

ditions that exist in this country, but if our details do not directly apply to your situation, it is hoped that you will apply the principles directly to your individual affairs.

Trust Clerical Work

The most important evidence of proper operation that any organization maintains is the paper work related to its organizational structure and accounting. In the foundation, the articles of incorporation, bylaws, and the minutes of the board of directors' meetings were the basis for the operations of the foundation. These papers reflected the powers and limitations placed upon the board of directors and also reflected the decisions and operation of the board of directors. Next in importance were the papers that related to the properties and contractual interests that involved the foundation. For example, the deeds to land, the certificates of securities that the foundation owns, the leases in which the foundation was involved, and the employment contracts between the foundation and its employees. In addition to these papers, the foundation has maintained receipts and accounting books and systems that would reflect its economic position at any time during its operation. These are the same papers essentially that would be kept by any business