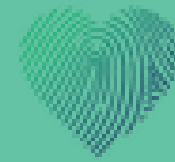


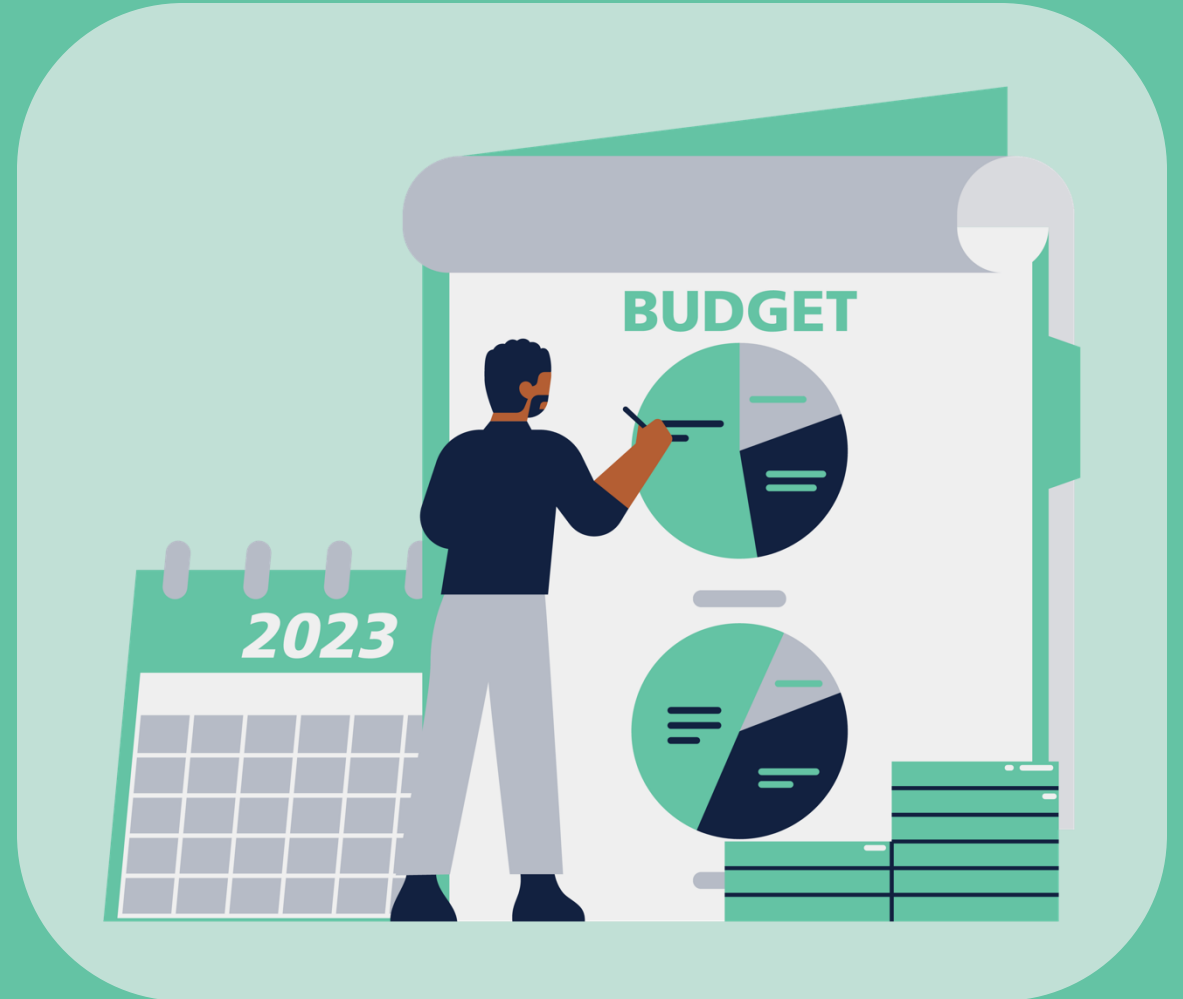


Bequest Assist



**INCLUDE
A CHARITY**

10 steps to becoming a proactive estate administrator



Disclaimer

This presentation contains general advice only. The advice contained within should not be relied upon without seeking professional advice pertaining to your unique circumstances.



1. Before the bequest arrives...



- Save time (you and the solicitor)
- Communicate key information (eg CGT, mailing address)
- Ensure double confirmation of bank details
- Prevent errors

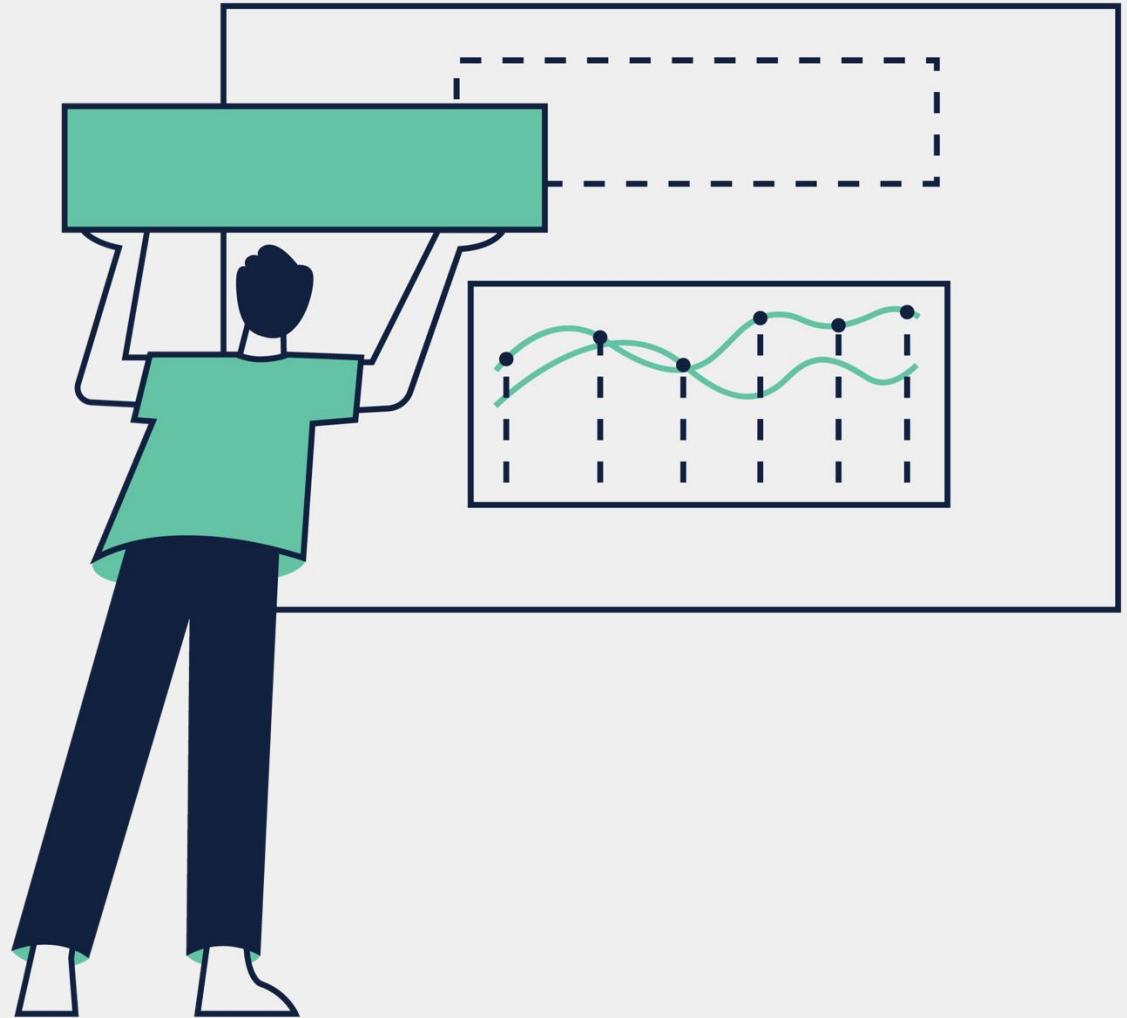
Bequest Information Sheet

- Name, ABN, registered address, contact
- Bank details
- DGR status, CGT, shares
- Executors' commissions
- Gratitude/acknowledgement



Other documents to have ready

- Bank statement
- DGR status
- Registration
- Name change documentation
- Past addresses
- TFNs





Basic email templates

- Notification of new bequest
- Re-request key documents
- Request for update
- Request for final statement
- Receipt attached



Other recommended templates

- Escalated requests
- CGT concerns
- Refusal to sign release/indemnity
- Executor's commission – agree/disagree
- Questions about final statement
- Fees question

I MEAN, I HAVE WON AWARDS FOR MY

ORGANIZATIONAL SKILLS.



2. Organising estate information and documents



What documents do you need?

- Will (or extract)
- Asset list
- Final statement

THIS IS THE LAST WILL AND TESTAMENT of me **DOROTHY ALICE ROSEMARY ATTWOOD** of 9 Woodcroft Avenue St Georges South Australia.

1. **I REVOKE** all former Wills and other testamentary dispositions made by me.

2. **I APPOINT** the partners or directors (as the case may be) at the date of my death of the firm or company carrying on practice under the firm name of **MELLOR OLSSON Solicitors** of 80 King William Street Adelaide South Australia or of the firm or company which at that date has succeeded to and carries on such practice to be the Executors and Trustees of this my Will and I express the wish that two and only two of such partners or directors shall prove my Will and act initially in its trusts. **I DECLARE** that the expression "my Trustees" shall refer to the Executors and Trustees or the Executor and Trustee for the time being hereof.

3. **IT IS MY WISH** that my body be cremated and my ashes be placed near the remains of my late friend **BETTY DAVIS** and **I DIRECT** my Trustees at the expense of my estate to cause a plaque suitably inscribed recording my death to be affixed thereabouts.

4. **I GIVE** all my real and personal estate to my Trustees upon trust:

- a) as to my stamp collection for my great-nephew **JOSHUA INCH** absolutely;
- b) as to my household furniture and household effects and all my articles of personal wear use and ornament not hereby otherwise disposed of for such of them **STAN DAVIS** and **CATHY DAVIS** both of 51 Lynton Avenue Millewood South Australia who survive me and **I EXPRESS** the wish (but without creating or imposing any trust in that regard) that they shall keep such items as they may want for their own use and benefit and shall distribute the remaining items as they would know to be in accordance with my wishes;
- c) as to the remainder of my estate **I DIRECT** my Trustees to sell call in and convert into money (subject to the powers hereinafter contained) such part or parts of my estate as shall not consist of money and to:
 - i) pay my funeral and testamentary expenses and debts and any duties in connection with my estate;

Basic information to collect

- Basics of the bequest
- Contact details
- Tick off as docs received
- Forecast
- Last action/update



I ORGANIZED ALL MY TEMPLATES INTO FOLDERS



**SO I GUESS YOU CAN SAY THAT
THINGS ARE GETTING PRETTY SERIOUS**

3. Check for CGT assets

- CGT = unnecessary and costing you money!
- Two main assets: shares and holiday homes



- Set a minimum to get involved
- Send email template to solicitor
- Follow up when large
- Check final statement



Examples:

- Holiday house = \$199,000 returned after going to ATO
- \$350,000 paid before charities could give instructions
- Executor grateful for advice!





stonks

4. Keep estates moving

- Ask for interim payments
- Ask for updates
- Prevent “stuck” estates





5. Negotiate on excessive commissions and fees

- Look at fees and commission together
- Commissions – must ask for permission if not in Will or through court
- Fees – check final statement

1. Gather all information
2. Assess if plainly fair – approve
3. Ask questions
4. Talk to co-beneficiaries
5. Negotiate



I have a very specific set of...

Negotiation skills



6. Check the final statement

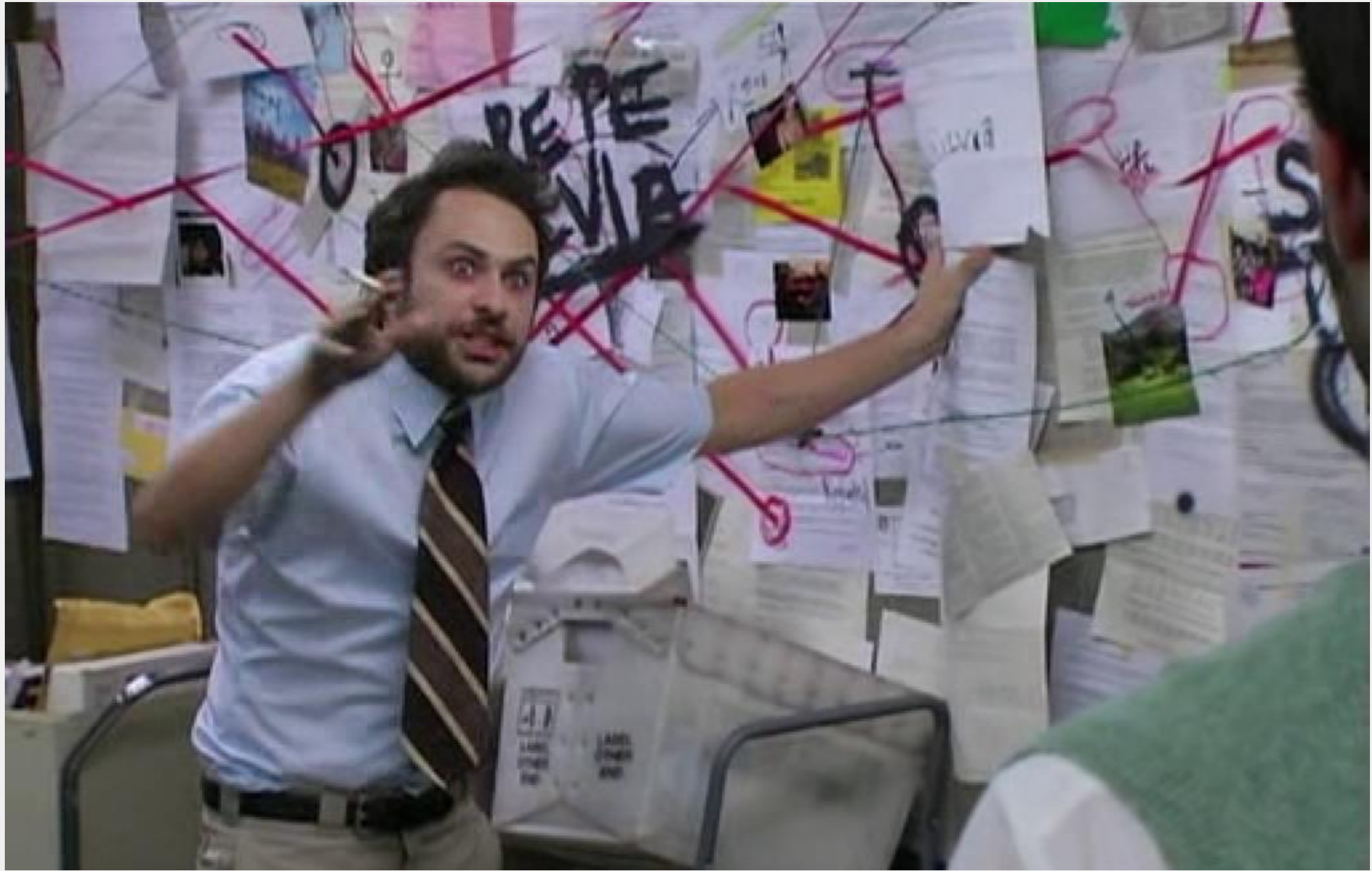
- Total value same or higher than asset list
- All assets called in
- Received all payments
- Anything held back?
- Charges and fees





Examples

- Bank account not called in
- \$100,000 retained for taxes
- Missing payment
- Took commission without asking



7. Don't ignore red flags

- Unprofessional email addresses
- Unwillingness to provide documents
- Undervalued assets
- \$ not adding up
- Some stuck estates





- Buy documents
- Questions to solicitor
- Talk to co-beneficiaries
- Track house sales
- Google stalk
- Check AEC
- Transfer documents
- Share hunting
- Caveat

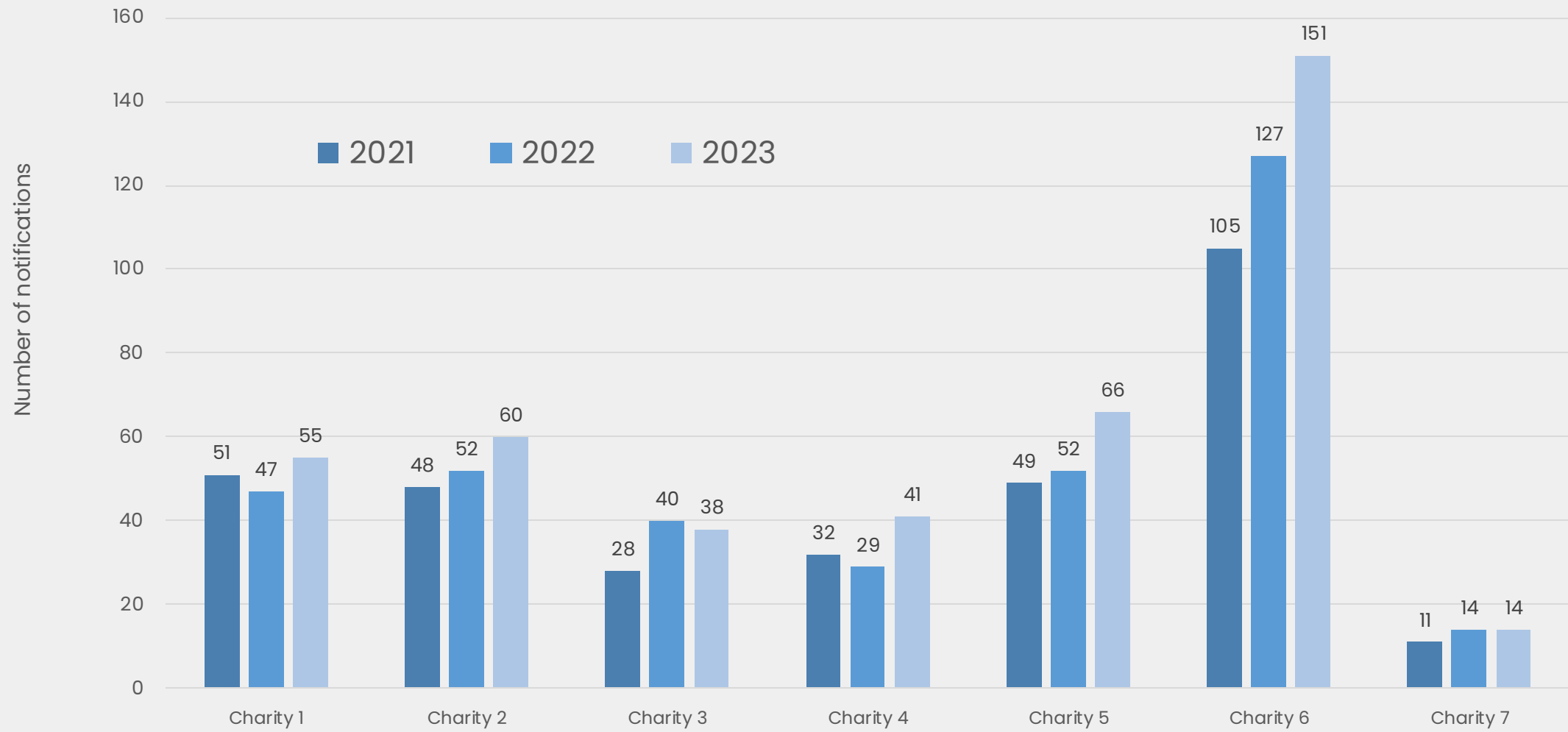


8. Collect data to inform acquisition work



- Bequestor demographics
- Year of Will
- Value of gift
- Other charities in Will
- Relationship to charity before death
- Number of notifications
- Legal problems

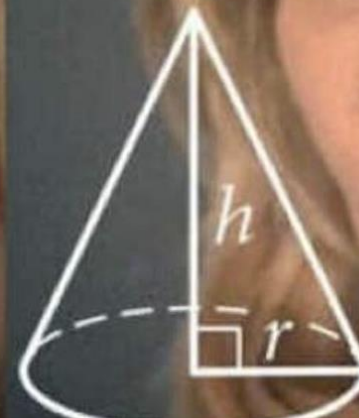
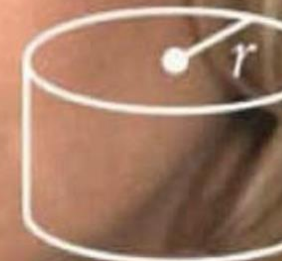







$A = \pi r^2$
 $C = 2\pi r$

$V = \frac{1}{3} \pi r^2 h$

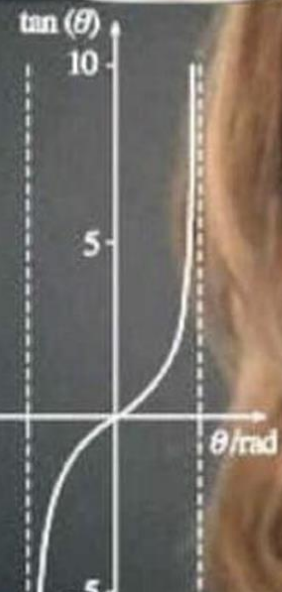



$V = \pi r^2 h$

	30°	45°	60°
sin	$\frac{1}{2}$	$\frac{\sqrt{2}}{2}$	$\frac{\sqrt{3}}{2}$
cos	$\frac{\sqrt{3}}{2}$	$\frac{\sqrt{2}}{2}$	$\frac{1}{2}$
tan	$\frac{\sqrt{3}}{3}$	1	$\sqrt{3}$



$\int \sin x dx = -\cos x + C$
 $\int \frac{dx}{\cos^2 x} = \tan x + C$
 $\int \tan x dx = -\ln|\cos x| + C$
 $\int \frac{dx}{\sin x} = \ln \left| \tan \frac{x}{2} \right| + C$
 $\int \frac{dx}{a^2 + x^2} = \frac{1}{a} \arctan \frac{x}{a} + C$
 $\int \frac{dx}{x} = \ln|x| + C$



$\alpha x^2 + bx + c = 0$
 $a(x^2 + \frac{b}{a}x + \frac{c}{a}) = 0$
 $x^2 + 2\frac{b}{2a}x + (\frac{b}{2a})^2 - (\frac{b}{2a})^2 - \frac{c}{a} = 0$
 $(x + \frac{b}{2a})^2 - \frac{b^2 - 4ac}{4a^2} = 0$

9. Fix your communications to future bequestors

- Have potential wording on your website
- Make sure it includes your ABN and address

It's easy to include a gift in your Will - legally known as a 'bequest'. All your solicitor needs is our ABN 57 001 594 074 and registered name - World Wide Fund for Nature Australia. Even a small share of what's left after your loved ones are provided for will help to protect the animals you love.

Step 2: Suggested wording for your Will

We encourage you to seek professional legal advice when planning or amending your Will.

Please note, it is essential that our organisation's full name and ABN is included in your wording to ensure that your gift will have the greatest impact for the rural, regional and remote communities we support across the furthest corners of NSW and ACT. **Royal Flying Doctor Service of Australia (SE Section) ABN 86 000 032 422, GPO Box 3537 SYDNEY NSW 2001.**

- Check old GIW emails
- Have a generalised GIW email
- Make sure the phone number works



A meme featuring a close-up of a man with glasses and a serious expression, likely from the TV show 'The Office'. The background is slightly blurred, showing an office setting with another person in the distance.

WEBSITE IS DONE!

**FALSE. A WEBSITE IS NEVER
"DONE"**



10. Acknowledge and celebrate!

- Obituaries
- Connect with executor
- How will you acknowledge?

- Personal questions to executor
- Letters/cards
- Impact reporting
- Annual report names
- Events
- Physical or digital memorial
- Room or program naming



Questions?