



ACCUTECH UNIVERSITY

Accredited Trust Operations Professional (ATOP)

Session 1 – ATOP

- I. Introduction to the Trust Business
 - A. Fiduciary Law
 - B. Income and Fiduciary Tax
 - C. Estate Tax
 - D. Trust Administration
 - E. Financial Planning
 - F. Audit Compliance
 - G. Investments

Session 2 – ATOP

- II. Organization of the Operations Function
 - A. How are you set up?
 - B. Outsourcing
 - C. Trust Operations Committee (TOC)
 - D. Conflicts of Interest
 - E. Fiduciary General Ledger
 - F. General Ledger
 - G. Deposit Collateralization
 - H. On-Line Posting
 - I. Accounting—Dividends, Interest, Etc.
 - J. Transfers
 - K. Redemptions
 - L. Disbursements
 - M. Check Processing
 - N. Client Statements and Periodic Accountings
 - O. Court Accountings
 - P. Fee Collection
 - Q. Note Collection
 - R. Reconciliation
 - S. Securities Setup/Distribution/Lost
 - T. Vault
 - U. SMAC
 - V. Dual Control
 - W. Depositories
 - X. Trade Settlements
 - Y. Failed Trades
 - Z. Capital Changes, Maturities, Conversions, Tender Offers



- AA. Mutual Funds
 - BB. Worthless Securities
 - CC. Registration of Securities
 - DD. Nominee
 - EE. Proxies
 - FF. Security Change Notification
 - GG. Collective Investment Funds
 - HH. Selecting an Automated Accounting System
 - II. Disaster Recovery Plan
 - JJ. Record Retention
- III. Form Design
- Session 3 – ATOP**
- IV. Regulatory Information—The Audit—How to Survive It
 - V. Developing a Procedures Manual that Compliments Your Policy Manual

