

Sample memos

A trust:

Check 3046 for \$14,850 on 6/12 was to Bayview Roofing for the new roof on the Birch St rental. Check 3049 for \$1,200 on 9/3 was to Morgan & Lee CPA for the trust's 2024 tax returns. The \$2,000 checks on the 20th of each month are distributions to Daniel Hartwell, the income beneficiary. The trust also owns the rental house at 44 Birch St, which isn't on the statements; it was appraised at \$410,000 when Mom died. The \$3,250 deposits each month are the rent. The \$12,000 transfers from Golden Oak to Pacific Heritage each quarter are between the trust's own accounts.

A probate estate:

Check 2001 for \$8,650 to Forest Lawn was for the funeral. Check 2006 for \$4,100 to Mercy General paid Harold's final hospital bill. His 2014 Honda Accord, worth \$9,000 when he died, isn't on the statements; it was given to his daughter Ellen in August. The house at 210 Oak Ave sold on 11/20, and the settlement statement is included.

A conservatorship:

The checks to Visiting Angels are for Eleanor's in-home caregivers, and the monthly payments to Sunrise Senior Living starting in March are for her assisted living. My conservator fee of \$2,400 was paid on 5/15 under the court order dated 4/30/2025. Eleanor's house at 18 Elm St isn't on the statements; it was appraised at \$410,000. I also hold \$200 in cash for her, the same at the start and end of the period.

Memo template by Balanced (balanced.law). General information only; not legal, tax or accounting advice.