

SIMPLIFIED ACCOUNTING (Short Form): When money is in restricted depository and there is no money taken out or disbursement. They must attach a copy of the statement example: Bank or Annuity. There is no audit fee.

ANNUAL ACCOUNTING (Long Form): When there is money taken out or disbursement. Must specify all items of disbursement. An auditing fee is required depending on the Ending Balance of the Ward=s Assets. (See Annual Accounting Audit Fees). First Year=s Accounting Starting Balance should match the Inventory.

ANNUAL PLAN: For Incapacitated Person or for Minor Person Only. Must attach Physician=s Note. No auditing fee.

IN THE CIRCUIT COURT FOR SANTA ROSA COUNTY, FLORIDA

IN REF: GUARDIANSHIP OF

PROBATE DIVISION

File Number:

Division:

SIMPLIFIED ACCOUNTING OF GUARDIAN OF PROPERTY

ANNUAL ACCOUNTING FOR THE PERIOD COMMENCING: _____, _____.

THROUGH: _____, _____.

The undersigned _____, alleges:

1. The undersigned is the duly qualified and acting guardian of the property of _____, (the Ward).

2. Pursuant to order of the above entitled court, all the assets of the Ward are in the following designated depositories under Sec 69.031, Florida Statutes:

(a)

(Name of Institution)

Account Number: _____ Year end balance \$

(b)

(Name of Institution)

Account Number: _____ Year end balance \$

(c)

(Name of Institution)

Account Number: _____ Year end balance \$

3. The original or certified copies of the year-end statement(s) of the Ward=s account(s) from the financial institution(s) are attached to this accounting.

4. The only transactions that have occurred in the account(s) are interest accrual, deposits pursuant to settlement, or financial institution charges.

Under penalties of perjury, I declare that, to the best of my knowledge and belief, this accounting is true and correct, and that I have custody and control of the Ward=s property as set forth in the attached year-end statements.

Signed on _____.

Guardian
[Print or Type Name Under All Signature Lines]

IN THE CIRCUIT COURT FOR SANTA ROSA COUNTY, FLORIDA

IN REF: GUARDIANSHIP OF

PROBATE DIVISION

File Number

Division

ACCOUNTING (GUARDIANSHIP REPORT) OF GUARDIAN OF PROPERTY

FOR THE PERIOD COMMENCING:
THROUGH:

		SUMMARY		
		<u>Income</u>	<u>Principal</u>	<u>Totals</u>
I.	<u>Starting Balance</u> Assets per Inventory on Hand at Close of Last Accounting Period	\$ _____	\$ _____	\$
II.	<u>Receipts</u> Schedule A B	\$ _____	\$ _____	\$
III.	<u>Disbursements</u> Schedule B B	\$ _____	\$ _____	\$
IV.	<u>Capital Transactions and Adjustments</u> Schedule C B Net Gain or (Loss)	\$ _____	\$ _____	\$
V.	<u>Assets on Hand at Close of Accounting Period</u> Schedule D B Cash and Other Assets	\$ _____	\$ _____	\$

Note: Refer to ss 361, 362, 367, 3678, 511 and Ch. 744 of the Florida Statutes, and the FPR 5.695; & 53696. Also see Accountings, Chapter 12 of Practice Under Florida Probate Code, 1997, and see Appendix A, Rule 5.346, Florida Probate Rules for instructions relating to summary and all schedules.

Entries on Summary are to be taken from totals on Schedules A, B, C, and D.

The Summary and Schedules A, B, C, and D are to constitute the full accounting. Every transaction occurring during the accounting period should be reflected on the Schedules.

All purchases and sales, all adjustments to the inventory or carrying value of any asset, and any other changes in the assets (such as stock splits) should be described on Schedule C.

The amount in the ATotal@ column for Item V must agree with the total inventory or adjusted carrying value of all assets on hand at the close of the accounting period on Schedule D.

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REPORT OF GUARDIAN OF PROPERTY - - ACCOUNTING
GUARDIANSHIP OF
FOR THE PERIOD COMMENCING:
THROUGH:

SCHEDULE B A Receipts

Date	Brief Description of Items	Income	Principal
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NOTE:

Schedule A should reflect only those items received during administration that are not shown on the inventory. Classification of items as income or principal is to be in accordance with the provisions of the Florida Principal and Income Act, Chapter 738, Florida Statutes.

Entries involving the sale of assets or other adjustments to the carrying values of assets are to be shown on Schedule C, and not on Schedule A.

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REPORT OF GUARDIAN OF PROPERTY - - ACCOUNTING
GUARDIANSHIP OF
FOR THE PERIOD COMMENCING:
THROUGH:

SCHEDULE B B Disbursements

Date	Brief Description of Items	Income	Principal
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_____.NOTE: Schedule B should reflect only those items paid out during the accounting period.
Classification of disbursements as income or principal is to be in accordance with the provisions of the Florida Principal and
Income Act, Chapter 738, Florida Statutes.

Entries involving the purchase of assets or adjustments to the carrying values of assets are to be shown on Schedule
C, and not on Schedule B.

REPORT OF GUARDIAN OF PROPERTY - - ACCOUNTING
 GUARDIANSHIP OF
 FOR THE PERIOD COMMENCING:
 THROUGH:

SCHEDULE B C Capital Transactions and Adjustments

Date	Brief Description of Items	Net Gain	Net Loss
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_____	TOTAL NET GAINS AND LOSSES	\$ _____	\$ _____
—	NET GAIN OR (LOSS)	\$ _____	\$ _____

NOTE: Schedule C should reflect all purchases and sales of assets and any adjustments to the carrying values of any assets. Entries reflecting sales should show the inventory or adjusted carrying values, the costs and expenses of the sale, and the net proceeds received. The net gain or loss should be extended in the appropriate column on the right side of Schedule C.

Entries reflecting purchases should reflect the purchase price, any expenses of purchase or other adjustments to the purchase price, and the total amount paid. Presumably no gain or loss would be shown for purchases.

Entries reflecting adjustments in capital assets should explain the change (such as a stock split) and the net gain or loss should be shown in the appropriate column on the right side of Schedule C.

The NET gain or loss should be entered in the Principal column of the Summary.

REPORT OF GUARDIAN OF PROPERTY - - ACCOUNTING
 GUARDIANSHIP OF
 FOR THE PERIOD COMMENCING:
 THROUGH:

SCHEDULE B D Assets on Hand at Close of Accounting Period

Estimated
 Current Value Carrying Value

_ ASSETS OTHER THAN CASH:

	OTHER ASSETS TOTAL	\$		\$
	CASH:			

	CASH TOTAL	\$		
\$				

	TOTAL ASSETS (must agree with the Total for Item V on Summary)	\$		\$
\$				

_NOTE: Schedule D should be a complete list of all assets on hand reflecting inventory values for each item, adjusted in accord with any appropriate entries on Schedule C.

Current market values for any assets that are known to be different from the inventory or carrying values as of the close of the accounting period should be shown in the column marked ACurrent Value.@ The total inventory or adjusted carrying value (not Current Value) must agree with the Total for Item V on Summary.

REPORT OF GUARDIAN OF PROPERTY - - ACCOUNTING
GUARDIANSHIP OF
FOR THE PERIOD COMMENCING:
THROUGH:

The undersigned guardian (the Guardian) certifies that the Guardian has obtained a receipt or cancelled check for all expenditures and disbursements made on behalf of the ward, which said Guardian will preserve along with other substantiating papers for a three (3) year period after discharge of Guardian, and will upon request be made available for inspection as the Court may order.

Attached is the required fee for the auditing of this accounting (unless waived by court order).

Under penalties of perjury, I declare that I have read and examined the foregoing account and that, to the best of my knowledge and belief, it constitutes a full and correct account of all the ward=s property of which the Guardian has control, and is a complete report of all cash and property transactions and of all receipts and disbursements by the Guardian

from _____, 20__ through _____, 20__, and includes a statement of the ward=s assets at the close of the accounting period.

Signed on _____, 20__.

Guardian

Address

Attorney for Guardian
Florida Bar No. _____

City / State / Zip Code

(____)

Phone Number

(Address)

Telephone: _____

[Print or Type Names Under All Signature Lines]