

**SURROGATE'S COURT, BROOME COUNTY, NEW YORK
GENERAL GUARDIANS ANNUAL ACCOUNT**

TO THE SURROGATE'S COURT

1. Beginning Date _____, 20____
(Date of last account)

FILE NO.

2. Ending Date _____, 20____

3 GUARDIAN(s)

4. INFANT (WARD)

Ending Balance from Previous Year

CASH ACCOUNT

AMOUNT

5. Interest Income _____

6. Dividend Income _____

7. Other Cash Receipts _____

8. Total Cash Received (line 5 thru line 7) _____

9. Cash Balance From Last Previous Account _____

10. Total (line 8 plus line 9) _____

11. Total Monies Spent _____

12. Total Cash on Hand (line 10 minus line 11) _____ \$ _____

ALL ASSETS ON HAND, OTHER THAN CASH

VALUE

13. Stocks _____

14. Bonds _____

15. Real Property _____

16. Other Assets _____

17. Total (line 13 thru line 16) _____

18. ASSETS OTHER THAN CASH DISPOSED OF _____ (-)

19. All Assets on Hand (line 17 plus line 18) _____ \$ _____

20. Total Cash and Assets on Hand as of: (date) _____ (line 12 plus line 19) _____ \$ _____

STATE OF NEW YORK)
COUNTY OF BROOME) S.S.

I/We,

being duly sworn, deposes and says that the foregoing Inventory and Account is, to the best of my knowledge and belief, a full and true statement of the property of _____, ward.

Sworn to _____, 20____.

Guardian

Notary Public, State of New York

Guardian

(Instructions on next page)

INSTRUCTIONS FOR GUARDIAN'S ANNUAL ACCOUNT

1. Place here the date you were appointed as Guardian, if this is your first account, otherwise place the date that your last account ended.
2. Place here the last day of the period for which you are accounting, or the date when your accounting year ends.
3. Fill in your current address and phone number.
4. Fill in your ward's current address and phone number. If it is the same as yours, you may write "same" after the address and phone number.
5. Show the total interest received on all bank accounts or bonds for the accounting year. On an additional attached sheet, write the names of each bank or bond, and show the amount received from each.
6. Show the total total dividends received on all stocks during the accounting year. On an additional attached sheet, write in the names of each stock, and show the amount received from each.
7. Show total of any other cash received during the accounting year which was placed under your control, or deposited in the custodian bank, such as monies received from estates, insurance companies, trusts, annuities, etc. Social Security or Veterans benefits do not need to be reported unless they were deposited with the custodian bank during the accounting year. Attach additional sheet if necessary.
8. Add lines (5), (6), and (7) and write in the total here.
9. If this is your first Annual Account, place a "0" on this line. Otherwise, write in the amount shown on your last account for the total cash on hand.
10. Add lines (8) and (9) and write in the total here.
11. Show the total monies spent during the accounting year. On an additional attached sheet, list each withdrawal and the date of the Court Order authorizing the withdrawal. Social Security and Veterans benefits can be used for the child's needs without the consent of the court. The expenditures of these benefits do not need to be shown on line 11.
12. Subtract line (11) from line (10) and write in the balance here.
13. Show the total value of all stocks under your control during the accounting year. On an additional attached sheet, list each stock, the number of shares held, and their market value at the end of the accounting year.
14. Show the total value of all bonds under your control during the accounting year. On an additional attached sheet, list each bond, the number of bonds held and their market value at the end of the accounting year.
15. Show the total value of all real property under your control during the accounting year. On the additional attached sheet, list all real property, showing it's location and the market value at the end of the accounting year.
16. Show the total value of all assets under your control. On an additional attached sheet, list all assets such as jewelry, collectibles, etc., and their market value at the end of the account year.
17. Add lines (13), (14), (15), and (16) and write in the total here.
18. Show the total value of all assets, other than cash, disposed of during the accounting year. On an additional attached sheet, list each sale and the date of the Court Order permitting the sale.
19. Add lines (17) and (18) and write in the total here.
20. Add lines (12) and (19). The amount shown on this line is the total worth of the Guardianship property.

§ 1719, Surrogate's Court Procedure Act. Annual Account:

A guardian of a ward's property must within the counties within the city of New York and within the counties of Nassau, Orange, Suffolk and Westchester annually within 30 days after the anniversary of his appointment and within every other county in the month of January of each year, as long as any of the infant's property or the proceeds thereof remains under his control, file in the Court the following papers:

1. An account containing a true statement and description of each item of personal property of the infant received by him since his appointment or since filing of his last annual account, as the case requires, the value of each item so received, a list of the items remaining in his hands, a statement of the manner in which he has disposed of each item not remaining in his hands and a description of the amount and nature of each investment of money made by him.
2. A true account in form of debtor and creditor of all his receipts and disbursements of money during the preceding year, charging himself with any balance remaining in his hands when the last account was rendered and stating the balance remaining in his hands at the conclusion of the year to be charged to him in the next year's account.
3. The names and addresses of the sureties on his bond; if natural persons whether they are living and whether the security of the bond has become impaired.
4. The guardian of an ward's property may be required by the court to produce for examination by it all securities or evidences of deposit or investment which he has relating to the estate of the infant.
5. When the property of an ward has been deposited under the provisions of 1708, and the clerk or guardian clerk of the court shall keep in his office, or the depository furnishes to the court, an accurate record of receipts of deposits of principal and income of the ward's estate and of withdrawals therefrom, the guardian shall not be required to file an annual account unless the court directs the filing of an account for any year or years.

§ 1720, Surrogate's Court Procedure Act. Affidavit to be annexed thereto

To each account as prescribed in the preceding section must be appended the affidavit of the guardian to the effect that the account is a true statement according to the best of his knowledge and belief.