

# Mitigating Risk in Trust Account Administration



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- A central graphic showing two hands, one on the left and one on the right, holding a dark wooden frame. Inside the frame is a blue background with several white dollar signs (\$) scattered throughout. In the center of the frame is a list of topics related to trust account administration.
- Account Pre-Acceptance
  - Risk Tolerance
  - Statements
  - Unique Assets
  - The Investment Policy Statement
  - The Investment Action Plan
  - The 60-Day Review
  - Risk Ranking
  - Tax Returns
  - Incompetency
  - Revocable vs. Irrevocable
  - Estate Administration
  - ILITs
  - Discretionary Distributions
  - Disclaimers
  - Dissent



June 26, 2018  
SHAZAM Education Center  
CBAI Headquarters  
Springfield, IL

# Course Introduction

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In this class you and your teachers, Becky Kelly and Roger Pond, follow a client from pre-acceptance account review, revocable and irrevocable administration, estate administration, going full circle back into trust administration and finally, closure.

This is a participative program, so bring plenty of your own questions and examples.

## Who Should Attend?

Trust and compliance managers, administrators, trust auditors and trust associates would all benefit from attending this seminar.

# About the Presenters

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### What Others Have Said:

*"I attend every year. Very informative and up-to-date 'hot' topics are covered. Speakers are excellent."*

*Cathy Overstreet,  
Trust Officer  
Marine Bank, Springfield*

*"These trust seminars are great. I always learn new things. Becky and Roger make topics interesting and easy to understand by giving examples of their past experiences."*

*Deborah Gudeman,  
Trust Officer  
First Trust and Savings  
Bank, Watseka*

*"Best presentation by far. Took a hard subject and made it fun and interesting. Excellent work."*

*Gary Mueller  
Trust Officer  
Havana National Bank*

*"Very informative and entertaining presentation. We look forward to it each year."*

*Bridget Johnson,  
Trust Officer  
Marine Bank, Springfield*

**Becky T. Kelly** is a partner in The Fiduciary Education Center, LLC. Kelly most recently managed a community bank trust company. Previously, she was with Campbell University in its Trust Program creating an Executive Training Program and serving as trust placement officer. Prior to working with Campbell, Kelly was with Bank of America and its predecessors for 24 years in its Wealth Management Area. She is the dean of the Southeastern Trust School and executive director of the Trust Education Foundation, Inc. She has been in the trust field for more than 30 years. Kelly holds a B.S. from Longwood College, Farmville, VA, and an M.B.A. from James Madison University, Harrisonburg, VA, as well as being a Certified Financial Trust Advisor. She is a graduate of Southeastern Trust School, National Graduate Trust School, and Cannon Trust Schools I, II and III.

**Roger A. Pond** is a partner in The Fiduciary Education Center, LLC, which was established in 2002. Pond and Becky Kelly develop their own course curricula using Campbell University and its extensive Trust Library as a resource. Pond is a professor emeritus of the Trust Program at Campbell University, Buies Creek, NC, the only university to offer a trust degree in the United States. During Pond's 30-year trust career, he managed personal trust, employee benefits, corporate trust, and trust support areas including tax, real estate, and endowments and foundations. He is the assistant director of The Southeastern Trust School and the Certifying Trust Bankers School at Pinehurst, as well as a director of the Trust Education Foundation, Inc. and a member of the Duke Estate Planning Council. He holds a B.A. from Duke University, Durham, NC, and a J.D., *cum laude* from Washington and Lee University in Lexington, VA.

Pond and Kelly recently completed a Sheshunoff manual called *Trust Department Risk Management - Preparing for an Exam*. Both are active in teaching in the Accredited Trust Financial Advisor and Accredited Trust Operations Specialist designations offered through Campbell University and AccuTech University as well as the CTFA and other individually developed fiduciary training programs.

# Key Topics

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- Account Pre-Acceptance
- Risk Tolerance
- Statements
- Unique Assets
- The Investment Policy Statement
- The Investment Action Plan
- The 60-Day Review
- Risk Ranking
- Tax Returns
- Incompetency
- Revocable vs. Irrevocable
- Estate Administration
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- Dissent



# Registration Fees

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Fees include hand-out materials, refreshment breaks, and lunch. An income-tax deduction may be allowed for educational expenses undertaken to maintain or improve professional skills.

## Cancellation Policy

Registrants cancelling two days prior to each seminar receive 100% refund; one day prior, 50%; the day of the seminar, no refund. **All cancellations must be made in writing prior to the seminar day. Invoices and training materials will be sent to all "no shows."**

## CBAI MEMBER

One person.....	\$265
Two or more from same banking institution.....	\$245 each

## \*\*PROSPECTIVE-MEMBER

One person.....	\$465
Two or more from same banking institution.....	\$445 each

*CDD members receive a 10% discount.*

*\*\*Only financial institutions/firms eligible for CBAI membership.*

# Registration Form

MITIGATING RISK IN TRUST ACCOUNT ADMINISTRATION  
JUNE 26, 2018

**Please Print**

Name of Bank \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Tel. No. \_\_\_\_\_

Name/Title \_\_\_\_\_

E-Mail \_\_\_\_\_

(E-mail addresses are required for registration).

Name/Title \_\_\_\_\_

E-Mail \_\_\_\_\_

(E-mail addresses are required for registration).

I have special needs, please contact me before the seminar.

**Please select your payment method.**

Check Enclosed

Check in Mail

Pay at Door

Credit Card\*

*\*If you are paying by credit card, please fill out the following information.  
(Visa & MasterCard accepted).*

Name as It Reads on Card \_\_\_\_\_

Company Name on Card \_\_\_\_\_

Billing Address of Card \_\_\_\_\_

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Three Digit Security Code \_\_\_\_\_



Click it in:  
[www.cbai.com](http://www.cbai.com)



Mail it in:  
CBAI Education Department  
901 Community Drive  
Springfield, IL 62703-5184



Fax it in:  
(217) 585-8738



Call it in:  
(800) 736-2224 (Illinois only)  
(217) 529-2265

## Date and Location

**June 26, 2018**

SHAZAM Education Center  
CBAI Headquarters  
901 Community Drive  
Springfield, IL 62703  
217/529-2265

## Agenda

Registration begins at 8:30 a.m. The seminar runs from 9 a.m. to approximately 4 p.m. A Continental breakfast and lunch are provided.

CBAI is a registered Public Accounting Continuing Professional Education (CPE) provider by the Illinois Dept. of Financial and Professional Regulation.

## For More Information

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Valerie Johnston, Vice President  
Melinda McClelland, Vice President  
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