

GUARDIANSHIP ANNUAL ACCOUNTING CHECKLIST¹

Cause No. _____ Estate of _____
Accounting Period _____ to _____ Accounting # (e.g., 1st, 2nd) _____

ATTORNEY: _____ Attorney's phone _____
GUARDIAN: _____, Relationship to Ward: _____
Ward's name, age, and where living _____

1. This Guardian was appointed (check all that apply):

- Guardian of the Estate
- Guardian of the Person
- Trustee Other

If other, please explain _____

2. This Annual Account is for the:

- Guardian of the Estate
- Guardian of the Estate & Trustee (combined)
- Other (if Trustee only, use other checklist)

If other, please explain _____

3. If Guardian of the Person, did this Guardian file the Report of the Person?

- YES NO This Guardian is not the GP

4. Did the Guardian receive Social Security benefits?

- YES NO

If Yes, please attach the Annual Report filed with the Social Security Administration.

5. Is there a separate Trust for the Ward?

- Yes No

If Yes, did the Guardian receive money from the Trust? Yes No If Yes, amount received this accounting period _____

If there is a Trust, did the Trustee file an Annual Account?

- YES NO Not due at this time

If there is a Trust, did the Guardian review the last Trustee's Annual Account?

- YES NO

6. Is there an Investment Plan approved by the Court?

- YES NO

If Yes, date it was approved _____

7. Does this Accounting balance?

- YES NO (An Accounting can never be approved until it balances **OR** the Court can figure out why it doesn't balance.)

If No, please explain why: _____

8. Were all of the disbursements approved by the Court or covered by an Allowance?

- YES NO

If No, please explain: _____

If Yes because disbursements approved, please attach a copy of the order(s) approving such disbursements or a list of such order(s) including the date and amount approved by the Court.

If Yes because covered by an Allowance:

A. Please list the date of the order setting the Allowance: _____

B. What is the Allowance amount? \$ _____

C. Did the Guardian exceed the Allowance for this annual account?

- YES NO

If no allowance, please explain: _____

9. Did you list or itemize all of the receipts and disbursements in your Accounting?

- YES** NO

If the Guardian used cash for any disbursements, did you attach all of the receipts?

- YES NO

¹ The "**YES**" answers that are highlighted and underlined indicate requirements that must be complied with before **any** Accounting can be approved, regardless of the circumstances.

[leave blank for bar code]

10. Did you attach all of the financial statements for this Annual Account? (All bank statements, copies of returned checks, brokerage statements, etc.)

YES NO

If No, please explain:

11. Did you attach the Verification(s) of Deposit(s)?

YES NO

12. Did you attach the Confirmation(s) of Safekeeping?

YES NO (“**YES**” required if any safe-kept funds.)

13. Did you include the Bond Affidavit?

YES NO

The Bond amount is \$ _____

14. Did you include the Tax Affidavit?

YES NO

15. Does the Estate own real property?

YES NO

Is the real property co-owned?

YES NO

If Yes, please list the co-owners:

Are all insurance premiums (real property) current?

YES NO

16. Did the Guardian sell any property of the Estate (of any kind) in this accounting period?

YES NO

If Yes, date the sale was approved and amount of the proceeds received by the Estate:

17. Did the Guardian settle any lawsuits on behalf of the ward?

YES NO

Did the guardian obtain Court Approval for the Settlements?

YES NO (If “NO,” must get Court approval before Accounting can be approved.)

If Yes, date the settlement was approved and amount of the proceeds received by the Estate:

18. Does the Ward have life insurance?

YES NO

If Yes, did the court approve this insurance?

YES NO If No, please provide a copy of the policy to the Court.

19. Did you (attorney or attorney’s office) prepare this Account?

YES NO

If No, who prepared this Account and why:

20. Did you (as the attorney) sign the Annual Account?

YES NO

21. Did the Guardian(s) swear to the Annual Account?

YES NO

22. Do you have any other Applications or Accountings pending before this Court?

YES NO

If Yes, please list the Application(s) and /or Accounting(s) and the date(s) filed:

23. Did you get Court approval for the payment(s) of all Attorney fees?

YES NO (If “NO,” must get Court approval before Accounting can be approved.)

24. Please state any additional information concerning this Annual Account and /or this Guardianship that you would like to share with the Court:

SIGNED on _____ 20_____

Attorney