

Cause No. _____

IN THE GUARDIANSHIP OF:

COUNTY COURT AT LAW

NO. _____

AN INCAPACITATED PERSON

HAYS COUNTY, TEXAS

ANNUAL ACCOUNT FOR THE PERIOD
THROUGH

TO THE HONORABLE JUDGE OF SAID COURT:

NOW COMES _____, Guardian of the Estate and Person of _____, and respectfully presents this verified exhibit pursuant to the provisions of Section 1163.001 of the Texas Estates Code.

1. PERIOD OF ACCOUNT: This accounting covers the period shown above.
2. OPENING FIGURES: The property of the Ward's Estate, as shown on
☐ the Inventory, Appraisement & List of Claims, or
☐ the last Annual Accounting
approved on _____ was as follows:

REAL PROPERTY:

_____	\$ _____
_____	_____
_____	_____

TOTAL REAL PROPERTY

\$ _____

PERSONAL PROPERTY:

_____	\$ _____
_____	_____
_____	_____

TOTAL PERSONAL PROPERTY

\$ _____

CASH ON HAND Listed by account number and bank location

_____	\$ _____
_____	_____
_____	_____
_____	_____

TOTAL CASH ON HAND

\$ _____

OPENING FIGURES-TOTAL PROPERTY AND CASH ON HAND

\$ _____

3. **PROPERTY NOT PREVIOUSLY REPORTED:** The following property has come into the hands of your 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 listed or inventoried (this category would include items such as the gain or loss on the sales of estate property, fluctuations in investments, receipt of claims owed to the estate and the compromise of disputed claims:

☐ None, or

☐ A. By Order signed _____ \$ _____
B. By Order signed _____
C. _____

SAMPLE

Sale of Real Estate. By Order of November 10, 2001, the sale of real estate of this Estate was confirmed. Proceeds of \$ 34,549.23 were received and deposited by your Guardian on January 12, 2002 with a resulting decrease in market value of \$ 500.00 from the inventoried value of said property and net closing costs of \$ 450.77.

Net decrease to the Estate \$ (950.77)

TOTAL CHANGES IN PROPERTY \$ _____

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

Interest on Estate accounts \$ _____
Refunds _____
Rental income _____
Dividends _____
Proceed from the Sale of Estate Assets _____

TOTAL RECEIPTS \$ _____

6. **DISBURSEMENTS**: The disbursements of the Estate are as shown in the attached exhibit entitled Disbursements, and are summarized as follows:

Attorney's Fees	\$ _____
Bond Premium	_____
Bank charges	_____
Taxes	_____
Expenditures authorized by Court Order	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL DISBURSEMENTS \$ _____

7. **ENDING FIGURES-PROPERTY AND CASH ON HAND**: The property currently being administered and cash remaining in the hands of your Guardian are as follows:

REAL PROPERTY

_____	\$ _____
_____	_____
_____	_____
_____	_____

TOTAL REAL PROPERTY \$ _____

PERSONAL PROPERTY (Attach confirmation of securities).

_____	\$ _____
_____	_____
_____	_____
_____	_____

TOTAL PERSONAL PROPERTY \$ _____

CASH ON HAND (Listed by account number and bank location and attach a Cash Verification form.)

_____	\$ _____
_____	_____
_____	_____
_____	_____

TOTAL CASH ON HAND \$ _____

ENDING FIGURES-TOTAL PROPERTY AND CASH ON HAND \$ _____

8. **CLAIMS:** The claims which have been presented against the Estate are as follows:

☐ None,

or

Claimant's Name & Address	Nature of claim	Amt. Allowed and approved	Amt. rej.	Amt. paid	Amt. Allowed but not paid
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TOTAL CLAIMS

\$ _____

9. 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.

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

Opening figures	\$ _____
Property Not Previously Reported	+ _____
Changes in Property	+ _____
Receipts	+ _____
Disbursements	- _____

Total Value of Estate after Changes	\$ _____
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Total Non-cash Property	\$ _____
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Total Cash on hand	\$ _____
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Total Value of Estate on Hand	\$ _____
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Note: (The total value of Estate after Changes should match the Total Value of Estate on hand shown immediately above)

Respectfully submitted,

, Guardian

ATTORNEY FOR GUARDIAN

AFFIDAVIT

(Use when no taxes or returns are due)

STATE OF TEXAS |
 |
COUNTY OF HAYS |

BEFORE ME, the undersigned authority, on this day personally appeared _____, Guardian for the Estate of _____, Ward, known to me to be the person whose name is subscribed to the above and foregoing Annual Account, who by me duly sworn on oath deposes and says:

1. That the above and foregoing Annual Account and Exhibits contain a true, correct and complete statement of the matters to which the account relates;
2. The Guardian has paid the bond premium for the next accounting period (please note, none due if none is due);
3. The Guardian has not filed any tax returns of the Estate due during the accounting period because no returns were due and no taxes were due.

, Guardian

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

Notary Public, in and for
The State of Texas

AFFIDAVIT

(Use when returns where filed and no taxes are due)

STATE OF TEXAS |

COUNTY OF HAYS |

BEFORE ME, the undersigned authority, on this day personally appeared _____, Guardian for the Estate of _____, Ward, known to me to be the person whose name is subscribed to the above and foregoing Annual Account, who by me duly sworn on oath deposes and says:

1. That the above and foregoing Annual Account and Exhibits contain a true, correct and complete statement of the matters to which the account relates;
2. The Guardian has paid the bond premium for the next accounting period (please note, none due if none is due);
3. The Guardian has filed all tax returns of the Estate due during the accounting period and no taxes were due by the Estate during the accounting period.

_____, Guardian

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

Notary Public, in and for
The State of Texas

AFFIDAVIT

(Use when all returns were filed and all taxes were paid)

STATE OF TEXAS |
 |
COUNTY OF HAYS |

BEFORE ME, the undersigned authority, on this day personally appeared _____, Guardian for the Estate of _____, Ward, known to me to be the person whose name is subscribed to the above and foregoing Annual Account, who by me duly sworn on oath deposes and says:

1. That the above and foregoing Annual Account and Exhibits contain a true, correct and complete statement of the matters to which the account relates;
2. The Guardian has paid the bond premium for the next accounting period (please note, none due if none is due);
3. The Guardian has filed all tax returns of the Ward due during the accounting period and the Guardian has paid all taxes the Ward owed during the accounting period as follows:
 - a. the amount of taxes was \$ _____;
 - b. the date the Guardian paid the taxes was _____;
 - c. the governmental entity to which the taxes were paid was _____.

, Guardian

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

Notary Public, in and for
The State of Texas

AFFIDAVIT

(Use when taxes were due and not paid)

STATE OF TEXAS |
 |
COUNTY OF HAYS |

BEFORE ME, the undersigned authority, on this day personally appeared _____, Guardian for the Estate of _____, Ward, known to me to be the person whose name is subscribed to the above and foregoing Annual Account, who by me duly sworn on oath deposes and says:

1. That the above and foregoing Annual Account and Exhibits contain a true, correct and complete statement of the matters to which the account relates;
2. The Guardian has paid the bond premium for the next accounting period (please note, none due if none is due);
3. The Guardian has filed all tax returns of the Ward due during the accounting period and the Guardian has NOT paid all the taxes owed during the accounting period.

, Guardian

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

Notary Public, in and for
The State of Texas

AFFIDAVIT

(Use when all returns were not filed)

STATE OF TEXAS |
 |
COUNTY OF HAYS |

BEFORE ME, the undersigned authority, on this day personally appeared _____, Guardian for the Estate of _____, Ward, known to me to be the person whose name is subscribed to the above and foregoing Annual Account, who by me duly sworn on oath deposes and says:

1. That the above and foregoing Annual Account and Exhibits contain a true, correct and complete statement of the matters to which the account relates;
2. The Guardian has paid the bond premium for the next accounting period (please note, none due if none is due);
3. The Guardian has NOT filed all tax returns of the Ward due during the accounting period for the reason that _____

_____, Guardian

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

Notary Public, in and for
The State of Texas

Schedule of Receipts

Receipts of Principal

<u>Date</u>	<u>Source and Nature of Receipt</u>	<u>Amount</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total Receipts of Principal		\$ _____

Receipts of Income[illegible]

[illegible]

\$ _____

Cause No. _____

IN GUARDIANSHIP OF

COUNTY COURT AT LAW

_____,

NO. _____

WARD

HAYS COUNTY, TEXAS

VERIFICATION OF FUNDS ON DEPOSIT

The undersigned, an officer of the financial institution named below, hereby certifies that _____, Guardian of the Estate of _____, has on deposit with this institution funds belonging to the estate, and that as of _____, 20 __, had on deposit with this institution in the following accounts, the amounts shown below:

Checking Account No. _____ \$ _____

Savings Account No. _____ \$ _____

Certificate of Deposit No. _____ \$ _____

Signed this _____ day of _____, 20_____.

Name of financial institution

By: _____

Name: _____

Title: _____

Cause No. _____

IN THE GUARDIANSHIP OF

COUNTY COURT AT LAW

_____,

NO. _____

WARD

HAYS COUNTY, TEXAS

VERIFICATION OF FUNDS ON DEPOSIT
(AND SUBJECT TO A SAFEKEEPING AGREEMENT)

The undersigned, an officer of the financial institution named below, hereby certifies that _____, Guardian of the Estate of _____, has on deposit with this institution funds belonging to the estate, and that as of _____, 20__, had on deposit with this institution in the following accounts, the amounts shown below:

Checking Account No. _____ \$ _____

Savings Account No. _____ \$ _____

Certificate of Deposit No. _____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

The undersigned further certifies that under no circumstances will any of said funds, including subsequent deposits, interest or dividends, be delivered by this institution to the Guardian or to any other person except upon the receipt of a certified copy of any order of this Court in accordance with Section 1105.157 of the Texas Estates Code.

Signed this _____ day of _____, 20_____.

Name of financial institution

By: _____

Name: _____

Title: _____

Cause No. _____

IN THE GUARDIANSHIP OF:

COUNTY COURT AT LAW

_____,

NO. _____

WARD

HAYS COUNTY, TEXAS

VERIFICATION OF SECURITIES

The undersigned, an officer of the institution or company named below (hereinafter called "security holder"), hereby certifies that _____, Guardian of the Estate of _____, has on deposit with this "security holder" assets belonging to the Estate, and that as of _____, 20____, had on deposit with this "security holder" the following assets:

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

Signed this _____ day of _____, 20_____.

Name of security holder

By: _____

Name: _____

Title: _____