

APPENDIX A

IN THE CIRCUIT COURT FOR _____ COUNTY, FLORIDA

IN RE: GUARDIANSHIP OF

File Number _____

_____.

Division _____

_____ ACCOUNTING OF GUARDIAN(S)

From: _____, _____, Through: _____, _____

The purpose of this accounting is to report all transactions that have occurred during the period covered by the accounting and the assets that remain on hand. It consists of a SUMMARY sheet and Schedule A showing all Receipts, Schedule B showing all Disbursements, Schedule C showing all Capital Transactions and Adjustments (the effect of which are also reflected in other schedules, if appropriate), and Schedule D showing assets on hand at the end of the accounting period.

Under penalties of perjury, the undersigned guardian(s) declare(s) that I (we) have read and examined this accounting and that the facts and figures set forth in the Summary and the attached Schedules are true, to the best of my (our) knowledge and belief, and that it is a complete report of all cash and property transactions and of all receipts and disbursements by me (us) as guardian(s) of _____, the ward, from _____, _____ through _____, _____.

Signed on _____, _____.

Attorney for Guardian:

Guardian:

Attorney

Florida Bar No. _____

Name

(address)

Telephone: _____

(address)

[Print or Type Names Under All Signature Lines]

IN THE CIRCUIT COURT FOR _____ COUNTY, FLORIDA

IN RE: GUARDIANSHIP OF

File Number _____

_____.

Division _____

_____ ACCOUNTING OF GUARDIAN(S)

From: _____, _____, Through: _____, _____

SUMMARY

	Estimated Current Value	Carrying Value
I. <u>Starting Balance</u>		
Assets on Hand at Beginning of Accounting Period		\$ _____
II. <u>Receipts</u>		
Schedule A:		\$ _____
III. <u>Disbursements</u>		
Schedule B:		\$ _____
IV. <u>Capital Transactions and Adjustments</u>		
Schedule C: Net Gain or (Loss)		\$ _____
V. <u>Assets on Hand at Close of Accounting Period</u>		
Schedule D: Cash and Other Assets	\$ _____	\$ _____

NOTE: Refer to Fla. Prob. R. _____.

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 asset acquisition or carrying value of any asset, and any other significant transactions that affect the property (such as stock splits) should be described on Schedule C.

_____ ACCOUNTING OF GUARDIAN(S),

GUARDIANSHIP OF _____

From: _____, _____, Through: _____,

SCHEDULE A Receipts

Date	Brief Description of Items	Amount
------	----------------------------	--------

NOTE: Schedule A should reflect only those items received during administration during the accounting period.

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

_____ ACCOUNTING OF GUARDIAN(S),

GUARDIANSHIP OF _____

From: _____, _____, Through: _____,

SCHEDULE B Disbursements

Date	Brief Description of Items	Amount

NOTE: Schedule B should reflect only those items paid out during the accounting period.

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

_____ ACCOUNTING OF GUARDIAN(S),

GUARDIANSHIP OF _____

From: _____, _____, Through: _____,

SCHEDULE C Capital Transactions and Adjustments

Date	Brief Description of Transactions	Net Gain	Net Loss
------	-----------------------------------	----------	----------

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 asset acquisition or carrying values of any assets.

Entries reflecting sales should show the asset acquisition 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 carrying value column of the Summary.

_____ ACCOUNTING OF GUARDIAN(S),

GUARDIANSHIP OF _____

From: _____, _____, Through: _____,

SCHEDULE D Assets on Hand at Close of Accounting Period

(Indicate where held and legal description, certificate numbers or other identification.)

	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 asset acquisition or carrying values for each item, adjusted in accordance with any appropriate entries on Schedule C, and estimated current values for each item.

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