

Annual Account Information Sheet Instructions

Section 3 Account Period Covered/Beginning Balance

- * The beginning date for the period covered should be the date of qualification if this is the first accounting or should be the day following the ending date for the last accounting if this is not the first accounting.
- * The ending date for the period is one year following the beginning date.
- * The beginning balance should be the Total Value of the Estate from the Inventory if this is the first accounting or should be the ending balance from the last prior approved accounting if this is not the first accounting.

Section 4 Not Previously Reported

- * Use this section for any assets that have **not been** reported on the Inventory or any prior accounting.
- * For bank accounts or other types of new financial accounts provide the following information:
 - * Give the name of institution, type of account, and last four digits of the account number (for example xxxx1234)
 - * For vehicles provide the following information:
Make, Model, Year, and VIN
 - * For real property (excluding real property located outside of Texas) provide the following information:
Legal description or address. Must give identification beyond "land".
- * Claims from the estate (or owed by the estate) are not included on the estate Inventory, so for the first accounting put all claims owed by the estate in this section. If this is the second or subsequent accounting including only claims owed by the estate that have not been included in prior accountings.
- * Claims owed to the estate that have not been included on the Inventory or any other accounting should be included here.
- * When other property that is owed to or from the estate is discovered that has not been included in a prior accounting (or on the Inventory) give as much identifying information as possible.

Section 5 Changes

- * Explain why all changes occurred.
- * Corpus to Corpus Changes include changes in the character of an asset already reported (i.e. selling a car to create cash)
- * Include transfers between estate accounts.
- * Report unrealized gain/loss only on financial accounts (stocks, bonds, etc.).
- * If an accrual is presented place it here (i.e. on a financial statement).

- * Depreciation/Amortization is not required, but if it is done then place amounts and descriptions in this section.
- * Include reductions in previously reported asset values due to accident/destruction/deterioration in this section.
- * Include all appreciation in this section.
Sale of property- decrease one property increase another
reference the court order
- * If any property has been abandoned reference the court order allowing the abandonment.
- * If there has been a change in the value of the estate due to settlements include it in this section.
- * Revaluations: Include change in value of outstanding mortgage or other notes due to payments made during the accounting period.
- * Include all Distributions of property to heirs/devisees/beneficiaries/spending money for ward in this section.
- * If property has been stolen or lost include it in this section.
- * If Claims Owed To/From Estate changes if paid or values changed include it in this section.
- * Do not include payments for expense items.

Section 6 Receipts

- * Briefly describe where funds came from & provide back up.
- * Income: actual, not accrued
- * Dividends: actual, not accrued
- * Interest: actual, not accrued
- * Gifts to estate should be included in this section.
- * Realized gains/losses should be included in this section.
- * Returns/Remit: Enter a negative value for amounts the Estate gave back due to overpayment to the Estate.
- * Social Security & VA income should not to be included in for computation of commission.
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Describe if money is coming from other trusts, annuities, or from outside of estate.

Section 7 Disbursements

- * Most disbursements should have prior court approval. If no approval was obtained prepare a ratification motion.
- * Briefly describe where funds went include invoices/vouchers/receipts.
- * Expenses: In guardianships expenses should be categorized according to allowance/budget specifications.

- * If the Estate received funds in excess of what it was owed and returned all/a portion of those funds report it in this section.
- * Gifts from estate (Christmas etc.) need prior Court approval. Limited gifting is allowed in guardianship/trust cases.
Refund of expense ("+" Net against past payments)
- * Donation of Non Cash property to charity needs prior Court approval.

Section 8 Claims & Other Owed to & From Estate: Current Detail

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Claims: Include description. Do not include any claims already itemized in Section 5.
- * Other Assets Owed TO/FOR Estate: For example: refunds to estate, notes receivable, benefits, escrow, funds held at controllers, IOLTA, etc.
- * Other Property Owed BY/FROM estate- "-" fees, mortgages, notes payable, pending charges, money/property owed by estate for over receiving/error, etc.

Section 9 Estate Property Currently Administered: Current Detail

- * Cash & Cash Equivalent
Include entity, type, and last 4 account number (xxxx1234)
Include verification / statement showing balance
- * Financial Accounts- All Types & Identify Safekeeping
Include entity, type, and last 4 account number (xxxx1234)
Include verification / statement showing balance
- * Vehicle (make, model, year, vin)
- * Other Personal Property including description.
- * Real Property including with description.

***** MAKE SURE TO HAVE BACK UP FOR BALANCES IN ACCOUNTS*****

Section 10 Summary of Activity & Section 11 Estate Property Summary

- * The totals from these two sections should equal one another.

Section 12 Other

- * Bond: Include invoice showing paid.
- * Safekeeping- all accounts and property held in safekeeping should be identified

*****REMEMBER TO INCLUDE ALL BACKUP*****