneficiary disclosure letter (Long)	Letter		New
02/06/2020	11:25	LETT17	Letter - beneficiary disclosure letter (Short)	Letter		Modify
27/05/2020	14:37	DEED03 New	Deed of Trust - single settlor and two family members	Precedent		Delete
27/05/2020	13:55	DEED02 New2	Deed of Trust - husband and wife as settlors	Precedent		Sign
27/05/2020	13:03	DEED01 New	Deed of Trust - single settlor	Precedent		Download
25/05/2020	15:54	IRD1052	IRD Guidance on CRS	Other		
25/05/2020	15:15	FATC01	FATCA Flow Chart	Other		
20/05/2020	09:05	LETT15	Letter - trustee retirement and appointment to solicitor	Letter		
20/05/2020	09:05	LETT15	Letter - trustee retirement and appointment to solicitor	Letter		
11/02/2020	12:19	DEED29	Deed of Variation of Clause 5.1 for DEED01 and DEED03 (Deed of Trust)	Precedent		
11/02/2020	12:00	DEED02	Deed of Trust - husband and wife as settlors	Precedent		
09/05/2019	11:58	OTH03	Data Entry Template	Other		
15/11/2016	13:00	OTH03	Data Entry Template	Other		
17/02/2016	13:53	MINU01	Copy of Minute - minute builder with number	Minute		
17/02/2016	13:52	MINU01	Copy of Minute - minute builder with number	Minute		
17/02/2016	13:50	MINU01	Copy of Minute - minute builder with number	Minute		
17/02/2016	13:49	MINU01	Copy of Minute - minute builder with number	Minute		
17/02/2016	10:57	MINU01	Minute - minute builder	Minute		

3. Rename as required.

Modify Trust Document Details

Document Type: Minute

Creation Date: 02/06/2020

Name: Minute - Annual Meeting

Locked / View Only

Save Cancel

Created	Time	Template	Name	Type	Sign Date
02/06/2020	13:47	MINU01	Minute - Annual Meeting	Minute	
02/06/2020	12:48	LETT18 New	Letter - beneficiary disclosure letter (Long)	Letter	
02/06/2020	11:25	LETT17	Letter - beneficiary disclosure letter (Short)	Letter	
27/05/2020	14:37	DEED03 New	Deed of Trust - single settlor and two family members	Precedent	
27/05/2020	13:55	DEED02 New2	Deed of Trust - husband and wife as settlors	Precedent	
27/05/2020	13:03	DEED01 New	Deed of Trust - single settlor	Precedent	
25/05/2020	15:54	IRD1052	IRD Guidance on CRS	Other	