



**INSTRUCTIONS**  
**FIDUCIARY AND RELATED SERVICES REPORT**

Every South Dakota chartered public trust company is required to complete and submit a Fiduciary and Related Services Report (Report) as of the close of business each calendar quarter, i.e., the report date. The Report must be filed no later than the 1<sup>st</sup> day of the second month following the quarter-end date. The Report is segregated into six sections entitled Company Information, Fiduciary and Related Assets, Fiduciary and Related Services Income, Memoranda, Balance Sheet, and Income Statement. The Report should be completed on a fully-consolidated basis, i.e., including any subsidiary of the reporting institution. ***The information reported will not be made available to the public.***

The South Dakota Division of Banking created a web-based fill-in form to assist trust companies in completing the submission. For best results, access and complete the web-based form utilizing a recent version of Microsoft Internet Explorer. The web address to access the fill-in form is:

[http://apps.sd.gov/ld43banking/WebForm\\_FiduciaryRelatedServices.aspx](http://apps.sd.gov/ld43banking/WebForm_FiduciaryRelatedServices.aspx)

At this time a save function is not available, but it is in the development stages. You can save a copy utilizing the File/Print option identified on the Explorer menu bar.

All Reports must be prepared in a consistent manner. Fiduciary account holdings and trust company financial position must be reported in a manner and scope that assures that the submitted information reflects a fair representation of actual conditions. Dollar figures should be rounded to the nearest thousand, and thousands reported with the 000's omitted (similar to filling out the Schedule RC-T). Do not enter any information in any cells that are not applicable. Each public trust company must complete the Report in accordance with the following instructions:

**Company Information**

Trust Company Name	Company name as identified on Certificate of Authority
Credential Number	Refer to Division website for credential number: <a href="http://dlr.sd.gov/banking/licensed_providers/state_chartered_trust_companies.pdf">http://dlr.sd.gov/banking/licensed_providers/state_chartered_trust_companies.pdf</a> . Enter as "TC.000-2"
Contact Person	Provide a contact name
Contact Phone Number	Provide a contact phone number

Item No.	Captions and Instructions
1	Quarter End Date – Enter the corresponding quarter end date.
2	Does the institution exercise trust powers? All active trust companies should provide a "Yes" response.
3	Type of Trust Company – Identify public or private.

**Fiduciary and Related Assets** – Report dollar amounts in thousands (no decimals) – number of accounts should be reported in their total number.

Institutions should generally report fiduciary and related assets using their market value as of the report date. While market value quotations are readily available for marketable securities, many financial and physical assets held in fiduciary accounts are not widely traded or easily valued. If the methodology for determining market values is not prescribed or governed by applicable law (including the terms of the controlling fiduciary agreement), the institution may use any reasonable method to establish values for fiduciary and related assets for purposes of reporting on this Report. Reasonable methods include appraised values, book values, or reliable estimates. Valuation methods should be consistent from reporting period to reporting period. This "reasonable method" approach to reporting market values applies both to financial assets that are not marketable and to physical assets.

If two institutions are named co-fiduciary in the governing instrument, both institutions should report the account. In addition, where one institution contracts with another for fiduciary or related services (i.e., Company A provides custody services to the trust accounts of Company B, or Company A provides investment management services to the trust accounts of Company B) both institutions should report the accounts in their respective capacities.

Exclude unfunded insurance trusts, testamentary executor appointments, and any other arrangements representing potential future fiduciary accounts.

Asset values reported on this schedule should generally exclude liabilities. For example, an employee benefit account with associated loans against account assets should be reported gross of the outstanding loan balances. As another example, an account with a real estate asset and corresponding mortgage loan should be reported gross of the mortgage liability. However, there are two exceptions. First, for purposes of this report, overdrafts should be netted against gross fiduciary assets. Second, the fair value of derivative instruments, as defined in FASB Statement No. 133, should be included in (i.e., netted against) gross assets even if the fair value is negative.

The market value of CIF and CTF units should be reported along with individual participant accounts in the Column and Item that corresponds to each participant. The aggregate amount of a CIF and CTF that is operated by an institution should NOT also be reported as a separate, additional account in the Fiduciary and Related Assets section of this Report.

#### Managed Assets (Column A)

Report the total market value of assets held in managed fiduciary accounts. An account should be categorized as managed if the institution has investment discretion. Investment discretion is defined as the sole or shared authority (whether or not that authority is exercised) to determine what securities or other assets to purchase or sell on behalf of the fiduciary related account. An institution that delegates its authority over investments and an institution that receives delegated authority over investments are BOTH deemed to have investment discretion. An entire account should be reported as either managed or non-managed based on the predominant responsibility of the reporting institution.

Non-Managed Assets (Column B)

Report the total market value of assets held in non-managed fiduciary accounts. An account should be categorized as non-managed if the institution does not have investment discretion. Those accounts for which the institution provides a menu of investment options, but the ultimate selection authority remains with the account holder or an external manager, should be categorized as non-managed. For example, an institution that offers a choice of sweep vehicles is not necessarily exercising investment discretion. The process of narrowing investment options from a range of alternatives does not create a managed fiduciary account for the purposes of this Report.

Number of Managed Accounts (Column C)

Report the total number of managed fiduciary accounts.

Number of Non-Managed Accounts (Column D)

Report the total number of non-managed fiduciary accounts.

Line	Caption and Instruction
4	Personal trust and agency accounts: Report the market value and number of accounts for all testamentary trusts, revocable and irrevocable living trusts, other personal trusts, and non-managed personal agency accounts. Include accounts in which the institution serves as executor, administrator, guardian, or conservator. Exclude personal investment management agency accounts, which should be reported on line 7. Also exclude Keogh Act plans, Individual Retirement Accounts (IRAs), and other pension or profit-sharing plans for self-employed individuals which should be reported on line 5.c. Personal accounts that are solely custody or safekeeping should be reported on line 11.
5.a	Employee benefit – defined contribution: Report the market value and number of accounts for all employee benefit defined contribution accounts in which the institution serves as either trustee or agent. Include 401(k) plans, 403(b) plans, profit-sharing plans, money purchase plans, target benefit plans, stock bonus plans, employee stock ownership plans, and thrift/savings plans. The number of accounts reported should reflect the total number of plans administered rather than the number of plan participants. Employee benefit accounts that are solely custody and safekeeping accounts should be reported on line 11.
5.b	Employee benefit – defined benefit: Report the market value and number of accounts for all employee benefit defined benefit plans in which the institution serves as either trustee or agent. The number of accounts reported should reflect the total number of plans administered rather than the number of plan participants. Employee benefit accounts that are solely custody and safekeeping accounts should be reported on line 11.
5.c	Other retirement accounts: Report the market value and number of accounts for all other retirement related fiduciary accounts in which the institution serves as trustee or agent. Include Keogh Act plans, Individual Retirement Accounts, and other pension or profit-sharing plans for self-employed individuals. Other retirement accounts that are solely custody and safekeeping accounts should be reported on line 11.
6	Corporate trust and agency accounts: Report the market value of assets held by the institution for all corporate trust and agency accounts. Report assets that are the responsibility of the institution to manage or administer in accordance with the corporate trust agreement. Include assets relating to unrepresented bonds or coupons relating to issues that have been called or matured. Do NOT report the entire market value of the associated securities or the outstanding principal of associated debt issues. Include accounts for which the institution is trustee for corporate securities, tax-

	exempt and other municipal securities, and other debt securities including unit investment trusts. Also include accounts for which the institution is the dividend or interest paying agent, and any other type of corporate trustee or agent appointment. Accounts that are solely custodial or safekeeping should be reported on line 11.
7	Investment management agency accounts: Report the market value and number of accounts for all individual and institutional investment management agency accounts that are administered. Investment management agencies are those agency accounts in which the institution has investment discretion; however, title to the assets remains with the client.
8	Foundation and endowment trust and agency accounts: Report the market value and number of accounts for all foundations and endowments (whether established by individuals, families, corporations, or other entities) that file any version of Form 990 with the Internal Revenue Service and for which the institution serves as either trustee or agent. Also include those foundations and endowments that do not file Form 990, 990EZ, or 990PF solely because the organization's gross receipts or total assets fall below reporting thresholds, but would otherwise be required to file. Foundations and endowments established by churches, which are exempt from filing Form 990, should also be included in this item. Employee benefit accounts maintained for a foundation's or endowment's employees should be reported on line 5. Accounts that are solely custodial or safekeeping should be reported on line 11.
9	Other fiduciary accounts: Report the market value and number of accounts for all other trusts and agencies not reported on line 4 through 8. Custody and safekeeping accounts should be reported on line 11.
10	Total fiduciary accounts: Report the sum of line items 4 through 9.
11	<p>Custody and safekeeping accounts: Report the market value and number of accounts for all personal and institutional custody and safekeeping accounts held by the institution. Safekeeping and custody accounts are a type of agency account in which the reporting institution performs one or more specified agency functions but the institution is not a trustee and also is not responsible for managing the asset selection for account assets. These agency services may include holding assets, processing income and redemptions, and other recordkeeping and customer reporting services. For employee benefit custody or safekeeping accounts, the number of accounts reported should reflect the total number of plans administered rather than the number of plan participants. Include accounts in which the institution serves in a sub-custodian capacity. For example, where one institution contracts with another for custody services, both institutions should report the accounts in their respective capacity. Individual Retirement Accounts, Health Savings Accounts, and other similar accounts should also be reported on line 13.</p> <p>Accounts in which the institution serves as trustee or in an agency capacity in addition to being custodian should be reported in the category of the primary relationship. For example, personal trust accounts in which the institution also serves as custodian should be reported as personal trust accounts and not as custodian accounts. An institution should report an account only once on lines 4 through 9, and 11.</p>
12	Not Applicable
13	Individual Retirement Accounts, Health Savings Accounts, and other similar accounts: Report the market value and number of Individual Retirement Accounts, Health Savings Accounts, and other similar accounts included on line 5.c and 11. Other similar accounts include Roth IRAs, Coverdell Education Savings Accounts, and Archer Medical Savings Accounts. Exclude Keogh Plan accounts.

**Fiduciary and Related Services Income** – Report dollar amounts in thousands (no decimals)

The following income categories correspond to the fiduciary asset categories described in lines 4 through 11, above.

Line	Caption and Instruction
14	Personal trust and agency accounts: Report gross income generated from personal trust and agency accounts as defined in line 4.
15.a	Employee benefit - defined contribution: Report gross income generated from defined contribution employee benefit trust and agency accounts as defined in line 5.a.
15.b	Employee benefit – defined benefit: Report gross income generated from defined benefit employee benefit trust and agency accounts as defined in line 5.b.
15.c	Other employee benefit and retirement-related accounts: Report gross income generated from other employee benefit and retirement-related accounts as defined on line 5.c.
16	Corporate trust and agency accounts: Report gross income generated from corporate trust and agency relationships as defined on line 6.
17	Investment management and investment advisory agency accounts: Report gross income generated from investment management and investment advisory agency accounts as defined on line 7. Also include income generated from investment advisory activities when the assets are not held by the institution.
18	Foundation and endowment trust and agency accounts: Report gross income generated from foundation and endowment trust and agency accounts as defined on line 8.
19	Other fiduciary accounts: Report gross income generated from other trust and agency accounts as defined for item 9 of this schedule.
20	Custody and safekeeping accounts: Report gross income generated from custody and safekeeping agency accounts as defined on line 11.
21	Other fiduciary and related services income: Report all other gross fiduciary related income that cannot properly be reported on lines 14 through 20, above. Income received from investment advisory services in which the account assets are held in a custody or safekeeping account at the reporting institution should be reported on line 17.
22	Total gross fiduciary and related services income: Report the sum of lines 14 through 21.
23	Less: Expenses - Report total direct and indirect expenses attributable to the fiduciary and related services reported in this report. Income taxes attributable to reportable activity earnings should not be included. Also exclude settlements, surcharges, and other losses, which are to be reported on line 24.
24	Less: Net losses from fiduciary and related services - Report net losses resulting from fiduciary and related services. Net losses are gross losses less recoveries. Gross losses include settlements, surcharges, and other losses that are realized in the reporting period attributable to the fiduciary and related services. Recoveries should include those that are attributable to prior and current period losses. This line must equal Memorandum line 4.e, sum of columns A and B minus column C. For further information, see the instruction for Memorandum line 4.
25	Plus: Intracompany income credits for fiduciary and related services - If applicable to the reporting institution, report credits from other areas of the institution for activities reportable in this report. Include credits for other intracompany services and transactions. Intercompany credits are generally not applicable to trust companies.

26	Net fiduciary and related services income: Report the total from line 22 less the amounts reported on line 23 and line 24 plus the amount reported on line 25.
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**Memoranda** – Report dollar amounts in thousands (no decimals) – number of accounts should be reported in their total number.

The Memoranda section is designed to identify the various asset types held in managed (discretionary) accounts; corporate trust and agency accounts; collective investment funds and common trust funds; and to identify fiduciary settlements, surcharges, and other losses.

Managed Assets Held in Fiduciary Accounts

- (Column A) Personal Trust and Agency and Investment Management Agency Accounts: Report the market value of managed assets held in (a) personal trust and agency accounts as defined on line 4 of this report and (b) investment management agency accounts as defined on line 7 of this Report.
- (Column B) Employee Benefit and Retirement-Related Trust and Agency Accounts: Report the market value of managed assets held in employee benefit and retirement-related trust and agency accounts as defined on lines 5.a, 5.b, and 5.c of this Report.
- (Column C) All Other Accounts: Report the market value of managed assets held in corporate trust and agency accounts as defined on line 6 of this Report, (b) foundation and endowment trust and agency accounts as defined on line 8 of this Report, and (c) other fiduciary accounts as defined on line 9 of this Report.

Report in the appropriate column and in the appropriate subitem the market value of all managed assets held in the fiduciary accounts included in lines 4 through 9, Column A. For units in common trust funds and collective investment funds that are held by a managed fiduciary account, report the market value of the units in Memorandum item 1.h. Do NOT allocate the underlying assets of each common trust fund and collective investment fund attributable to managed accounts to the individual subitems for the various types of assets reported in Memorandum item 1.

Line	Caption and Instructions
1.a	Noninterest-bearing deposits: Report all noninterest-bearing deposits. Report noninterest-bearing deposits of both principal and income cash.
1.b	Interest-bearing deposits: Report all interest-bearing savings and time deposits. Include NOW accounts, MMDA accounts, "BICs" (bank investment contracts) that are insured by the FDIC, and certificates of deposit. Report interest-bearing deposits of both principal and income cash.
1.c	U.S. Treasury and U.S. Government agency obligations: Report all securities of and/or loans to the U.S. Government and U.S. Government corporations and agencies. Include certificates or other obligations, however named, that represent pass-through participations in pools of real estate loans when the participation instruments: (1) are issued by FHA- approved mortgagees and guaranteed by the Government National Mortgage Association, or (2) are issued, insured, or guaranteed by a U.S. Government agency or corporation (e.g., the Federal Home Loan Mortgage Corporation's Mortgage Participation Certificates). Collateralized mortgage obligations (CMOs) and real estate mortgage investment conduits (REMICs) issued by the Federal National Mortgage

	Association (FNMA) ("Fannie Mae") and the Federal Home Loan Mortgage Corporation (FHLMC) ("Freddie Mac") should be included.
1.d	State, county, and municipal obligations: Report all short- and long-term obligations of state and local governments, and political subdivisions of the United States. Include obligations of U.S. territories and insular possessions and their political subdivisions and all Federal income tax-exempt obligations of authorities such as local housing and industrial development authorities that derive their tax-exempt status from relationships with State or local governments. Tax-exempt money market mutual funds should be reported with money market mutual funds on Memorandum line 1.e.
1.e	Money market mutual funds: Report all holdings of mutual funds registered under the Investment Company Act of 1940 that attempt to maintain net asset values at \$1.00 per share. Include taxable and tax-exempt money market mutual funds. Exclude short-term collective investment funds.
1.f	Equity mutual funds: Report all holdings of mutual funds registered under the Investment Company Act of 1940, exchange traded funds (ETFs), and unit investment trusts (UITs) that invest primarily in equity securities. For purposes of Memorandum item 1, institutions should categorize these investments on the basis of either the fund's investment objective as stated in its prospectus or the fund's classification by a company that tracks information on these funds such as Morningstar and Lipper. An institution's methodology for categorizing mutual fund, ETF, and UIT investments should be consistently applied.
1.g	Other mutual funds: Report all holdings of all other mutual funds registered under the Investment Company Act of 1940, ETFs, and UITs. For purposes of Memorandum line 1, institutions should categorize these investments on the basis of either the fund's investment objective as stated in its prospectus or the fund's classification by a company that tracks information on these funds such as Morningstar and Lipper. An institution's methodology for categorizing mutual fund, ETF, and UIT investments should be consistently applied.
1.h	Common trust funds and collective investment funds: Report all holdings of all common trust funds and collective investment funds. Common trust funds and collective investment funds are funds that banks are authorized to administer by Section 9.18 of the Office of the Comptroller of the Currency's regulations or comparable state regulations.
1.i	Other short-term obligations: Report all other short-term obligations (i.e., original maturities of less than 1 year, or 13 months in the case of the time portion of master notes). In addition to short-term notes, include in this line item such money market instruments as master note arrangements, commercial paper, bankers acceptances, securities repurchase agreements, and other short-term liquidity investments. Exclude state, county, and municipal obligations.
1.j	Other notes and bonds: Report all other bonds, notes (except personal notes), and debentures. Include corporate debt, insurance annuity contracts, "GICs" (guaranteed investment contracts), "BICs" (bank investment contracts) that are not insured by the FDIC, and obligations of foreign governments. Also include certificates or other obligations, however named, representing pass-through participations in pools of real estate loans when the participation instruments are issued by financial institutions and guaranteed in whole or in part by private guarantors. Collateralized mortgage obligations (CMOs) and real estate mortgage investment conduits (REMICs) that are <i>not</i> issued by the Federal National Mortgage Association (FNMA) ("Fannie Mae") and the Federal Home Loan Mortgage Corporation (FHLMC) ("Freddie Mac") should be reported here, even if the collateral consists of GNMA ("Ginnie Mae") or FNMA pass-throughs or FHLMC participation certificates. Exclude short-term obligations (which should be reported on Memorandum item 1.i, above).

1.k	Investments in unregistered funds and private equity investments: Report all holdings of funds exempt from registration under Sections 3(c)(1) or 3(c)(7) of the Investment Company Act of 1940, for example, “hedge funds.” Report all holdings of private equity investments exempt from registration under Securities Act of 1933 Regulation D. Private equity investments is an asset class consisting of purchased equity securities in operating companies that are not publicly traded on a stock exchange or otherwise registered with the SEC under federal securities laws. Private equity-related funds are funds that invest primarily in private equity investments. Unregistered private equity funds should be reported in this item.
1.l	Other common and preferred stocks: Report all holdings of domestic and foreign common and preferred equities, including warrants and options, but excluding investments in unregistered funds and private equity investments (which should be reported on Memorandum item 1.k, above).
1.m	Real estate mortgages: Report real estate mortgages, real estate contracts, land trust certificates, and ground rents. These assets may be reported at their unpaid balance if that figure is a fair approximation of market value.
1.n	Real estate: Report real estate, mineral interests, royalty interests, leaseholds, and other similar assets. Land and buildings associated with farm management accounts should be reported on this line. Also include investments in limited partnerships that are solely or primarily invested in real estate.
1.o	Miscellaneous assets: Report personal notes, tangible personal property, and other miscellaneous assets that cannot properly be reported on Memorandum item 1.a through 1.n, above. Crops, equipment, and livestock associated with farm management accounts should be reported on this line. Also include investments in closely-held family businesses if such investments represent in-kind transfers to a fiduciary account of securities in a closely-held family business or an increase in a fiduciary account’s percentage ownership of an existing closely-held family business whose securities are held in the account.
1.p	Total managed assets held in fiduciary accounts: Report the sum of lines 1.a. through 1.o. The total reported in column A must equal the sum of lines 4 and 7, column A. The total reported in column B must equal the sum of lines 5.a, 5.b, and 5.c, column A. The total reported in column C must equal the sum of lines 6, 8, and 9, column A.
1.q	Investments of managed fiduciary accounts in advised or sponsored mutual funds: Report in column A the market value of all managed fiduciary assets invested in mutual funds that are sponsored by the institution or a subsidiary or affiliate of the institution or where the institution or a subsidiary or affiliate of the institution serves as investment advisor to the fund. Report the number of managed fiduciary accounts with assets invested in advised or sponsored mutual funds in column B.

Corporate Trust and Agency Accounts – Report dollar amounts in thousands (no decimals) – number of accounts should be reported in their total number.

Line	Caption and Instructions
2.a	Corporate and municipal trusteeships: Report in column A the total number of corporate and municipal issues, including equities such as trust preferred securities, and asset-backed securities for which the institution serves as trustee. Also report other debt issues, such as unit investment trusts and private placement leases, for which the institution serves as trustee. If more than one institution is trustee for an issue, each institution should report the issue. Securities with different



	<p>CUSIP numbers should be considered separate issues; however, serial bond issues should be considered as a single issue. When an institution serves as trustee of a bond issue, it may also perform agency functions for the issue such as registrar (transfer agent) or interest and principal paying agent. In those cases, report the issue only in Memorandum line 2.a, “Corporate and municipal trusteeships,” as the trustee appointment is considered the primary function. Consider the primary function of the appointment when selecting the item in which to report the appointment. Exclude issues that have been called in their entirety or have matured even if there are unrepresented bonds or coupons for which funds are being held.</p> <p>Report in column B the unpaid principal balance of the outstanding securities for the issues reported in column A for which the institution serves as trustee. For zero coupon bonds, report the final maturity amount. For trust preferred securities, report the redemption price. Exclude assets (i.e., cash, deposits, and investments) that are being held for corporate trust purposes; they should be reported on line 6, above.</p>
2.a(1)	<p>Issues reported in Memorandum item 2.a that are in default: Report the total number and unpaid principal balance (final maturity amount for zero coupon bonds; redemption price for trust preferred securities) of the issues reported on line 2.a, above, that are in substantive default. A substantive default occurs when the issuer (a) fails to make a required payment of principal or interest, defaults on a required payment into a sinking fund, files for bankruptcy, or is declared bankrupt or insolvent, and (b) default has been declared by the trustee. Issues should not be reported as being in substantive default during a cure period, provided the indenture for the issue provides for a cure period. Private placement leases where the trustee is required to delay or waive the declaration of an event of default, unless requested in writing to make such declaration, should not be reported as being in substantive default, provided such written request has not been made. Once a trustee’s duties with respect to an issue in substantive default have been completed, the issue should no longer be reported as being in default.</p> <p>Do not report issues that are in technical default, for instance, if the obligor failed to provide information or documentation to the trustee within specified time periods.</p>
2.b	<p>Transfer agent, registrar, paying agent, and other corporate agency: Report in column A the total number of issues for which the institution acts in a corporate agency capacity. Include the total number of equity, debt, and mutual fund issues for which the institution acts as transfer agent or registrar, regardless of whether the transfer agent is registered with its appropriate regulatory agency. Separate classes of a mutual fund should be consolidated and reflected as a single issue. Include the total number of stock or bond issues for which the institution disburses dividend or interest payments. Also include the total number of issues of any other corporate appointments that are performed by the institution through its fiduciary capacity. Issues for which the institution serves in a dual capacity should be reported once. Corporate and municipal trusteeships reported on item 2.a, above, in which the institution also serves as transfer agent, registrar, paying agent, or other corporate agency capacity should not be included on line 2.b. Include only those agency appointments that do not relate to issues reported on line 2.a, above.</p>

Collective Investment Funds and Common Trust Funds – Report dollar amounts in thousands (no decimals) – number of funds should be reported in their total number.

Pooled investment funds often referred to as a Common Trust Fund (CTF) or an Employee Benefit Collective Investment Fund (CIF) are authorized under Section 9.18 of the Office of the Comptroller of the Currency’s regulations and South Dakota Codified Laws 51A-6A-29(7). CTFs are pooled assets held in individual trust accounts while CIFs are pooled qualified (employee benefit) funds. CTFs and CIFs are established under Section 584 of the Internal Revenue Code and IRS Revenue Ruling 81-100, respectively.

Report in the appropriate subitem the number of funds and the market value of the assets held in CTFs and CIFs administered by the reporting institution. Each CTF and CIF should be reported in the subitem that best fits the fund type.

Line	Caption and Instructions
3.a	Domestic equity: Report funds investing primarily in U.S. equities. Include funds seeking growth, income, growth and income; U.S. index funds; and funds concentrating on small, mid, or large cap domestic stocks. Exclude funds specializing in a particular sector (e.g., technology, health care, financial, and real estate), which should be reported in on Memorandum item 3.g, entitled “Specialty/Other.”
3.b	International/Global equity: Report funds investing exclusively in equities of issuers located outside the U.S. and those funds representing a combination of U.S. and foreign issuers. Include funds that specialize in a particular country, region, or emerging market.
3.c	Stock/Bond blend: Report funds investing in a combination of equity and bond investments. Include funds with a fixed allocation along with those having the flexibility to shift assets between stocks, bonds, and cash.
3.d	Taxable bond: Report funds investing in taxable debt securities. Include funds that specialize in U.S. Treasury and U.S. Government agency debt, investment grade corporate bonds, high-yield debt securities, mortgage-related securities, and global, international, and emerging market debt funds. Exclude funds that invest in municipal bonds, which should be reported on Memorandum line 3.e, and funds that qualify as short-term investments, which should be reported on Memorandum line 3.f.
3.e	Municipal bond: Report funds investing in debt securities issued by states and political subdivisions in the U.S. Such securities may be taxable or tax-exempt. Include funds that invest in municipal debt issues from a single state. Exclude funds that qualify as short-term investments, which should be reported on Memorandum line 3.f
3.f	Short-term investments/Money market: Report funds subject to the provisions of Section 9.18(b)(4)(ii)(B) of the Office of the Comptroller of the Currency’s regulations or comparable state regulations that invest in short-term money market instruments. Money market instruments may include U.S. Treasury bills, commercial paper, banker’s acceptances, and repurchase agreements. Include taxable and nontaxable funds.
3.g	Specialty/Other: Report funds that specialize in equity securities of particular sectors (e.g., technology, health care, financial, and real estate). Also include funds that do not fit into any of the above categories.
3.h	Total collective investment funds: Report the sum of Memorandum lines 3.a. through 3.g.

Fiduciary Settlements, Surcharges, and Other Losses – Report dollar amounts in thousands (no decimals)

Report aggregate gross settlements, surcharges, and other losses arising from errors, misfeasance, or malfeasance on managed accounts in column A and on non-managed accounts in column B. For the definitions

of managed and non-managed accounts, refer to the instructions for the Fiduciary and Related Assets section above. Gross losses should reflect losses recognized on an accrual basis before recoveries or insurance payments. Exclude contingent liabilities for fiduciary-related loss contingencies, including pending or threatened litigation, for which a loss has not yet been recognized in accordance with ASC Subtopic 450-20, Contingencies – Loss Contingencies (formerly FASB Statement No. 5, “Accounting for Contingencies”).

Report recoveries in column C. Recoveries may be for current or prior years’ losses and should be reported when payment is actually realized. The filing of an insurance claim does not serve as support for a recovery.

Line	Caption and Instructions
4.a	Personal trust and agency accounts: Report gross losses and recoveries for personal trust and agency accounts as defined for item 4 of this Report.
4.b	Employee benefit and retirement-related trust and agency accounts: Report gross losses and recoveries for employee benefit and retirement-related trust and agency accounts as defined on line 5 of this Report.
4.c	Investment management and investment advisory agency accounts: Report gross losses and recoveries for investment management and investment advisory agency accounts as defined on line 7 of this Report.
4.d	Other fiduciary accounts and related services: Report gross losses and recoveries for all other fiduciary accounts and related services that are not included in Memorandum lines 4.a, 4.b, and 4.c, above. Include losses and recoveries from corporate trust and agency accounts, foundation and endowment trust and agency accounts, other fiduciary accounts, custody and safekeeping accounts, and other fiduciary related services.
4.e	Total fiduciary settlements, surcharges, and other losses: Report the sum of Memorandum lines 4.a through 4.d. The sum of columns A and B minus column C must equal line 24, above.

**Balance Sheet – Do NOT report in thousands – Round to nearest dollar (no decimals)**

Cash	Actual currency and coin.
Accounts Receivable	The amount of collectible account receivables. Doubtful receivables should not be included.
Assets Pledged to the Division of Banking	Report the current value of assets pledged for South Dakota trust powers.
All Other Investments	Securities issued by the U.S., obligations of states and political subdivisions, corporate stock, etc.
Net Fixed Assets	Report the book value, less depreciation of all trust company premises, equipment, furniture, and futures purchased directly or acquired by means of capital lease.
Real Estate	Report the value of real estate. Include any real estate purchased and intended to be used for future expansion.
Other Assets	Report the amount of all other assets that do not belong in the above identified asset categories.
Total Assets	Total assets will equal the sum of all assets identified above. It must also equal the combined total of line items “Total Liabilities” and “Equity Position” below.
Accounts Payable	Report the amount of accounts payable which have been invoice or billed and are due and payable. If an invoice or billing has not been received, this amount should be

	reflected below on the line item entitled “Other Liabilities.”
Loans Payable	Report the value of any outstanding principal balances, both secured and unsecured, as of the reporting period. Any unpaid interest associated with the debt should be reflected below on the line item entitled “Other Liabilities.”
Other Liabilities	Report the amount of all other liabilities that do not belong in the above identified liability categories.
Equity Position	The equity position will equal the sum of total assets less total liabilities. <b><i>The equity position must equal the line item entitled “Total Capital” below in order to submit the final report.</i></b>
Net Income (Loss)	Enter the net income (loss) recognized as of the report date. Please ensure the net income (loss) matches the net income (loss) recognized in the Income Statement section of this Report.
Retained Earnings	Report the amount of undivided profits. The amount of the year-to-date net income not already transferred to undivided profits should be included with this line item.
Common Stock/Equity Ownership Interests	Report the aggregate par or stated value of outstanding common stock. This line should include equity ownership interests for all types of entity organization, e.g., corporations, limited liability companies, partnerships, Subchapter S corporations, etc.
Preferred Stock	Report the amount of preferred stock outstanding as of the report date.
Additional Amounts Paid In	Report capital reserves less the carrying value of treasury stock as of the reporting period.
Treasury Stock	Report the balance of treasury stock as of the reporting period.
Dividend/Member Distributions	Report any distributions of equity executed during the report period to company owners.
Miscellaneous	Report the amount of all other capital that does not belong in the above categories.
Total Capital	Total capital will equal the sum of all capital positions identified above. <b><i>Total capital must equal the line item entitled “Equity Position” above in order to submit the final report.</i></b>

**Income Statement (Year-to-Date) – Do NOT report in thousands – Round to nearest dollar (no decimals)**

Traditional Trustee Fees	Report fee income earned on fiduciary account administration during the reporting period.
Service Fees	Report service fees earned on leases, management contracts, lease agreements, etc.
Recordkeeping/12b-1 Fees	Report any marketing or distribution fees received through mutual fund account holdings.
Interest Income	Report interest income earned on trust company held investments during the reporting period.
Other Income	Report revenue generated that is not properly reportable in the preceding income categories. Specifically, report fees earned on self-directed IRA administration during the reporting period.
Total Income	Total income will equal the sum of all income items entered above.
Salary & Employee Benefits	Report all salaries and benefits paid to officers and employees of the trust company including temporary office help. The amount should include amounts paid during the reporting period including gross salaries, wages, overtime, bonuses, incentive pay, retirement plans, insurance premiums, etc.

Other Direct Expenses	Other direct expenses will include expenses associated with occupancy, furniture and equipment, data services, marketing, audits/examinations, company insurance, professional fees, etc. Also, include taxes paid by the company during the reporting period.
Allocated and Indirect Expenses	Report any expenses allocated to the trust company by a parent company or affiliate for services/occupancy rendered.
Net Settlements, Surcharges, and Other Losses	Report the combined total identified in Memoranda line 4.e, above.
Total Expenses	Total expenses will equal the sum of all expense items above.
Net Income (Loss)	Net income (loss) will equal the sum of the line item entitled "Total Income" less the line item entitled "Total Expenses."