ENTRUST FIDUCIARY SERVICES, INC.
LICENSED FIDUCIARY NO. 20545
WWW.ENTRUSTFIDUCIARY.COM

FIDUCIARY FEE SCHEDULE AND SERVICE DESCRIPTIONS
EFFECTIVE MARCH 1, 2010

Hourly rate

	Licensed Fiduciary	Fiduciary Assistant	Non-Licensed Staff
Fiduciary Services	$ 105	$ 95	$ 85
Asset Management	105	95	85
Case Management*	105	95	85
Property Management	105	95	85
File Maintenance	40	40	40
Mail Processing	40	40	40
Companionship Services	30	30	30
Housekeeping	25	25	25

Fiduciary Services include, but are not limited to:
- Initial investigation, intake, research, conferences, professional consultations, court sessions, and meetings with third-party agencies
- Compiling and preparing information for (and review and execution of) court documents
- Notification of appointment to financial institutions, service providers, family members, county recorder, IRS, Department of Revenue, Motor Vehicle Division and interested parties
- Meetings with the ward/protected person/client, interested parties, and service providers
- Researching benefits, preparing related applications, and associated meetings
- Preparing plans, reports, case documentation, etc.

Trust Administration includes, but is not limited to:
- Fiduciary Services, Asset and Property Management on behalf of a trust and its beneficiaries
- Reviewing trust provisions, in close consultation with legal counsel where appropriate, to ensure compliance with the trustor's intent with regard to testamentary distributions
- Ensuring that all trust property is titled in the name of the trust, including obtaining federal EINs

Asset Management includes, but is not limited to:
- Ensuring that all assets are used solely for the ward/client/protected person's benefit
- Monitoring investments and ensuring that investment strategies are appropriate with the ward/client/protected person's current life circumstances and comply with Prudent Investor standards
- Preparing accounting statements, inventories, and coordination with CPAs for annual tax preparation
- Processing accounts payable, accounts receivable, and reconciliations
- Meetings and communications with financial institutions

Case Management* includes, but is not limited to:
- Consultation and assessment regarding appropriateness of placement and/or in-home services
- Conducting case management visits to check on the physical, environmental, and health status of the client/ward/protected person
- Coordinating and monitoring personal care and health services
- Assistance in locating, contracting, and developing service plans with licensed, insured third-party in-home care providers
- Attending care plan conferences and/or individual support plan meetings
- Initiating independent reviews and following up on recommendations from third party professionals such as pharmacist consultants

Property Management includes, but is not limited to:
- Marshalling, securing, photographing, and inventorying real and personal property
- Ensuring that all property is appropriately insured
- Coordinating property maintenance, management, appraisals, insurance, etc.
- Coordinating and supervising liquidation of assets or real property

Mail Processing includes receiving and sorting mail, logging each item received into an electronic mail log, and internal routing to appropriate staff members.

File Maintenance includes initial file setup, filing completed items, annual archive, and scanning of pleadings and other important documents to electronic (PDF) format of all necessary files for each ward.

Companionship Services and Housekeeping are staff services employed to assist the licensed fiduciary. Examples include delivering household supplies and/or personal care items purchased for the client or assisting with clean-up activities that require direct fiduciary supervision in instances when hiring a third-party vendor is not appropriate, e.g. when initially inventorying and securing a private residence.

Expenses:
Mileage – current rate approved by the Internal Revenue Service
Copies and Fax **-** $.50 per photocopy, document printed, or page received via fax
Postage and Delivery – Charged at current USPS or private delivery service rates
General Expenses – include any fees advanced by Entrust Fiduciary Services, Inc. on behalf of the client/estate (e.g. filing fees, document recording fees, and miscellaneous expenditures).

The scope of services shall be defined by the contract for services in cases of voluntary appointment or consulting under a professional services agreement; or, shall be commensurate with the scope of Provider's court appointment and the laws governing that fiduciary role.

Fees and expenses are subject to change.

*****Case Management*** *is limited in scope with regard to conservator or trustee services. In general, case management will be conducted by the guardian. In the absence of a previously appointed guardian or agent under a health care power of attorney, those services will, in most instances, be referred to Entrust Guardianship Services, LLC and charged according to that entity's fee schedule. Any questions regarding fees charged by Entrust Guardianship Services, LLC may be directed to them at (623) 386-3963, PO Box 940, Buckeye, AZ, 85326.*