
GUARDIANSHIP ANNUAL ACCOUNTING CHECKLIST

(Must be filed with all Annual and Final Accounts)

(The "**YES**" answers that are highlighted and underlined indicate requirements that must be complied with before any Accounting can be approved, regardless of circumstances. All questions below must be answered.)

Cause No. _____ Estate of _____
Accounting Period _____ to _____

ATTORNEY: _____ Attorney's phone _____ Attorney's email _____ GUARDIAN: _____ Relationship to Ward: _____

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
 Trustee of a Trust for the Ward
 Other

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. 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:

7. 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:

8. 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

9. 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:

10. Did you attach the Verification(s) of Deposit(s)?
 YES NO

11. Did you attach the Confirmation(s) of Safekeeping?
 YES NO (“**YES**” required if any safe-kept funds.)

12. Did you include the Bond and Tax Affidavit?
 YES NO

The Bond amount is \$ _____

13. 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

14. 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:

15. 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:

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

YES NO

If No, who prepared this Account and why:

17. Did you (as the attorney) sign the Annual Account?
 YES NO

18. Did the Guardian(s) swear to the Annual Account?
 YES NO

19. 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.)

20. 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