

No. _____

ESTATE OF _____ § IN THE PROBATE COURT
§ OF
§ AN INCAPACITATED PERSON (OR) § FAYETTE COUNTY, TX.
MINOR

GUARDIAN'S ANNUAL ACCOUNT

_____, Guardian of the person and estate
(Name & Address
or guardian of the estate of _____, Ward,
(Name & Address)

files this sworn annual account in accordance with Section 741 of the Texas Probate Code and represents to the Court the following:

I.

ACCOUNTING PERSON

This annual account covers the period from _____, 20__ through
_____, 20__.

II.

CLAIMS AGAINST THE ESTATE

No claims against the estate have been presented to the guardian during this accounting period, **or**

The following claims against the estate have been presented to the guardian during this accounting period: ie Bond Premium (list, adding lines as necessary).

<u>Claim Presented by</u>	<u>Nature of Claim</u>	<u>Allowed</u>	<u>Approved</u>	<u>Paid</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

III.

PROPERTY OF THE ESTATE

All property belonging to this estate that has come into the possession or to the knowledge of the guardian and (has not) been fully listed and inventoried in the pleadings and reports filed with this Court, to which reference is hereby made for all purposes.

There is no property belonging to this estate which has not been previously inventoried.

(or)

Property received by me during this account period which has not been previously inventoried is listed below:

Description of Property	Fair Market Value of Property
_____	_____
_____	_____
_____	_____

IV.

There have been no changes in the property belonging to this estate that have not been previously reported to the Court.

(or)

The following changes in the property belonging to this estate that have not been previously reported to the Court (list)

<u>Original Description of Property</u>	<u>Nature of Change</u>	<u>Current Form in Which Value is Now Held</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Transfers between accounts or asset purchases or sales are described here, with specific reference to the Court order authorizing these acts.)

V.

RECEIPTS

The following is a complete list of all revenue and income received by the guardian for the benefit of the ward during the twelve-month period covered by this annual report:

RECEIPTS OF PRINCIPAL

Retirement (identify source)	\$ _____
Sale (identify property and reference date of court approval)	\$ _____
Gifts (identify source)	\$ _____
Settlement of Claim (date of court approval)	\$ _____
Refunds (identify)	\$ _____
Insurance settlement (date of court approval)	\$ _____
Other	\$ _____
Total Receipts of Principal	\$ _____

RECEIPTS OF INCOME

Interest: Account # _____ Bank _____	\$ _____
Interest: Account # _____ Bank _____	\$ _____
Dividends: Corp. _____	\$ _____
Payments: Note _____ Payor: _____	\$ _____
Rentals: Property _____ Lessee _____	\$ _____
Other:	\$ _____
Total Receipts of Income:	\$ _____
Total Income and Principal Received:	\$ _____

VI.

DISBURSEMENTS

Attached are/is (a) complete list(s) of all disbursements of cash made by the guardian for the benefit of the ward during the period covered by this annual account and accruing since the last annual accounting. By type of disbursements, the nature of which are specifically detailed on attachments, the disbursements have been made as follows: (leave out the categories which do not apply or no expenditure was made). **MUST attach detailed receipts.**

Medical and/or Nursing Expenses	\$ _____
Housing Expenses	\$ _____
Property Care, Utilities & Services	\$ _____
Professional and Filing Fees	\$ _____
Taxes	\$ _____
Personal Care, Food and/or Clothing	\$ _____
Transportation	\$ _____
Entertainment	\$ _____
Education	\$ _____
Claims - (paid from Section II. reference date of Court order)	\$ _____
Bond Premium (paid from Section II, reference date Court order) (Attach a Copy of renewed Bond)	\$ _____
Total Disbursements:	\$ _____

VII.

DESCRIPTION OF NON-CASH PROPERTY BEING ADMINISTERED

The following is a description of all property, other than cash assets, which remain in the state subject to the control and management of the guardian: (list, giving type of property, identification information, and fair market value).

<u>Type of Property</u>	<u>Identification of Property</u>	<u>Fair Market Value of Property As of Ending Date of Account</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

OR

All property of the estate is in cash assets, set forth in Paragraph VIII.

VIII.

CASH ON HAND

The cash on hand is located in the following deposit accounts, as evidenced by the verifications or confirmations from each depository, attached to this annual account as exhibits _____ to _____. (List, adding lines as necessary)

Bank _____, checking acct. # _____ \$ _____

Bank _____, savings acct. # _____ \$ _____

Bank _____, Safekeeping acct. # _____ \$ _____

Bank _____, Safekeeping acct. # _____ \$ _____

(Safekeeping accounts must be confirmed annually. Attach copy of statement.)

IX.

RECAPITULATION OF CASH BALANCE

Cash balance as recited in last approved Annual Accounting or Inventory (whichever was most recent)	\$ _____
Principal and income received (Paragraph V)	+ _____
Gross balance	= _____
Disbursements (Paragraph VI)	- _____
Audited Balance	= _____
Cash accounts on hand (Paragraph VIII)	\$ _____
Difference between balance and cash account on hand if any	\$ _____

The guardian would show that he/she is entitled to a statutory commission of \$_____ for this accounting period, and (does) (does not) seek said commission.

The guardian seeks the authorization for the Court to pay the claims set forth as unpaid in paragraph II, the disbursements noted by me as not being the subject of a previous court order of attachment #_____, and attorney's fees for the preparation of this account in the amount of \$_____, (see attachment #_____ to support these fees) as reasonable and necessary expenses of administration of this estate.

The guardian requests that the Court hear and approve this annual account, order the payment of all expenses and claims as set forth herein and enter such other orders as may be proper.

Respectfully submitted,

Guardian

Attorney for Estate

THE STATE OF TEXAS

§

KNOW ALL MEN BY THESE PRESENTS:

§

COUNTY OF _____

§

I, _____, guardian, having been duly sworn, hereby state on oath that the foregoing Annual Account contains a correct and complete statement of the matters to which it relates, the bond premium for the upcoming account year has been paid, all tax returns due have been filed, all taxes owed during this annual account period have been paid and are itemized on attachment # _____. If taxes have not been paid or are not due, state reason.

Signature of Guardian

Printed name of guardian

SWORN TO AND SUBSCRIBED BEFORE ME by the said _____ on this the _____ day of _____, 20__, to certify which witness my hand seal of office.

NOTARY PUBLIC
STATE OF TEXAS
Typed or printed name:

Commission expires: _____

NO. _____

ESTATE OF	§	IN THE PROBATE COURT
	§	
_____	§	OF
	§	
AN INCAPACITATED PERSON (OR)	§	
MINOR	§	FAYETTE COUNTY, TEXAS

ORDER APPROVING GUARDIAN'S ANNUAL ACCOUNT

On this day the Annual Account filed by the guardian of this estate on _____ was heard and considered by the Court, and the Court finds that the annual account has remained on file for a full ten (10) days before being considered. The Court has now been fully advised on all items of the account and possession of cash and other assets kept in safekeeping as well as those on deposit having been duly proved as required by law. The Court finds that the proper vouchers and proper evidence were produced and filed by the representative of the estate for each item of credit claimed in the account. The Court is satisfied that the facts stated in the account are true, correct, and complete and that this account should be approved.

IT IS THEREFORE ORDERED, ADJUDGED AND DECREED that said annual account is hereby approved.

IT IS FURTHER ORDERED, ADJUDGED AND DECREED that all unpaid allowed claims and expenses that are described in said account shall be promptly paid out of the funds belonging to this estate.

IT IS FURTHER ORDERED, ADJUDGED AND DECREED that letters shall be renewed with an expiration date of _____.

SIGNED this ___ day of _____, 20____.

EDWARD F. JANECKA
JUDGE PRESIDING