

Introductory Instructions: Guardianship Reporting Forms

Generally, an individual appointed as a guardian of the person, estate, or person and estate of an incapacitated person must periodically report to the court regarding the guardianship. Forms have been developed and approved by the Supreme Court for use by guardians subject to reporting requirements. All guardians required to report must utilize these forms which can be completed online or printed and filled out in type or neat handwriting.

Consult the Judgment and Letters

The first step for any guardian is to look to the Judgment of Incapacity (or Judgment of Guardianship) entered by the Superior Court, along with the Letters of Guardianship issued by the Surrogate. Both the Judgment and the Letters specify the type of your responsibilities as a guardian. An individual may be appointed as guardian of the person, as guardian of the estate (sometimes referred to as property), or as guardian of the person and estate. In some cases, one person may be appointed as guardian of the person and a different person appointed as guardian of the estate. For purposes of reporting, each guardian must identify the nature of his or her guardianship and file the appropriate report(s). If multiple guardians are appointed as to the same area (co-guardians of person, or co-guardians of estate, or co-guardians of person and estate) then all guardians must report. It is acceptable for all co-guardians to file a single report, signed by all, or to file separate reports. Refer to the Judgment as to any requirement for service of a report filed by one guardian on the other co-guardian(s).

After determining whether you are appointed as a guardian of the person, a guardian of the estate, or a guardian of both person and estate, look to the Judgment to see when you must report. Guardians are often required to report on or before the annual anniversary of the date of their appointment, but in some cases the Judgment will set a different period. The date of appointment is the date of entry of the Judgment, not the date when letters were issued by the Surrogate.

Instructions: Guardian Inventory

A Judgment of Incapacity may direct the filing, usually within ninety (90) days, of an inventory of the estate of the incapacitated person. Always check the Judgment to confirm the deadline for filing as well as who must be served with a copy of the inventory.

The Guardian Inventory form is a three-page document to which additional sheets may be attached if necessary. The caption should be completed to reflect the name of the incapacitated person, the county of the guardianship, and the docket number. If you are the only guardian of the estate, then you alone must date and sign below the certification language. If there is more than one guardian of the estate, then all such guardians must date and sign the certification.

Below the lines for signatures is a section for “RECAPITULATION” in which the information set forth in the following schedules is restated to provide an overview of the inventory. As noted at the bottom of page 1, the inventory must list all assets, regardless of whether such assets are located in New Jersey or out-of-state. The inventory must be completed as to all schedules, and the proper entry for any schedule without corresponding assets is “NONE”.

Specific instructions are provided as to each schedule included in the inventory. You should follow these directions carefully and attach additional pages as needed. If you are handling a complex and/or highly valuable guardianship estate, then you may wish to consult with an attorney or an accountant to assist you in completing the Inventory Form. Even if you retain a professional for assistance, the inventory must be filed by the guardian(s) personally and not by the attorney or accountant.

Note that Schedule A - Real Property, and Schedule B - Stocks, Bonds, Mutual Funds, Securities and Investment Accounts, include two (2) columns for valuation. For real property, you are asked to provide both the municipal tax assessed value and the market value. For Schedule B, you are asked to provide face value, if applicable, and market value. Some assets, like bonds, will have both a face value and a market value. For those assets, list both the face value and market value. Other assets will only have a market value. To calculate the totals for these schedules, add together the market value amounts. Market value may be estimated rather than based upon a new appraisal. For further information, see the *Frequently Asked Questions* (FAQ) section.

At the bottom of page 3 is a certification of service which must be completed prior to filing. In general, the inventory must be served by the guardian(s) on all interested persons listed in the verified complaint for guardianship, as well as any parties who subsequently entered an appearance in the action. You should check the Judgment to determine if you are required to serve the inventory on anyone else. The Judgment may also specify how service should be effectuated (i.e., certified mail). Remember that when you file the original inventory, you must pay a fee of \$5/page to the Surrogate.

Instructions: Report of Well-Being

If you are a guardian of the person, you may be required to file the Report of Well-Being. This document includes ten (10) questions and space to provide additional information. For any question that cannot be answered fully in the space provided, you should attach additional sheets, writing or typing on only one side of the page.

Item #1 requests a description of the incapacitated person's overall situation. This item should be answered either by describing any significant changes in the incapacitated person's physical health, intellectual functioning, emotional health and/or living conditions, or by stating affirmatively that there has been no substantial change in these areas since the prior reporting period. **This item should not be left blank** even if there has been no change to the incapacitated person's overall situation since the establishment of the guardianship or the filing of the prior report.

Item #2 addresses the incapacitated person's residential setting. If you respond that the current setting is not suitable to the needs of the incapacitated person, then you must explain that response and should specifically state whether the unsuitability is temporary and being addressed (i.e., the incapacitated person's apartment flooded due to a storm, and from ____ to ____ he or she was placed in alternate housing while the damage was repaired) or an ongoing issue (i.e., the incapacitated person is no longer ambulatory but remains in _____ facility which lacks operational elevators, however, alternate housing has not yet been secured).

Item #3 asks whether suitable social activities are available to the incapacitated person and whether he or she partakes in such activities. Both aspects of this question should be answered taking into consideration the abilities and needs of the incapacitated person.

Item #4 requests information regarding a recent medical evaluation of the incapacitated person. A written statement of an examining professional (i.e., medical doctor (M.D.), doctor of osteopathic medicine (D.O.), etc.) must be attached to the Report of Well-Being.

A Certification of Examining Professional (CN 12042) is provided on the last page. The Certification of Examining Professional is a form certification which should be provided to the professional who has performed a recent medical evaluation of the incapacitated person. Complete the top portion of the form by filling in your name, address, and telephone number. Insert the incapacitated person's name in the blank spot under "In the Matter of:".

Provide this form to the examining professional to be filled out. Additional pages may be attached if more space is needed. Should the examining professional wish to utilize their own form, make sure that the statement addresses the same information.

Item #5 requires a list of other professional medical treatment provided to the incapacitated person. If the reporting period is other than a year, then this question should be answered to address the period covered by this report.

Item #6 addresses substantial changes to the incapacitated person's medication. If the incapacitated person is not prescribed any medication, then this should be stated. If there has been no substantial change to the incapacitated person's prescriptions, then you should state "no change to prescriptions." If the incapacitated person is subject to a regimen of over-the-counter medications, then any substantial change in this regard should also be noted.

Item #7 provides for a description of the incapacitated person’s treatment plan going forward. For any area that does not apply, you should note “N/A” (not applicable). Examples of additional related services include speech therapy, occupational therapy, therapeutic massage, etc.

Item #8 directs the guardian to assess various areas of the incapacitated person’s functioning. Please provide further explanation if you select “Don’t Know” for any area.

Item #9 asks if you have investigated eligibility for public benefits to which the incapacitated person may be entitled. If you have investigated all listed programs, then you should answer “Yes” even if the incapacitated person has been determined ineligible for some/all benefits.

Item #10 allows you as guardian to identify any assistance required from the court or a community agency. Please be as specific as possible in describing any help that you need on behalf of the incapacitated person.

Following item #10 is an *optional* section in which you can add additional information about the incapacitated person and/or the guardianship.

Instructions: Certification of Examining Professional

If you are a guardian of the person, you may be required to file a Report of Well-Being which includes a Certification of Examining Professional. The Certification of Examining Professional is a form certification which should be provided to a medical professional (i.e., medical doctor (M.D.), doctor of osteopathic medicine (D.O.), etc.) who has performed a recent medical evaluation of the incapacitated person.

1. At the top left of the form, enter your name, address, and daytime phone number.
2. On the line above *In the Matter of*: fill in the full legal name of the incapacitated person.
3. Provide this form to the examining professional to fill out the remainder of the form. Additional pages may be attached if more space is needed.

Note: If the examining professional wishes to utilize his/her own form, **make sure** that their statement addresses **all** of the information contained in this form.



New Jersey Judiciary

Guardianship Report

EZ Accounting Form Instructions

Guardians of the estate may be required to report using Judiciary forms as to the financial affairs of the incapacitated person.

There are two different periodic reporting forms: the Periodic EZ Accounting form (“EZ form”), and the Periodic Comprehensive Accounting form (“Comprehensive form”). The Judgment of Incapacity should specify which form you are required to file, as well as the deadline for filing.

Note that instead of filing a Judiciary form, it is possible that a Judgment may direct periodic filing of a copy of a Social Security Representative Payee Report for the most recent reporting period, or of a formal accounting.

Sometimes, a Judgment may simply direct the filing of an annual report or an informal account. If the Judgment does not specify a type of accounting and you are unsure which form to utilize, you can file the EZ form and then wait for any further direction.

The EZ form is a three-page document to which additional pages may be attached if necessary.

Item A asks if a bond is required, and if so, if one is filed covering the period of this report. If you were appointed as guardian of the estate but the Judgment waived the requirement of bond, then you should select “N/A”. Even if no bond was imposed, if your Judgment requires the filing of a report, then you must file the report by the specified deadline.

Item B inquires if you have identified, traced and collected all of the incapacitated person’s assets since your appointment. If you answer “No” to this question, you must provide further explanation. For example, if you are aware of assets belonging to the incapacitated person but in the custody of someone else, you should explain what steps you have taken to retrieve those assets and bring them into the guardianship estate.

Item C addresses the status of the filing of the incapacitated person’s state and federal tax returns due for all calendar years prior to the year in which this report is being filed, as well as any payments due for same. If no tax returns are delinquent as of the filing of your report, then you should answer “Yes” to this question even if tax returns for the most recent year will soon be due.

For example, if your reporting deadline is in February, then in 2014 you may report that you have filed all past tax returns and made all payments due as long as all tax returns have been filed, and payments have been made, for past years including tax year 2012 (as the 2012 returns would have been filed by April 15, 2013). This is true even though you will shortly be filing the tax returns for 2013 (which will be due April 15, 2014). If the amount of income received by the protected person is too little to require the filing of taxes, then write this on the form.

Below items A-C is Part I of the form, which covers income and disbursements during the reporting period only. In line 1 of the SUMMARY table, you should report the beginning cash balance of the incapacitated person’s estate. In line 2, you should state the amount reflected under SCHEDULE A – EZ: INCOME, which amount is the Total Income Received. Remember to list all sources of income, even if some sources (such as Social Security benefits) may have been excluded for purposes of setting bond. If additional lines are needed, attach SCHEDULE A – EZ: ADDITIONAL INCOME ([11800_grdnshp_ez_acting_addtl.pdf](#)) and enter the total in the corresponding line of the SUMMARY table.

Below is an example showing the aggregate amount received for Social Security Disability for nine (9) months.

#	Source of Income (e.g. employment, social security)	Description	Total Income Amount
<i>Sample</i>	<i>Social Security Disability</i>	<i>9 months x \$689.00</i>	<i>\$6201.00</i>

If you are required to report annually, then income will generally cover twelve (12) months. You may wish to add a brief explanation if certain income is received for a shorter period of time (i.e., the incapacitated person participates through school in a structured work program for ten (10) months of the year, earning a stipend of \$100/month for that 10-month period, for a total of \$1000/year, but the protected person has no earned income during the other two (2) months of the year).

In line 3 of the SUMMARY table, you should state the total amount reflected under Schedule B-EZ: DISBURSEMENTS. This schedule lists the payments made from the guardianship estate for the reporting period. If additional lines are needed, attach SCHEDULE B – EZ: ADDITIONAL DISBURSEMENTS ([11800_grdnshp_ez_accting_addtl.pdf](#)) and enter the total in the corresponding line of the SUMMARY table. Some disbursements, like food and utilities, are for regular, recurring expenses. If food is purchased solely for the protected person, then the amount spent will likely vary from month to month. In this situation, the category of disbursements should be reported on a monthly basis. The following is sufficient:

#	Category	Payment Date/Period	Payee	Amount Spent
1	Monthly Grocery - January	January 2014	ACME/Shoprite	\$293.77
2	Monthly Grocery - February	February 2014	Shoprite	\$301.23
3	Monthly Grocery - March	March 2014	ACME	\$256.85

If the incapacitated person resides with the guardian(s) as part of a family unit, then it is permissible for a set amount of the protected person's funds to be utilized each month to cover his or her share of food purchases. In this case, for SCHEDULE B-EZ, you may report as follows:

#	Category	Payment Date/Period	Payee	Amount Spent
1	Grocery (12 months)	January-December 2014	ACME/Shoprite	\$2,700 (12 x \$225/month)

Other recurring monthly expenses, like a cell phone or cable plan, can also be reported in this manner.

#	Category	Payment Date/Period	Payee	Amount Spent
1	Jitterbug Plus (cell phone basic plan 29)	January-December 2014	Sprint	\$359.88 (12 x \$29.99/month)

Some disbursements will reflect occasional purchases, such as new clothes at the beginning of a season or for special events. For these items, all fields of the SCHEDULE B-EZ: DISBURSEMENTS should be completed, as follows:

#	Category	Payment Date/Period	Payee	Amount Spent
1	Clothing (winter coat, gloves, snow boots)	January 2, 2014	Kohl's	\$304.88
2	Clothing (sister's wedding)	April 2, 2014	David's Bridal	\$126.14

Keep in mind that reports are reviewed through the New Jersey Guardianship Monitoring Program. While the forms are designed for simplicity and ease of use, if the entries are unclear or raise questions in the minds of reviewers, then you may be asked to provide further explanation or substantiation.

Part II of the form covers the assets of the incapacitated person. As guardian, you must report to the court regarding not only income but also any assets owned by the incapacitated person, such as a house, car, or stocks. This is required even if the assets are restricted, meaning that you cannot sell or encumber them without court approval. In completing Part II of the EZ form, review the inventory or prior report(s) to make sure that you cover all assets previously disclosed to the court.

If the incapacitated person has no property within a particular schedule, then select “N/A” (not applicable). For example, if the protected person does not own a house or other real property, then complete Schedule A as follows:

Schedule A – Real Property

Has the ownership of the property changed since the inventory or last report? Yes No N/A

If yes, list the property and the disposition of same: _____

If the incapacitated person continues to own property and nothing has changed since the inventory or prior report, select “No” as follows:

Schedule A – Real Property

Has the ownership of the property changed since the inventory or last report? Yes No N/A

If yes, list the property and the disposition of same: _____

If ownership of the property has changed, then select “Yes” and explain. For example, if the inventory reflects that the incapacitated person owned a house and that house has been sold, the report would be completed in this manner:

Schedule A – Real Property

Has the ownership of the property changed since the inventory or last report? Yes No N/A

If yes, list the property and the disposition of same: House at 123 Apple Street sold on 3/15/16 for \$110,000.
Proceeds deposited into guardianship checking account (# - 9876).

Respond as to all categories – Schedules A through E – by indicating if the incapacitated person has any property, and if so, if the ownership of the property has changed since the inventory or prior report. An explanation is required only if you are reporting that ownership of property has changed. Otherwise, leave the far-right column blank.

The information provided in Part II (Assets) is separate and apart from the income and disbursements covered in Part I. Do not change the figures in Part I or in the Summary based upon the information reported in Part II.

After Part II, you are asked to identify any assistance required from the court or a community agency. Please be as specific as possible in describing any help that you need on behalf of the incapacitated person.

Following Part II is an optional section for you to share with the court any other information about the incapacitated person and/or the guardianship.



New Jersey Judiciary

Guardianship Report Comprehensive Accounting Form Instructions

Guardians of the estate may be required to report using Judiciary forms as to the financial affairs of the incapacitated person.

There are two different periodic reporting forms: the Periodic EZ Accounting form (“EZ form”), and the Periodic Comprehensive Accounting form (“Comprehensive form”). The Judgment of Incapacity should specify which form you are required to file, as well as the deadline for filing.

Note that instead of filing a Judiciary form, it is possible that a Judgment may direct periodic filing of a copy of a Social Security Representative Payee Report for the most recent reporting period, or of a formal accounting.

Sometimes, a Judgment may simply direct the filing of an annual report or an informal account. If the Judgment does not specify a type of accounting and you are unsure which form to utilize, you can file the EZ form and then wait for any further direction.

The Comprehensive form is more detailed than the EZ form and requires more attachments to substantiate the figures reported. If the Judgment directs that this form be filed in lieu of the EZ form, you should consider consulting with an attorney, accountant, or other financial professional for purposes of preparing at least the first report. Reasonable fees for such professional services are allowable from the estate of the incapacitated person, subject to court approval.

Item A asks if a bond is required, and if so, is one filed covering the period of this report. If you were appointed as guardian of the estate but the Judgment waived the requirement of bond, then you should select “N/A”. Even if no bond was imposed, if your Judgment requires the filing of a report, then you must file the report by the specified deadline.

Item B inquires if you have identified, traced and collected all of the protected person’s assets since your appointment. If you answer “No” to this question, you must provide further explanation. For example, if you are aware of assets belonging to the incapacitated person but in the custody of someone else, you should explain what steps you have taken to retrieve those assets and bring them into the guardianship estate.

Item C addresses the status of the filing of the incapacitated person’s past and current state and federal tax returns, as well as tax payments. If no tax returns are delinquent as of the filing of your report, then you should answer “Yes” to this question even if tax returns for a subsequent year will soon be due.

For example, if your reporting deadline is in February, then in 2014 you may report that you have filed all past and current returns and made all payments if everything is current through 2013, even though you will shortly be filing the 2014 returns. If the amount of income received by the incapacitated person is too little to require the filing of taxes, then write this on the form.

The next section, “Summary”, is designed to provide an overview of the guardianship estate. “Part I: Cash” is divided into two sections, and the figures for both sections are derived from the schedules on the following pages.

Line 1 is used to report income as calculated by “Schedule A: Income”, on page 3 of the form. All sources of the incapacitated person’s income must be listed, even if a particular source may have been excluded for purposes of setting bond. Note that if the incapacitated person receives more than one type of Social Security income, each type should be specified. In general, income will be received for the full 12-month period covered by a report. If a particular source of income is received for a lesser period of time, then this should be explained (i.e., alimony of \$1250/month received from former spouse through July 1, 2014, then terminated due to death of former spouse, so seven (7) months reported for this period, 7 months x \$1250/month = \$8,750).

“Schedule B” addresses disbursements from the guardianship estate. “Schedule B-1”, on page 3 of the form is reserved for attorney’s fees and costs directed to be paid from the assets of the protected person by the Judgment or subsequent Court Order. The Judgment typically awards a specific amount to be paid to court-appointed counsel for the incapacitated

person. In some cases, an additional counsel fee award is included in the Judgment for a court-appointed guardian ad litem.

If the attorney for the plaintiff in the underlying action sought approval of fees, then that attorney’s fee may also be included in the Judgment. If you were the plaintiff in the guardianship action but did not seek or did not obtain court approval of fees paid to your attorney at or after final judgment, then any fee you paid to your attorney should not be listed in Schedule B-1. If the court approved payment from the assets of the protected person for less than the full amount paid to your attorney (i.e., if the Judgment approved fees at \$250/hour, but you agreed to pay your attorney \$325/hour), then only the amount awarded pursuant to the Judgment should be listed in Schedule B-1 as only that amount has been approved for payment from the assets of the incapacitated person. If you have retained an attorney to assist you in preparing this report, then unless that attorney’s fee has been approved by Court Order, it should not be included in Schedule B-1. Remember to include the date of the Judgment or Court Order for each entry in Schedule B-1. On line 2 of the Summary, list the total attorney fees and costs reflected in Schedule B-1.

“Schedule B-2”, on page 3 of the form, covers guardian fees and reimbursements approved by the Judgment or subsequent Court Order. Like Schedule B-1, entries for this schedule are limited to fees and costs approved by the court. This may include not only your approved fees and costs, but potentially amounts approved as to a temporary guardian. If you are the guardian of the estate only, then be sure to include any fees and/or costs allowed as to the guardian of the person. The date of the Judgment or Order must be listed for each entry, and the total approved guardian fees and reimbursements should be listed in line 3 of the Summary.

“Schedule B-3”, on page 3 of the form, should reflect all other fees and costs authorized by the Judgment or subsequent Court Order. Such court-ordered disbursements may include fees allowed to an individual or institution who provided care to the incapacitated person during the pendency of the underlying guardianship action, as well as fees charged by physicians or psychologists who evaluated the protected person as part of the guardianship proceeding.

In some cases, after entry of the initial Judgment, the guardian will be directed or allowed to pursue specific matters such as selling the incapacitated person’s former residence because he or she has been relocated to a skilled nursing facility. The Order Authorizing Sale of Real Property might include an award of fees to the realtor retained to list and sell the property, and this court-approved fee would be included in Schedule B-3. Note that if the Order Authorizing Sale of Real Property included an additional counsel fee to an attorney or guardian ad litem appointed for the protected person, then these amounts should be included in Schedule B-1. The total for approved disbursements is then entered on line 4 of the Summary.

Whereas Schedules B-1 through B-3 are limited to payments specifically approved by the court, “Schedule B-4”, on page 4 of the form, covers all other disbursements from the guardianship estate. Some disbursements, like food and utilities, are for regular, recurring expenses. If food is purchased solely for the incapacitated person, then the amount spent will likely vary from month to month. In this situation, the category of disbursements may be reported on a monthly basis, but you must list check numbers and the range for dates of purchase. The following is appropriate:

#	Category	Bank Account #	Check #	Payment Date	Payee	Amount Spent
1	Monthly Grocery - January	-6259	101, 105	January – December 2014	ACME/Shoprite	\$293.77
2	Monthly Grocery - February	-6259	121, 124, 125	February 2014	Shoprite	\$301.77

If the protected person resides with the guardian(s) as part of a family unit, then it is permissible for a set amount of the incapacitated person’s funds to be utilized each month to cover his or her share of food purchases. In this case, for Schedule B-4, you may report as follows:

#	Category	Bank Account #	Check #	Payment Date	Payee	Amount Spent
1	Grocery (12 months)	-6018		January-December 2014	ACME/Shoprite	\$2,700 (12 x \$225/month)

Other recurring monthly expenses, like a cell phone or cable plan, can also be reported in this manner.

#	Category	Bank Account #	Check #	Payment Date	Payee	Amount Spent
1	Jitterbug Plus (cell phone basic plan 29)	-6259	Auto-debit	January- December 2014	Sprint	\$359.88 (12 x \$29.99/month)

Some disbursements will reflect occasional purchases, such as new clothes at the beginning of a season or for special events. For these items, all fields of the Schedule B-4 should be completed, as follows:

#	Category	Bank Account #	Check #	Payment Date	Payee	Amount Spent
1	Clothing (winter coat, gloves, snow boots)	-6018	103	January 2, 2014	Kohl's	\$304.88
2	Clothing (sister's wedding)	-6018	134	April 2, 2014	David's Bridal	\$126.14

Keep in mind that reports are reviewed through the New Jersey Guardianship Monitoring Program. While the forms are designed for simplicity and ease of use, if the entries are unclear or raise questions in the minds of reviewers, then you may be asked to provide further explanation or substantiation. The B-4 total disbursements should be listed in the Summary line 5.

Line 6 of the Summary will state the total disbursements, calculated by adding together the foregoing figures reflected on lines 2, 3, 4 and 5.

“Schedule C” of the Summary shows cash that has come into the guardianship estate, or cash that has been paid out of the guardianship estate, arising from principal assets. “Schedule C-1”, on page 4 of the form, seeks information regarding sales proceeds (cash that has come into the guardianship estate), such as from the sale of a house, car, or shares of stock. The total for C-1 sales proceeds is then given at line 7 of the Summary.

“Schedule C-2”, on page 5 of the form, addresses purchases of principal assets from the guardianship estate. Such purchases are different than the disbursements set forth in Schedule B-4. For example, if the incapacitated person owns a home encumbered by a mortgage, monthly mortgage payments would be listed as B-4 disbursements. If the protected person's existing house is sold during the guardianship, then the proceeds of that sale would be listed in C-1. If a new house is purchased for the incapacitated person, then the purchase price for that house would be stated in C-2. The total for C-2 purchases is inputted in the Summary, line 8.

Line 9 of the Summary will reflect the overall increase or decrease in cash for the period covered by the accounting, based upon the figures already determined. The entry for line 9 is calculated by adding line 1 (income into the guardianship estate) and line 7 (sales proceeds into the guardianship estate), and subtracting line 6 (disbursements paid out of the guardianship estate) and line 8 (cash paid for purchases of principal assets).

The next entry in the Summary, in Section 2, will show total cash at the beginning of the accounting period. This figure is determined by adding together the amounts of cash (and cash equivalents) maintained in banks or other financial institutions as of the beginning of the reporting period. The total cash holdings in the guardianship estate should be set forth at the bottom of “Schedule BC”, on page 2 of the form, in the bold box. The figure from the bold box is restated in the Summary, Section 2, across from the description “Cash at the beginning of the period from Schedule BC”. Note that you must not only provide the information identified in the table (institution name, street address, city, state, zip code, bank account number, and amount) but also attach to the accounting copies of each statement from each depository as of the beginning of the period covered by the accounting report. Submission of this back-up documentation is required in order for the accounting to be complete.

There is no separate schedule that accompanies the next field of Section 2. Rather, the amount in Section 1, line 9, is inputted across from the description “Increase (Decrease) in cash (from line 9)”.

The third and final field of Section 2 reflects the cash and cash equivalents remaining in the guardianship estate at the end of the reporting period. In “Schedule D”, on page 5 of the form, you will list all cash and cash equivalent holdings, in the same format as Schedule BC, but now as of the end of the accounting period. Again, you must attach to the accounting copies of statements from each depository as of the end of the period covered by this accounting. The total cash holdings in the guardianship estate should be set forth at the bottom of Schedule D, in the bold box, and then this figure restated in the last field of the Summary, Part I, Section 2.

This concludes the information for the Summary, Part I, Cash. Before turning to “Part II”, however, you must complete Schedule E on page 5 of the form, and Schedule F on page 6 of the form. These schedules are provided as tools to help check the information being reported to the court in this accounting. By completing these schedules, you can confirm the accuracy of your figures or identify any possible math errors or other discrepancies.

“Schedule E” is designed to show all bank account transfers during the accounting period. If you have moved funds between accounts, such as by transferring small amounts of money held in various depositories into a single guardianship account, then this table will reflect the movement of such funds. Disclosing this information provides transparency and prevents future questions regarding your handling of cash in the guardianship estate.

In each row, you must provide the bank account number, date when funds were transferred into the account, transfer in amount, date when funds were transferred out of the account, and the transfer out amount. Any fields that do not apply should be left blank, as shown in the below example.

Schedule E: Bank Transfer Schedule				
Bank Account #	Transfer In		Transfer Out	
	Date	Amount	Date	Amount
xxxxxxx-2359			1/31/2014	\$5,221.76
xxxxxxx-6018	1/31/2014	\$5,221.76		
xxxxxxx-1314			2/1/2014	\$1,088.43
xxxxxxx-6018	2/1/2014	\$1,088.43		
	Total Transfer In	\$6,310.19	Total Transfer Out	\$6,310.19

The bolded box at the bottom of the column labeled “Transfer In Amount” should reflect the total funds transferred into accounts. The bolded box at the bottom of the “Transfer Out Amount” column should show the total amount of funds transferred out of accounts. These figures should match if all funds transferred out of accounts have been transferred into other account(s) within the guardianship estate. Any discrepancy should be explained. For example, if you withdrew all funds in one account for the purpose of transferring these funds into a new guardianship account, and the bank at which you opened the new account charged an activation fee that you paid with the cash withdrawn from the prior account, then you should note this fee and also make sure that it is reported as a disbursement in Schedule B-4.

“Schedule F” provides for reconciliation of each bank account included in the guardianship estate. In each column, you will identify a bank account by number (or last 4 digits of account number), state the beginning balance (as shown on the account statement attached per Schedule BC), plus the transfers into this account (per Schedule E), plus the income (per Schedule A) and sales proceeds (per Schedule C-1) deposited into this account, minus the disbursements (per Schedule B, including all sub-schedules) and purchases (per Schedule C-2), minus the transfers out of this account (per Schedule E), and equaling the ending balance (as shown on the account statement attached per Schedule D). You will repeat this process for each account included in the guardianship estate. Additional pages may be attached if necessary. In the far right column of Schedule F, you should list the totals for each row, starting with beginning balance and continuing through ending balance. If you have attached additional pages showing more accounts, make sure to include the figures from those accounts when calculating the totals column.

Below Schedule F is an optional “Account Information Verification Tool” that should be used for any account for which there are deposits in transit (not yet credited) and/or outstanding checks (delivered for payment but not cleared). Identifying these pending amounts should clarify any apparent discrepancy as to the ending balance reflected on the most recent bank statement.

You have now completed the portion of the Comprehensive Accounting relating to cash and cash equivalents. In Part II, you will report as to all assets in the guardianship estate other than cash in the bank.

The first field seeks the value of assets, other than cash, as of the beginning of the accounting period. This figure is calculated using “Schedule BA”, on page 2 of the form. Schedule BA is subdivided as to Assets and Liabilities. The top portion, regarding assets, is further divided into categories.

The first category is real estate (or real property) in which the incapacitated person has an ownership interest. You should list all interests in real property including real property held in common or jointly with another person or persons. If the property is held jointly, include a description of the protected person’s interest. In the far right column, for “Beginning Balance/Value”, report the value of the real property as of the start of the accounting period. This should be the fair market value of the property, not the municipal tax assessed value. Although the value of real property included in the guardianship estate must be reported, this does not mean that as guardian you must obtain a formal appraisal of the protected person’s real estate each year. Rather, in Schedule BA, you should input a reasonable estimate of the fair market value of each real estate asset in which the incapacitated person has an ownership interest. If an appraisal was performed as part of the guardianship proceeding, or for purposes of preparing an initial inventory, then you may utilize that appraisal value. Otherwise, informal resources may be consulted to determine a reasonable estimate of the fair market value. If the incapacitated person has only a partial ownership interest, then be sure to state the value of the incapacitated person’s interest rather than the full value of the real property.

The next subsection of Schedule BA seeks a list of the personal property of the incapacitated person, with values as to each item listed. Personal property may include vehicles, household furnishings, jewelry, artwork, etc. You should include a brief description of each item along with an estimated value (i.e., 2004 Subaru legacy sedan in good condition, Kelley Blue Book value \$5,860).

The last subsection of Schedule BA: “Assets” is intended to capture any assets not included in the prior categories. Examples might include a cash reserve not maintained in a bank (i.e., \$200 emergency funds at house, or \$50 emergency cash kept in wallet).

After completing these sections, add together the values for real estate, personal property, and other assets, and insert the total value in the bolded box. This figure should represent the gross value of all assets excluding cash in the bank, as of the beginning of the reporting period.

The final part of Schedule BA requests a report of “Liabilities”. If any asset listed in the accounting has a secured associated debt, such as a mortgage or a car loan, such debts should be set forth in this section. Any other liabilities, such as credit card debt incurred by the incapacitated person prior to establishment of the guardianship, should also be reported here. Total liabilities should be calculated and stated in the bold box.

Once you have determined the Total Assets and Total Liabilities, you will subtract the liabilities from the assets and report the remainder in the bold box at the very bottom of Schedule BA. This figure will be restated in the Summary, in the first field for Part II.

The final schedule to be completed is “Schedule G”, on page 6 of the form, which follows the same structure as Schedule BA but reflects the balance or value of assets, other than cash in the bank, as of the end of the accounting period. For purposes of valuation, it is not anticipated that you will obtain a formal appraisal of any real property as of the start date and end date of the accounting period. However, it may be appropriate in certain situations to address a substantial change in the value of real estate or other non-cash assets. For example, if funds were expended to renovate the incapacitated person’s house by widening doorways and installing a chair lift, then you may wish to indicate the resulting increase or decrease in value. Similarly, you are not expected to calculate annual depreciation of the vehicle used by the incapacitated person, but if the car was totaled in an accident then this should be reflected in Schedule G (note that any insurance proceeds arising from loss of a principal asset should also be reported). In most guardianships, a side-by-side comparison of Schedule BA and Schedule G will show most if not all of the same assets (unless a house or car has been sold during the accounting period), with the same or similar values, and most if not all of the same liabilities, presumably reduced over the accounting period.

Although supporting documentation is not required as to liabilities, you may wish to submit records substantiating any liabilities that may seem questionable to someone reviewing the accounting. For example, it is possible that prior to the

institution of the guardianship, the incapacitated person borrowed funds from his roommate at an assisted living facility, gradually incurring a total debt of \$1,000, all of which was spent for trips to Atlantic City. After you qualified as guardian, you confirmed the existence of this debt and negotiated with the creditor to pay back the amount owed at the rate of \$50/month. In this situation, you might attach to the accounting a document reflecting this agreement and signed by the creditor, along with records showing payments of \$600 made during this accounting period, resulting in a remaining debt of \$400.

As with Schedule BA, you will subtract the Total Liabilities from the Total Assets and then input the remainder in the bold box at the bottom of Schedule G. Then, restate this figure in the Summary, in the second field for Part II.

To conclude Part II, subtract the Ending Assets (from Schedule G) from the Beginning Assets (from Schedule BA), and input the result in the third field for Increase (Decrease) in assets for accounting period.

As noted at the beginning of the Report of Guardian Cover Page, you must file the original report with the Surrogate. Remember that there is a fee of \$5/page for all documents filed with the Surrogate, including the Cover Page.

Note: Reporting Period

Most guardians are directed to report annually, at or before the anniversary date of the Judgment, so most reports will cover a 12-month period. Strict adherence to this time period may be difficult depending on the timing of the guardianship judgment and the nature of the guardianship reporting. For example, a guardian appointed on April 13th and required to file the Comprehensive Accounting must submit bank statements showing balances at the beginning and ending of the accounting period, but banks may issue statements as of the first day of the month, not the 13th. A guardian in this situation might decide to file her first accounting for the period of April 13th - March 31st, and then start the next accounting as of the following April 1st. Even though the first accounting covers less than 12 months, this is acceptable. After the first accounting, the guardian will file reports for a full 12-month period, with bank account statements as of the beginning (April 1st) and end (March 31st) of each yearly period.