

TRUST ACCOUNT MANAGEMENT SEMINAR

OCTOBER 23, 2009

9:00 – 9:10	Introductory Remarks Introduction of Presenters	Mary Hoeft Smith Program Administrator OLR Trust Account Program
9:10 – 9:40	Trust Account Basics Purpose of Trust Accounts Commingling Prohibited Transactions Fee Payments by Credit and Debit Card Proper Identification of Account Overview of Required Records Annual Certification Overdraft Reporting <i>Question and Answer Period</i>	Mary Hoeft Smith
9:40 – 9:50	<i>Break</i>	
9:50 – 11:00	Records for Common Transactions Maintenance Accounts Personal Injury Settlement Divorce Monthly Reconciliations – Introduction Monthly Reconciliation – Exercise <i>Question and Answer Period</i>	Travis J. Stieren OLR Overdraft Investigator Mary Hoeft Smith
11:00 – 11:10	<i>Break</i>	
11:10 – 11:20	Record Keeping with Computer Software Back-up of Electronic Records	Travis J. Stieren
11:20 – 12:00	Trust Account Record Keeping – A Practitioner’s Perspective	Attorney Edward A. Hannan Hannan & Associates, LLC Former District 2 Committee Chairperson Preliminary Review Committee
12:00 – 12:10	<i>Break</i>	
12:10 – 12:40	Trust Account Rules – Are You Complying? Availability of Funds Advanced Fees, Flat Fees & Retainers Alternative to Holding Hourly & Flat Fees in Trust Withdrawal of Fees (<i>Marine</i> codified) Alternative to Five Day Requirement	Travis J. Stieren and Mary Hoeft Smith
12:40 – 12:50	Rule Changes, effective January 1, 2010	Mary Hoeft Smith
12:50 – 1:00	<i>Question and Answer Period</i>	