

## Our trust administration services

### What type of trusts does LA administer?

We administer hundreds of trusts, of all types.

### What makes LA's trust administration services different?

We run dedicated computer software for trust accounting and tax compliance purposes. We have a team of highly experienced people able to ensure that the trustees' obligations and responsibilities are discharged in a timely way. We provide advice to trustees whenever we think it appropriate or they ask for it.

### What administration services does LA provide?

As a trust is created and assets are placed in it, we draw together all the salient points and record them in a particular format so that the information is readily available to us as advisers, and, if requested by them, the trustees too. This record is kept updated so that it acts as a permanent record to which reference may be made at any time.

We timetable the production of trust accounts and the annual trust tax return for approval by the trustees, and then discharge payments on their behalf to HM Revenue & Customs (HMRC). We may make distributions of income and any capital to beneficiaries as the trustees decide. We deal with the production of tax certificates in order that beneficiaries have the information they need to complete any tax return or repayment claim.

### Why should trustees arrange for LA to administer the trust?

Trusts must be administered properly to ensure their objectives are achieved and any available tax saving, particularly inheritance tax, is preserved, and indeed enhanced in many cases, as assets placed within the trust grow over

time. HMRC like to see paper trails which demonstrate that the trustees' obligations have been observed throughout the life of the trust. Therefore, decisions by trustees at meetings should be minuted and those minutes kept as a permanent record.

### How much will it cost?

Costs for trust administration must obviously reflect the status of the trust and the extent of our involvement, with the nature of the assets being taken into account too, but especially if that has a direct bearing on the complexity or otherwise of the trust accounts and trust tax return. This may also have a bearing on the returns which have to be made from time to time in the case of many trusts to HMRC in respect of inheritance tax.

We normally envisage a start up fee of some £750 in order to set up the trust on the dedicated accounts and tax computer system, and for example to create the permanent record which we refer to above. After that, ongoing annual trust administration fees would normally be in the range of £700 to £950. This is only a guide however, as each trust, and the requirements of both it and the trustees may mean the estimate of our costs in any particular case will be higher or lower than this. We will give an estimate of costs when we have all the information we need. VAT will of course be added to all our costs.

### Who would be responsible for administration of the trust?

Michael Norton has overall responsibility for the administration of trusts within the firm and for the people in the trust administration and tax compliance group who undertake all the work involved. Michael regularly advises trustees in relation to all aspects of trusts. He is an Associate of the firm, and a chartered tax adviser by qualification.

For more information on trust administration please contact Michael Norton, Barry Glazier, Richard Fairbairn, David Parkhouse, Jeremy Mills, Emily Copping, Natalie Gamble, Paula Shea or Mahendree Naidoo of our Tax and Trusts team, who will be pleased to help you.