

SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF _____

-----X

Final Account of _____ and
_____, as Co-Guardians
of the Property of

Index No. _____

FINAL REPORT
AND ACCOUNT OF
CO-GUARDIANS

-----X

TO THE SUPREME COURT OF THE COUNTY OF _____:

The undersigned hereby renders the Final Report and Account of the proceedings of
_____ and _____ as the Co-Guardians of the Property of _____:

1. The period of the Report and Account is from [date] to [date]. _____ died on
[date]. The Final Account also includes payments made after _____'s death for expenses
incurred prior to his death, such as rent, taxes and medical bills. This is the Final Account.

2. Pursuant to an Order of this Court signed by the Honorable _____ on [date],
_____ and _____ were appointed Co-Guardians for _____.
(Copy attached as Exhibit A.) The Commission to Co-Guardians was issued by the Clerk of the
Court on [date].

3. A bond was furnished in the sum of \$_____, which is still in full force and effect
with _____ Company, Bond #_____.

4. _____ executed a Last Will and Testament in [year]; pursuant to that
instrument, _____ was named as executor. _____ has been
appointed as the personal representative of the Estate of _____ in _____
(Exhibit B).

5. The Co-Guardians have paid the funeral bill of \$_____.

6. At the time the Co-Guardians were appointed, _____ was residing at [Address].
The Co-Guardians arranged for home care services and additional home care services, as
originally home care was provided for _____ by Medicaid. Amounts may be due to
Medicaid, and they are listed as a possible unpaid creditor. His spouse, _____, was
in a nursing home, and she is still in a nursing home.

7. _____ became ill on [date], and was then taken to _____ Hospital, as
he had [describe conditions precipitating illness]. He was later placed at the _____ Home
in _____ but was there for merely a few days; he died on [date].

8. _____ owned stocks in many different companies. The Co-Guardians were not able to locate any of the stock certificates. Therefore, correspondence was had with the various companies where any dividends or other correspondence was obtained to inquire about the stock ownership of _____. The Co-Guardians thereafter filed many affidavits of lost certificates with the various companies and had to obtain numerous surety bonds from bonding companies for the various companies to issue new share certificates.

9. The Order appointing the Co-Guardians for _____, provided on pg. ___ as follows:

. . . that any bank or trust company, or any corporation or their transfer agents where there are joint assets in the names of _____ and his spouse, _____ (or _____), including but not limited to accounts in the name of _____ and _____, that said institution forthwith pay over to the co-guardians for _____, one-half of the assets or value of said assets.

Thus, where stocks and bank accounts were owned in the joint names of _____ and _____, the various banks and companies and their transfer agents were directed to divide the assets as equally as possible, and issue the shares and funds for one-half in the name of _____, and one-half in the name of _____.

10. _____'s Social Security checks were originally automatically deposited into his account at _____. After the Co-Guardians became recognized as Representative Payees for _____ with the Social Security Administration, his Social Security checks were deposited into the Co-Guardians' account.

11. The Co-Guardians have attempted to pay all of the outstanding medical bills for _____. However, there may be additional medical bills incurred during _____'s last illness when he was in the hospital from [date] until [date]. There may possibly be additional medical bills, as some of the medical bills had been received very recently. We are requesting that the Court direct any additional medical bills be transmitted to and be paid by the Estate of _____, deceased.

12. The Co-Guardians arranged with the _____ to vacate the _____ residence, and some of the furniture items were sold to them for the amount of \$_____; that amount was deposited into the account. Some of the clothing items were donated to charity.

13. The Co-Guardians, _____ and _____, have claims for outstanding commissions due as indicated in Schedule F. They have not received any commissions on account. They also have amounts due for unpaid disbursements.

14. The Co-Guardians paid the renewal premium on the Bond to the surety. After the Bond is cancelled by a Court Order, it is expected the surety will return any unearned premium. This will be transmitted to the Estate of _____, deceased.

15. The Schedules are hereto attached:

- Schedule A — All Funds Received and Deposited — This includes bank funds received plus all dividends, interest, social security and all other amounts deposited.
- Schedule B — Statement of Securities in the name of the Co-Guardians for _____
- Schedule C — Total Assets and Income Received — (Total of Schedules A and B)
- Schedule D — Statement of Amounts Disbursed
- Schedule E — Total Assets on Hand
- Schedule F — Calculation of Commissions Due
- Schedule G — Unpaid Administration Expenses
- Schedule H — Joint Assets and Other Assets
- Schedule I — List of Interested Parties and Claims Outstanding

**SCHEDULE A
BANK ACCOUNT FUNDS RECEIVED**

4/21/___	G1 (originally in joint names of _____ and _____ one half of amount	\$ 18,490.65 <u>7,603.02</u> 26,093.67
5/23/___	Cro (joint with _____) one half of amount (individually)	\$ 34,389.49 <u>25,505.38</u> \$ 59,894.87
7/7/___	Sav (joint with _____) (individually)	\$ 2,420.04 53,881.09 \$ 2,538.32 100,135.00 <u>91.31</u> \$159,065.76
8/12/___	Ch (prev. _____) (joint with _____) one half of amount	\$ 22,678.58
	Total Funds Received	\$267,732.88

SCHEDULE B
STATEMENT OF SECURITIES IN THE NAME OF _____
THE GUARDIAN FOR _____

Number of Shares	Name of Company	Value Per Share as of Date of Death	Value
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Sample

Sample

**SCHEDULE C
TOTAL ASSETS AND INCOME RECEIVED**

_____ and _____, as Co-Guardians for _____

Schedule A —	
Total of all Funds Received and Deposited	\$275,560.89
Schedule B —	
Securities in the name of the name of	<u>\$44,292.83</u>
Total	\$319,853.72

Sample

Sample

**SCHEDULE D
STATEMENT OF AMOUNTS DISBURSED**

_____ and _____, as Co-Guardians for _____

List all Checks Issued in Check Number/Date Order. Include Payee and Amount.

Sample

Sample

**SCHEDULE E
ASSETS AND FUNDS ON HAND**

Schedule C — Total Assets and Income Received (Schedules A and B) \$319,853.72

LESS:

Schedule D — Amounts Disbursed \$53,913.89

Assets and Funds on Hand (Schedule E) \$256,939.83

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The assets and funds on hand are as follows:

Accounts in the name of _____ and _____
as Co-Guardians for _____

(1) _____ # _____ \$110,934.80

(2) _____ # _____ \$110,712.20

\$221,647.00

PLUS

Securities on Hand (as per Schedule B) \$44,292.83

TOTAL ASSETS ON HAND **\$265,939.83**

**SCHEDULE F
CALCULATION OF COMMISSIONS DUE**

_____ and _____, as Co-Guardians for _____

Show all amounts received and calculate commissions

Show all amounts disbursed and calculate commissions

Show total amount due

Less: any amounts received on account

Balance due

Sample

Sample

**SCHEDULE G
UNPAID ADMINISTRATION EXPENSES**

The following unpaid expenses and claims for administration are as follows:

_____, Co-Guardian	Commissions Due Pursuant to Statute	\$ _____
	Unpaid Expenses Incurred (as per list attached)	
	Legal Services to be Awarded by Court—Affidavit of Attorney to be Submitted	
_____, Co-Guardian	Commissions Due Pursuant to Statute	\$ _____
_____, P.C.	Accountant expenses to prepare the Final Income Tax Return for _____ and any expenses for amendment of the [year] and/or prior tax returns	\$ _____

There will be additional unpaid expenses incurred by both Co-Guardians, including the expenses to be incurred for:

Both Co-Guardians reserve the right to submit an additional application before the Court listing their additional unpaid disbursements from this date forward.

There may be additional amounts owed to the Internal Revenue Service upon the filing of _____'s final tax return.

**SCHEDULE H
JOINT ASSETS AND OTHER ASSETS**

_____ and _____, as Co-Guardians for _____

List any and all assets held jointly but not transferred to the Guardian's name for the benefit of the IP, and other information re: other assets.

Sample

Sample

**SCHEDULE I
LIST OF INTERESTED PARTIES AND CLAIMS OUTSTANDING**

[Name]	Co-Guardian	Commissions Due Unpaid Expenses Legal Services (to be Awarded by Court)
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[Name]	Co-Guardian	Commissions Due
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[Name]	Son and Fiduciary appointed on [date] for the Estate of _____, deceased	
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[Name]	Wife Home for _____ _____ Avenue Director, _____ Nursing Home	
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Fidelity & Deposit Co. of Maryland	Surety Bond	
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[Name]	Sister	
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N.Y.C. Human Resources Adm. 330 West 34th Street New York, NY 10001	There may be amounts due to Medicaid for home care services
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N.Y.C. Human Resources Adm.
250 Church Street
Medicaid Division, 3rd Floor
New York, NY 10013

Annotation: Also include all unpaid creditors

