

CAUSE NO. _____

IN THE GUARDIANSHIP OF

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IN COUNTY COURT AT LAW

NUMBER 2

AN INCAPACITATED PERSON

SAN PATRICIO COUNTY, TEXAS

ANNUAL ACCOUNT OF GUARDIAN OF THE ESTATE

TO THE HONORABLE JUDGE OF SAID COURT:

NOW COMES _____, Guardian of the Estate of _____,
an Incapacitated Person, and respectfully presents this verified exhibit:

- upon the expiration of twelve months from the date of qualification and receipt of letters as such representative (OR)
- from the last annual account, returning same in writing under oath.

1. PERIOD OF ACCOUNT. This account covers the period from _____ to _____.

2. _____ was appointed Guardian of this Estate by Order of this Court dated _____. Since qualifying, I have administered this Estate in accordance with the provisions of the Texas Probate Code.

3. The total value of the Estate at the beginning of this accounting period was \$ _____ as shown on

- the Inventory, Appraisalment & List of Claims (OR)
- The last Annual Accounting approved by this Court on _____.

4. The following property belonging to this Estate has come into the hands of the Guardian which HAS NOT BEEN PREVIOUSLY reported to the Court:

<u>PROPERTY</u>	<u>VALUE</u>
_____	\$ _____
_____	\$ _____
TOTAL VALUE OF PROPERTY NOT PREVIOUSLY REPORTED:	\$ _____

5. **Claims Against the Estate.** The following claims against the estate have been presented to the Guardian during this accounting period, and were approved and paid:

<u>SOURCE OF CLAIM</u>	<u>AMOUNT</u>
_____	\$ _____
_____	\$ _____
TOTAL VALUE OF CLAIMS PAID BY ESTATE	\$ _____

6. The following changes have occurred in the property of the Estate during this accounting period which have not been previously reported by the guardian of this Estate:

<u>CHANGES IN ESTATE ASSETS</u>	<u>AMOUNT</u>
<input type="checkbox"/> None (OR)	
<input type="checkbox"/> By Order signed on _____ as follows:	
_____	\$ _____
_____	\$ _____
TOTAL NET CHANGE IN VALUE OF ESTATE ASSETS	\$ _____

7. **Receipts.** The following is a complete list of all revenues and income received by the Guardian for the benefit of the Ward during the period covered by this account:

**** (Attach Representative Payee Report if funds are received from the Social Security Administration)**

<u>RECEIPTS SOURCE</u>	<u>AMOUNT</u>
Interest on Estate Accounts	\$ _____
Refunds	\$ _____
Rental income	\$ _____
Dividends	\$ _____
Proceeds from sale of Estate Assets	\$ _____
Social Security	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL RECEIPTS	\$ _____

8. **Disbursements.** The disbursements of the Estate are as shown in the attached Exhibit "B", and are summarized as follows:

Attorney's Fees	\$ _____
Bond Premium	\$ _____
Bank Charges	\$ _____
Property Taxes	\$ _____
Federal Income Taxes	\$ _____
Expenditures authorized by Court Order	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL DISBURSEMENTS	\$ _____

9. **Non-Cash Assets Administered.** Below is a complete, accurate, and detailed description of the non-cash assets being administered, the condition of the property, and the use being made of the property and, if rented, the terms upon and the price for which the property is being rented, is as follows:

<u>DESCRIPTION OF PROPERTY</u>	<u>VALUE</u>
a. _____	\$ _____
b. _____	\$ _____
c. _____	\$ _____
d. _____	\$ _____
 TOTAL VALUE OF NON-CASH ASSETS	 \$ _____

10. **Cash on Hand.** The cash remaining in the hands of the Guardian is located in the following deposit accounts, as evidenced by an official letter from the depository, attached as Exhibit "A" to this accounting.

<u>NAME OF DEPOSITORY</u>	<u>ACCOUNT NO.</u>	<u>BALANCE</u>
_____		\$ _____
_____		\$ _____
_____		\$ _____
 TOTAL VALUE OF CASH ASSETS		 \$ _____

11. **Summary and Reconciliation.** The following is a summary and reconciliation of the foregoing paragraphs of this account:

A. CHANGES IN ESTATE	
Paragraph 3: Value of Assets at the beginning of this accounting period	\$ _____
Paragraph 4: Property not previously reported	\$ _____
Paragraph 5: Total claims paid	\$ _____
Paragraph 6: Net changes in value of asset:	\$ _____
Paragraph 7: Total receipts	\$ _____
Paragraph 8: Total disbursements	\$ _____
 TOTAL VALUE OF ESTATE AFTER CHANGES	 \$ _____ *

B. ASSETS REMAINING IN ESTATE

Paragraph 9: Total non-cash assets being administered \$ _____

Paragraph 10: Total cash on hand \$ _____

TOTAL VALUE OF ESTATE ON HAND \$ _____ *

*These two values should be the same number.

12. The following debts and expenses of the Estate have not been paid and are presently due and owing by the estate:

NAME OF CREDITOR

AMOUNT OF DEBT

None.

(OR)

\$ _____
\$ _____

TOTAL AMOUNT OF DEBTS OWED BY ESTATE

\$ _____

Respectfully submitted,

Name of Guardian: _____
Guardian of the Estate of _____,
An Incapacitated Person

ATTORNEY BLOCK – REQUIRED

SIGNATURE

Name of Attorney: _____

Address: _____

Phone No.: _____

State Bar No. _____

STATE OF TEXAS §

COUNTY OF SAN PATRICIO §

I, _____, Guardian of the Estate of _____, an Incapacitated Person, having been duly sworn, hereby state on oath the following:

"I am the Guardian in the above entitled and numbered cause. I have read and examined the foregoing Annual Account which is to be filed in this cause and:

A. *The account contains a true, correct and complete statement of the matters to which the account relates:*

B. *Bond (Select one):*

I have paid the bond premium for the next accounting period.

I have paid a \$ _____ cash bond into the Registry of the Court.

The bond requirement was waived in the Order Appointing Guardian.

I have a personal surety bond in the amount of \$ _____ and have attached an Affidavit signed by the sureties verifying their continued qualification and agreement to act as sureties;

C. *I have filed all tax returns of the Estate due during the accounting period; and*

D. *Taxes (Select one):*

No taxes were owed by the Estate during the accounting period

Guardian has paid all taxes the Estate owed during the accounting period,

1. *The amount of the taxes was \$ _____;*

2. *The date the Guardian paid the taxes was _____;*

3. *The governmental entity to which the taxes were paid was _____*

Guardian has NOT paid all taxes the Estate owed during the accounting period.

the Guardian has NOT filed all tax returns of the Estate due during the accounting period for the reason that _____.

Guardian of the Estate of _____
An Incapacitated Person

SUBSCRIBED AND SWORN TO BEFORE ME, by _____ on this the _____ day of _____, 20____.

Notary Public in and for the State of Texas

CAUSE NO. _____

IN THE GUARDIANSHIP OF

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IN COUNTY COURT AT LAW

NUMBER 2

AN INCAPACITATED PERSON

SAN PATRICIO COUNTY, TEXAS

**ORDER APPROVING
ANNUAL ACCOUNT OF GUARDIAN OF THE ESTATE**

The Annual Account filed on _____, 20__ by the Guardian of the Estate of _____, An Incapacitated Person, came to be considered by the Court on this the _____ day of _____, 20__, and the Court finds that the Annual Account has remained on file for a full ten days before being considered. The Court has now been fully advised on all items of credit and possession of cash and other assets kept in safekeeping as well as those on deposit having been duly approved as required by law. The court finds that proper vouchers and proper evidence in addition to vouchers were produced, and filed by the Guardian, of each item of credit claimed in the account; that as to the bond premium, it is paid through the next accounting period; that as to the filing of federal income tax returns which were due, they were filed for every year for which any were due through the end of this accounting period; that as to federal income taxes, there are none due and owing; that as to property taxes, none are due; that the Court has jurisdiction of this proceeding and of the subject matter as required by law; and that the Annual Account has been audited by the court and complies with the law in every respect. The court is satisfied that the facts stated in the Annual Account are true, correct and complete; that there is a need for the continuation of this administration; and that this Annual Account should be approved.

IT IS THEREFORE ORDERED, ADJUDGED AND DECREED that the guardianship of the Estate _____, an incapacitated person, be continued; the Clerk of the Court shall issue new Letters of Guardianship according to law; and that the Annual Account filed herein by the Guardian is hereby APPROVED.

SIGNED this _____ day of _____, 20__.

Judge Presiding