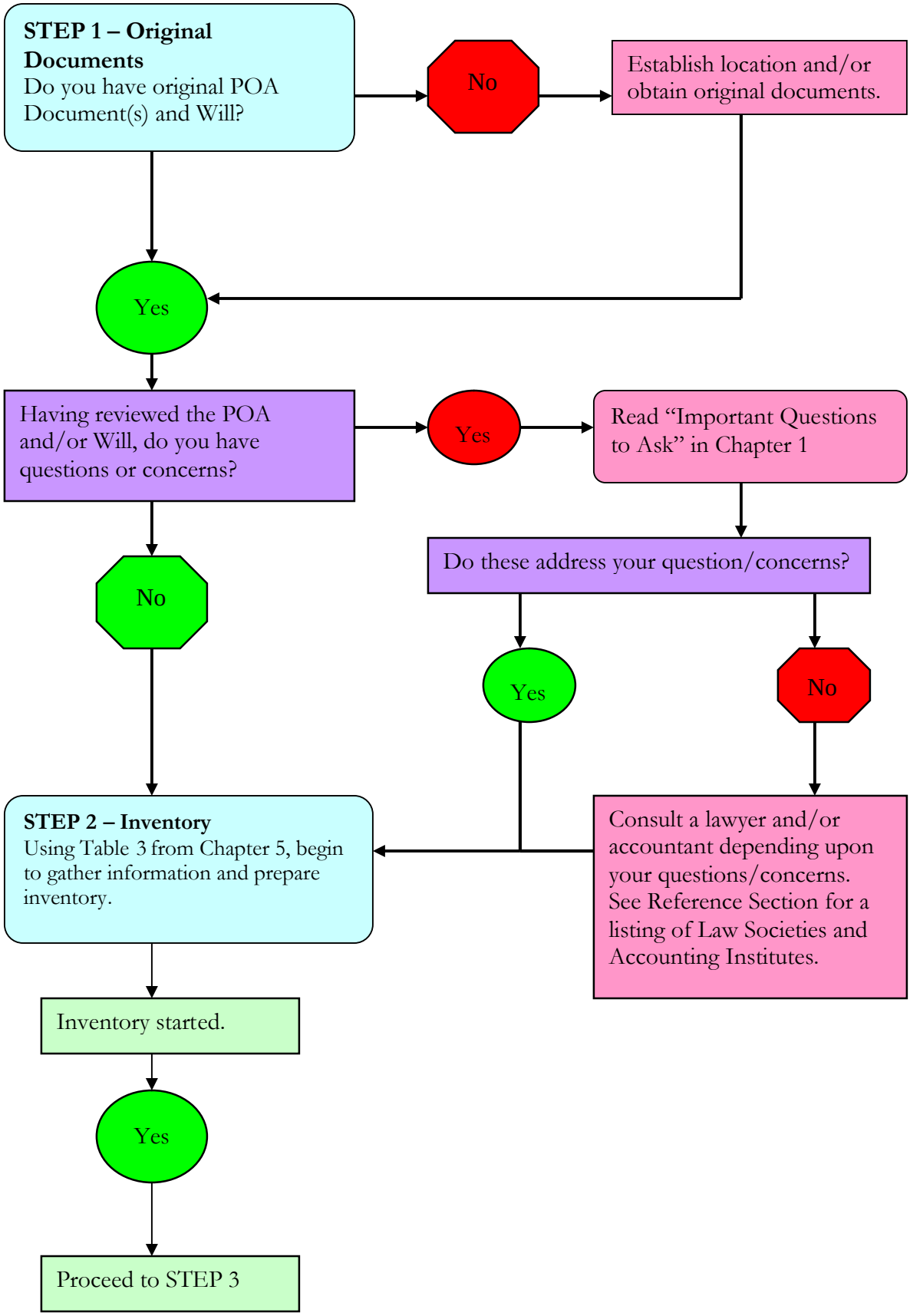
The Ten Steps at a Glance



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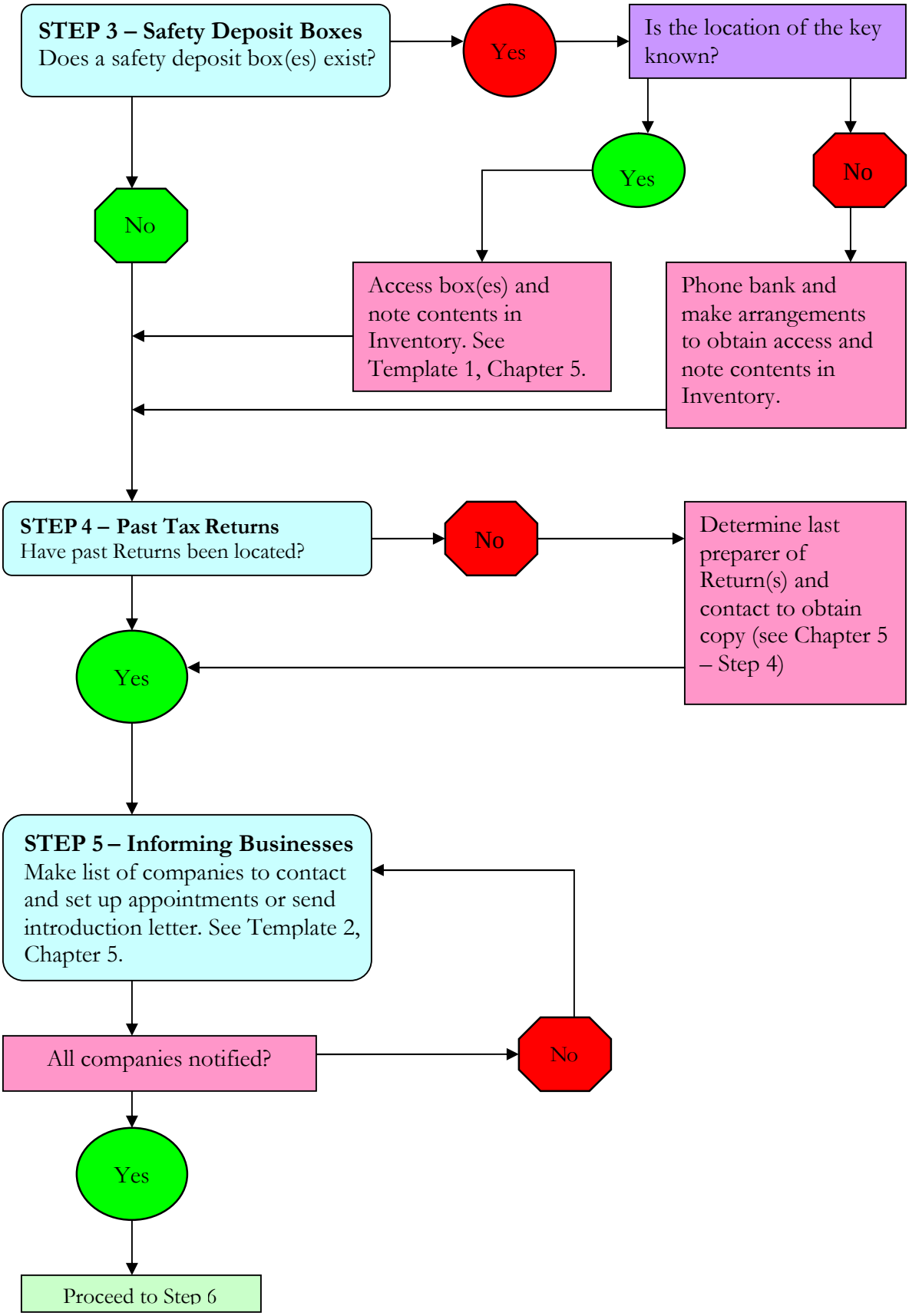
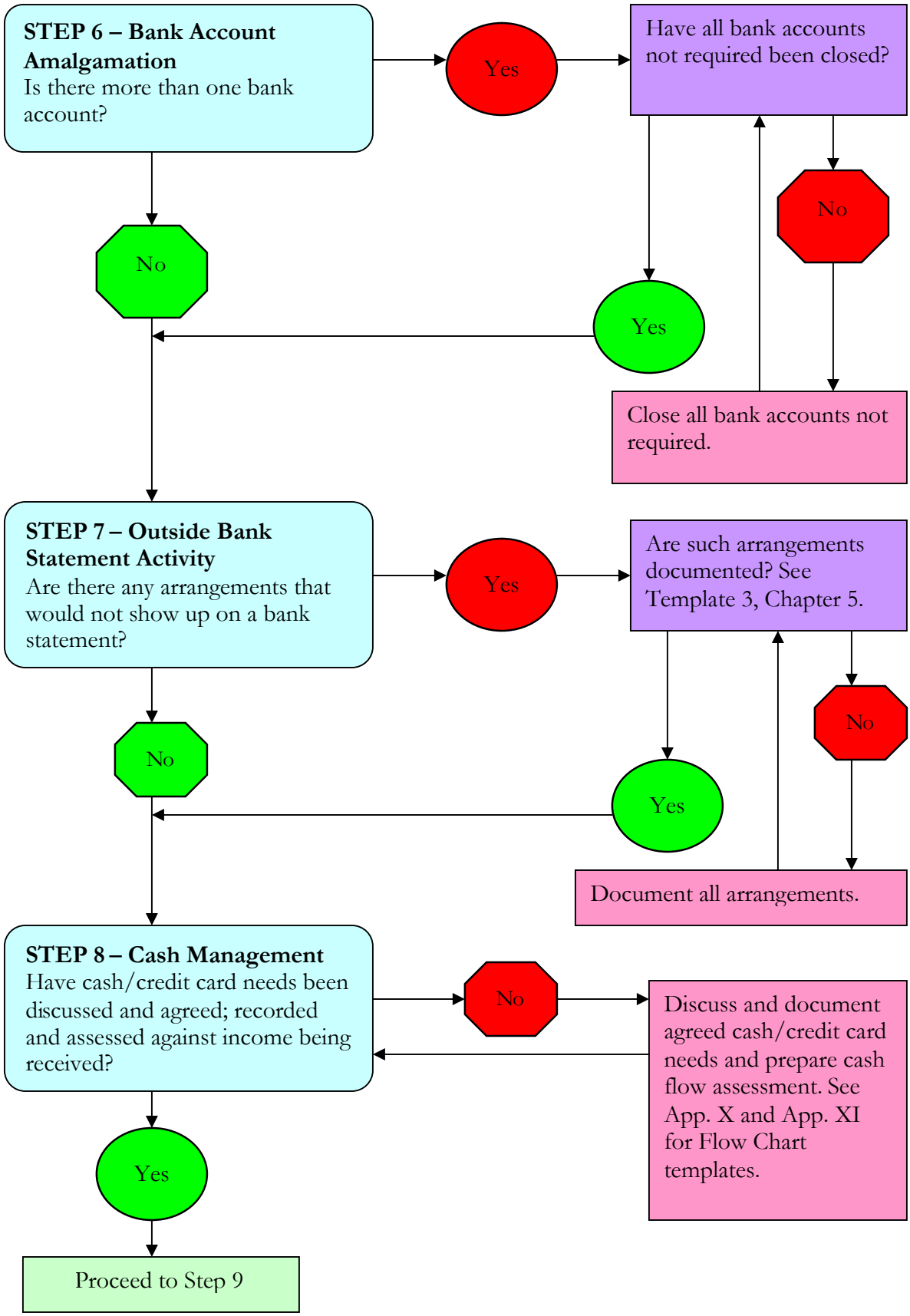
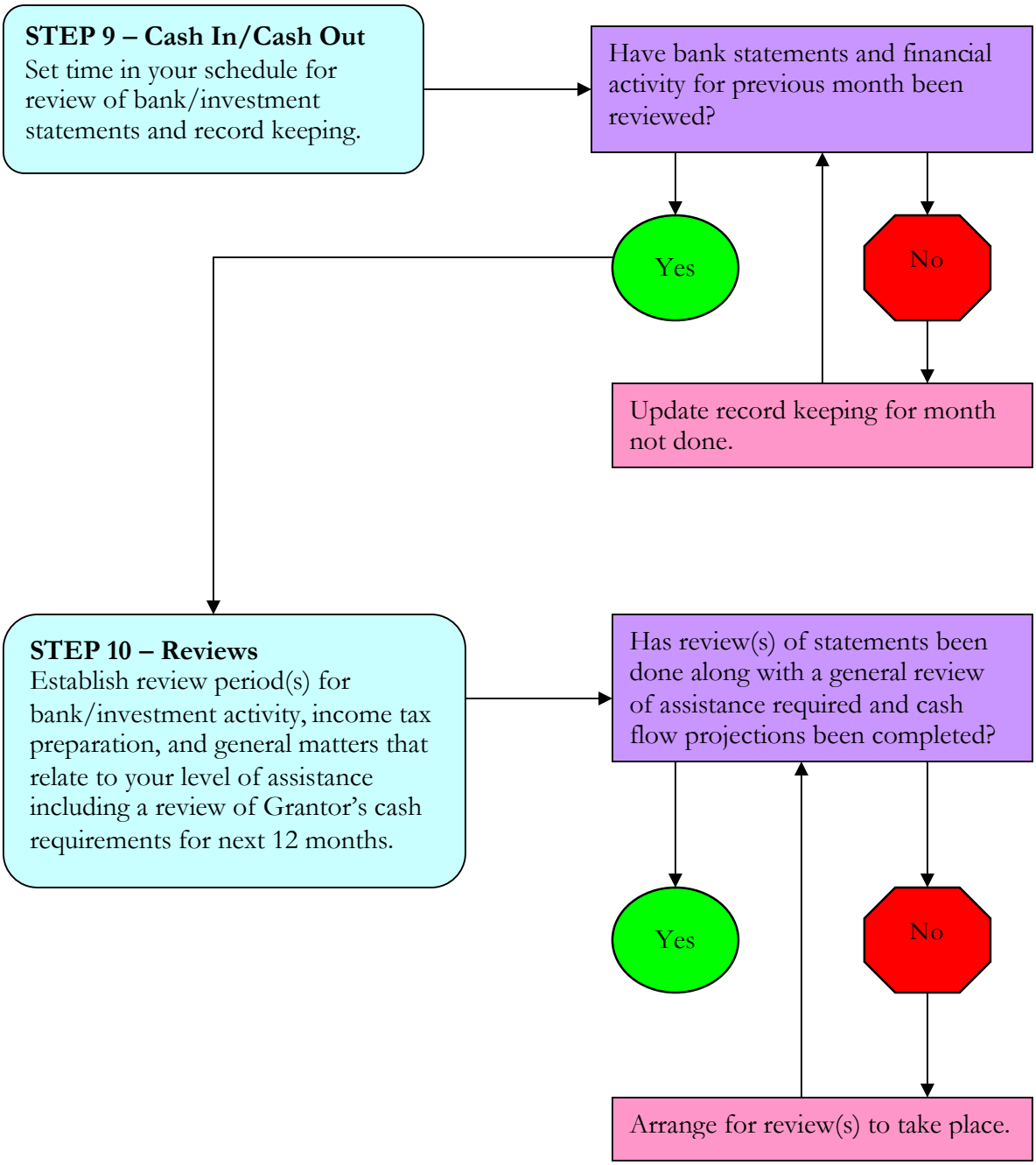

STEP 3 – Safety Deposit Boxes
Does a safety deposit box(es) exist?
Yes
Is the location of the key known?
Yes
No
No
Access box(es) and note contents in Inventory. See Template 1, Chapter 5.
Phone bank and make arrangements to obtain access and note contents in Inventory.
STEP 4 – Past Tax Returns
Have past Returns been located?
No
Determine last preparer of Return(s) and contact to obtain copy (see Chapter 5 – Step 4)
Yes
STEP 5 – Informing Businesses
Make list of companies to contact and set up appointments or send introduction letter. See Template 2, Chapter 5.
All companies notified?
No
Yes
Proceed to Step 6


STEP 6 – Bank Account Amalgamation
Is there more than one bank account?
Yes
Have all bank accounts not required been closed?
No
No
Yes
Close all bank accounts not required.
STEP 7 – Outside Bank Statement Activity
Are there any arrangements that would not show up on a bank statement?
Yes
Are such arrangements documented? See Template 3, Chapter 5.
No
No
Yes
Document all arrangements.
STEP 8 – Cash Management
Have cash/credit card needs been discussed and agreed; recorded and assessed against income being received?
No
Discuss and document agreed cash/credit card needs and prepare cash flow assessment. See App. X and App. XI for Flow Chart templates.
Yes
Proceed to Step 9


STEP 9 – Cash In/Cash Out
Set time in your schedule for review of bank/investment statements and record keeping.
Have bank statements and financial activity for previous month been reviewed?
Yes
No
Update record keeping for month not done.
STEP 10 – Reviews
Establish review period(s) for bank/investment activity, income tax preparation, and general matters that relate to your level of assistance including a review of Grantor's cash requirements for next 12 months.
Has review(s) of statements been done along with a general review of assistance required and cash flow projections been completed?
Yes
No
Arrange for review(s) to take place.