

CAUSE NO. _____

IN THE GUARDIANSHIP OF

§
§
§
§
§

IN THE COUNTY COURT

OF POTTER COUNTY, TEXAS

ANNUAL ACCOUNTING FOR THE PERIOD _____ THROUGH _____

TO THE HONORABLE JUDGE OF SAID COURT:

NOW COMES _____, (Administrator or Guardian) herein, and respectfully presents this verified exhibit pursuant to the provisions of Section 359/Section 1163 of the Texas Estates Code.

- PERIOD OF ACCOUNT.** This accounting covers the period shown above.
- OPENING FIGURES.** The property of the Estate as shown on:
 - the Inventory, Appraisalment & List of Claims (*or*)
 - the Last Annual Accounting approved on _____, was as follows:

REAL PROPERTY

_____	\$_____.
_____	\$_____.

TOTAL REAL PROPERTY \$_____.

PERSONAL PROPERTY. Confirmations of securities are attached.

_____	\$_____.
_____	\$_____.

TOTAL PERSONAL PROPERTY \$_____.

CASH ON HAND. List by account number and bank location.

_____	\$_____.
_____	\$_____.

TOTAL CASH ON HAND \$_____.

OPENING FIGURES: TOTAL REAL PROPERTY+ TOTAL PERSONAL PROPERTY+ TOTAL CASH ON HAND=

\$_____.

3. **PROPERTY NOT PREVIOUSLY REPORTED.** The following property has come into the hands of your Administrator or Guardian, which has not been previously reported to the Court:

None (*or*)

_____ \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____

TOTAL PROPERTY NOT PREVIOUSLY REPORTED \$ _____.

4. **CHANGES.** The following changes have occurred in the condition of the Estate, which have not been previously reported or inventoried:

None (*or*)

A. By Order Signed _____ \$ _____
_____ B. By Order Signed _____ \$ _____
_____ C. _____ \$ _____

TOTAL CHANGES IN PROPERTY \$ _____.

5. **RECEIPTS.** The receipts of the Estate are as shown in the attached Exhibit "A", and are summarized as follows:

Interest on Estate Accounts \$ _____
Refunds \$ _____
Rental Income \$ _____
Dividends \$ _____
Proceeds from Sale of Estate Assets \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____

TOTAL RECEIPTS \$ _____.

6. **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 Changes \$ _____
Taxes \$ _____
Expenditures authorized by Court Order \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____

TOTAL DISBURSEMENTS \$ _____.

7. **PROPERTY AND CASH ON HAND.** The property currently being administered and cash remaining in the hands of your Administrator or Guardian is as follows:

REAL PROPERTY

_____ \$ _____
 _____ \$ _____

TOTAL REAL PROPERTY \$ _____.

PERSONAL PROPERTY. Confirmations of securities are attached.

_____ \$ _____
 _____ \$ _____

TOTAL PERSONAL PROPERTY \$ _____.

CASH ON HAND Listed by account number and bank location.

_____ \$ _____
 _____ \$ _____

TOTAL CASH ON HAND \$ _____.

REAL PROPERTY+PERSONAL PROPERTY+CASH ON HAND=\$ _____.

8. **SAFEKEEPING.** The following assets belonging to the Estate are being held subject to safekeeping agreements: Confirmations of Safekeeping are attached.

None (*or*)

_____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____

TOTAL ASSETS IN SAFEKEEPING \$ _____.

9. **CLAIMS.** The claims, which have been presented against the estate, are as follows:

Claimant's Name & Address	Nature of Claim	Amount Allowed & Approved	Amount Rejected	Amount Paid	Amount Allowed But Not Paid

TOTAL CLAIMS \$ _____.

10. **UNPAID DEBTS.** The following debts and expenses of the estate have not been paid and are presently due and owed by the Estate:

None (*or*)

_____ \$ _____.
 _____ \$ _____.
 _____ \$ _____.
 _____ \$ _____.

TOTAL UNPAID DEBTS \$ _____.

11. **OTHER FACTS NECESSARY FOR A FULL UNDERSTANDING OF THE CONDITION OF THE ESTATE, INCLUDING, BUT NOT LIMITED TO THE PAYMENT OF INSURANCE AND TAXES, IF ANY, ON ASSETS OF THE ESTATE:**

12. **RECONCILIATION.** The following is a summary and reconciliation of the foregoing paragraphs of this account:

		CASH	TOTAL ESTATE
12.2	OPENING FIGURES	\$ _____	\$ _____
12.3	PROPERTY NOT PREVIOUSLY REPORTED		
12.4	CHANGES IN PROPERTY		
12.5	RECEIPTS		
12.6	MINUS DISBURSEMENTS	(_____)	(_____)
	TOTAL 12.2 THROUGH 12.6	\$ _____	\$ _____
12.7	PROPERTY AND CASH ON HAND		
12.8	ASSETS IN SAFEKEEPING		
	TOTAL 12.7 THROUGH 12.8	\$ _____	\$ _____
12.9	CLAIMS		
12.10	MINUS UNPAID DEBTS AND EXPENSES		(_____)
	<u>TOTAL NET VALUE OF ESTATE</u>		\$ _____

Respectfully submitted,

_____, Administrator or Guardian
 Signature

_____, Administrator or Guardian
 Print Name

THE STATE OF TEXAS §
 §
COUNTY OF POTTER §

(Administrator or Guardian), _____, being first duly sworn, upon his/her oath deposes and says that:

I am the (Administrator or 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, and correct and complete statement of the matters to which the account relates;
- B. the Administrator has paid the bond premium for the next account period;
- C. the Administrator has filed all tax returns of the Estate due during the accounting period; and
- D. no taxes were owed by the Estate during the accounting period,
(or)
 the Administrator or Guardian has paid all taxes the Estate owed during the accounting period,
 - 1. the amount of the taxes was \$ _____;
 - 2. the date the Administrator or Guardian paid the taxes was _____;
 - 3. the governmental entity to which the taxes were paid was _____;

(or)
 The Administrator or Guardian has NOT paid all taxes the Estate owed during the accounting period,

(or)
 The Administrator or Guardian has NOT filed all tax returns of the Estate during the accounting period for the reason that:

_____.

_____, Administrator/Guardian
Signature

_____, Administrator/Guardian
Print Name

SWORN TO AND SUBSCRIBED this _____ day of _____, 20_____.

Notary Public

CAUSE NO. _____

IN THE GUARDIANSHIP OF

§
§
§
§
§

IN THE COUNTY COURT

OF POTTER COUNTY, TEXAS

ORDER APPROVING ANNUAL ACCOUNTING

On this day, the Annual Account of this Estate was heard and considered by the Court and after examination the Account and hearing the evidence in support of same, the Court finds as follows:

- 1. that the Court has jurisdiction of this proceeding and of the subject matter as required by law;
- 2. the Annual Accounting has remained on file for a full ten days before being considered;
- 3. 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;
- 4. the Court is satisfied that the facts stated in the Account are true, correct and complete and;
- 5. the Annual Account has been audited and settled by the Court, complies with the law in every aspect, and should be approved as filed;
- 6. additional provisions as needed; _____

IT IS THEREFORE ORDERED, ADJUDGED, AND DECREED that the Annual Account filed herein by Administrator/Guardian on or about _____ is hereby approved.

Date

Judge Presiding