# memo

**Diocese of St. Petersburg-Tribunal/Estates and Trusts**

To: Frank Murphy

From: David E. Ridenour

CC: Kim Pacana

Date: March 13, 2019

Re: Trust/Estates Administration

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Comments: The Tribunal is tasked with overseeing the Administration of Trust and Estates where the Diocese of St. Petersburg or an entity of the Diocese is a beneficiary.

In a conversation with Frank Murphy today, it was requested that we outline the steps that occur when we receive notification of an Estate or Trust.

- Notification from either Law office or documents received from the parish that Diocese/Entity is a beneficiary of an Estate/Trust
- Tribunal sends information/paperwork to Law office administering Estate/Trust of beneficiary information (e.g., EIN, contact information, authorized signatories, etc.)
- Courtesy Copy of supporting paperwork sent to parish/entity for their files.
- Once distribution is received, immediately the funds are sent to Finance with instructions from the documents as to how they are to be deposited including any restrictive language.
- Letter sent to Pastor on same day informing him that funds from Estate/Trust have been forward to finance and if there are any restrictions. Photocopy from the document with the restriction language highlighted usually included.
- Custody trail of all funds and legal documents for the administration of the Estates/Trusts are retained in locked files in the Tribunal.