Wolters Kluwer

CCH Entities

CCH Entities

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.

3. Complete the basic document information.

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

5. 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

6. Select SAVE AND SELECT ANOTHER MINUTE to add more. Repeat step 5.

7. 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.

3. Rename as required.