

Administrators Annual Report *Guardianship and Administration Act 1995*

TASCAT Reference

1. What is the accounting period for these accounts?

Insert end date of last report or date of Order

Insert the last day of the reporting period

2. Details of the Represented Person for whom you are Administrator

Title Surname

Given name/s

Date of birth

Current residential address
Postcode

Has the Represented Person changed their address in the last 12 months? Yes No

If this is a Disability/Aged Care Organisation, please state their name

3. Details of the Administrator

Title Surname

Given name/s

Relationship to Represented Person i.e. spouse, father, sister, friend

Current postal address of administrator
Postcode

Telephone Mobile

Email

Preferred method of contact

4. Health and Lifestyle Issues

Disability and Incapacity

- a) Is the Represented Person's disability: Unchanged Improved Deteriorated
- b) Has there been any significant change in the Represented Person's capacity to make reasonable judgements in respect to all or part of this or her estate?
- No Yes – If so please detail

Comments

Living and Family Situation

Has the Represented Person's living and family situation changed?

For example have there been any major changes in the Represented Person's accommodation, relationships with other family members, care arrangements or respite needs, any significant health problems, hobbies and other daily activities, provision of services e.g. case management involvement, assisted employment etc.

- No Yes – If yes, briefly describe any changes to the Represented Person's living situation

5. Decision Making

Changes to the Represented Person’s financial arrangements or estate

Did you make any changes to the Represented Person’s financial arrangements or estate during the reporting period?

For example, sold any of the Represented Person’s property (such as real estate, a motor vehicle or furniture), paid off any debts, moved funds into an investment account, or increased the amount of money they control themselves, etc.

- No Yes – If yes, briefly describe any changes

Did you consult the Represented Person before you made each of these changes?

- No - if no, briefly describe why not
- Yes - if yes, briefly describe their wishes and how you took these into account in making each of these changes.

Acting in the best interests of the Represented Person

During this reporting period, have you supported the Represented Person to manage all or part of their finances and estate?

For example, encouraged the acquisition of budgeting skills, explained and discussed financial decisions with them, trialled changes in the amount of money they control themselves or how they access funds (such as, a capped account and keycard for personal spending), etc.

- No - if no, briefly describe why not
- Yes - if yes, briefly describe your actions and the results

6. Bank accounts and term deposits

What were the bank account balances on the opening date of this account period? (This is the date of the Order or the day after the last accounting period)

	Bank	BSB and account Number	Opening Balance
Bank account 1			
Bank account 2			
Bank account 3			
Term deposit 1			
Term deposit 2			
Total of all starting bank balances			\$ A

What bank interest was received during this accounting period?

Bank account 1		
Bank account 2		
Bank account 3		
Term deposit 1		
Term deposit 2		
Total of all bank interest received	\$ B	

What bank charges/fees/taxes were paid for this accounting period?

Bank account 1		
Bank account 2		
Bank account 3		
Term deposit 1		
Term deposit 2		
Total of all bank charges/fees/taxes	\$ C	

What are the bank account balances on the closing date of this accounting period?

Bank account 1		
Bank account 2		
Bank account 3		
Term deposit 1		
Term deposit 2		
Total of all closing bank balances	\$ D	

7. Income

For this accounting period, what income was received from pensions (including allowances, travel, rent assistance etc.), employment, superannuation and trusts? Copy of last pension letter showing the rate, details of assets/income and Centrepay deductions to be attached.

Total amount for each source during the reporting period required (one per line).

Name of organisation or trust providing income	Total amount received \$
Add up all the amount in question 7 and enter the TOTAL here	
	E

8. During this accounting period, did the Represented Person receive any amounts from:

- Interest (besides bank interest)
- Someone repaying a loan made by the Represented Person
- Benefits from a deceased estate
- Lump sum payments
- Asset sales (personal items)
- Count awards, settlements, MAIB compensation
- NDIS (direct to Represented Person)
- Refunds

No – go to question 9

Yes – specify which types of income below and from whom received (one per line)

Income Type	From	Total amount received \$
Add up all the amounts in question 8 and enter the TOTAL here		
		F

9. During this accounting period, did the Represented Person:

- Cash in or sell any investments (including shares and bonds)
 - Receive any dividends from shares or bonds
 - Sell any real estate
 - Receive any rent from a rental property (including the family home)
- No – go to question 10
- Yes – specify which types of income below from whom received

Cashing in or selling investments (shares, bonds, etc.)

Type of investment and account reference number	Total amount received \$
Dividends from shares or bonds	Total amount received \$

Selling real estate

Address of property	Gross amount property sold for \$

A copy of the solicitors settlement statement should be attached to your report

Rent received from rental property (including family home)

Address of property	Total amount received \$

Add up all the amounts in question 9 and enter the TOTAL here		G
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10. During this accounting period, did the Represented Person receive any other type of income not already specified above?

- No – go to question 11
- Yes – specify which types of income below from whom received

Type of income	Total amount received \$

Add up all the amounts in question 10 and enter the TOTAL here		H
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11. Total income for this account period (add B+E+F+G+H) and enter the total amount here

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12. During this accounting period, what was the total of the Represented Person’s expenditure on accommodation and personal needs?

House/rent/accommodation fees	Total amount paid \$
Accommodation/rent/board and lodging	
Refundable Accommodation Deposit / accommodation bond (nursing home)	
Utilities (power, phone, gas, water)	
Council rates – land tax	
Home maintenance (repairs, gardening)	
Insurance (house and contents)	
Other (includes mortgage repayments) – enter description	
Personal expenditure	Total amount paid \$
Groceries/food and beverage/toiletries	
Clothing/haircuts	
Medical (including insurance and pharmacy)	
Holidays	
Tax	
Examination of accounts fee (GAB)	
Motor vehicle, trailer, boat	
Spouse/child maintenance	
Regular allowance (e.g. fortnightly)	
Other (includes loan, credit card repayments) – enter description:	
Add up all the amounts in question 12 and enter the TOTAL here	J

13. During this accounting period, did the Represented Person make any loans, gifts or donations?

- No – go to question 14
- Yes – specify all loans, cash gifts, and what they were for (e.g. Christmas, Easter, birthdays)

Type of payment, to whom and what for	Total amount paid \$
Add up all the amounts in question 13 and enter the TOTAL here	K

14. During this accounting period, did the Represented Person:

- Buy any investments (e.g. shares)
 - Buy any real estate
 - Buy any other asset valued at \$500 or more (e.g. wheelchair)
 - Prepay for a funeral
- No – go to question 15
- Yes – specify all other types of expenditure below –for real estate purchases a copy of the solicitors settlement statement should be attached to your report

Address of property or type of investment or asset	Total amount paid \$
Add up all the amounts in question 14 and enter the TOTAL here	

L

15. During this accounting period, did the Represented Person pay out any other expenditure not already specified above (including the cost of selling any real estate)?

- No – go to question 16
- Yes – specify all other types of expenditure below

Types of expenditure	Total amount paid \$
Add up all the amounts in question 15 and enter the TOTAL here	

M

16. Total expenditure for this accounting period (add C+J+K+L+M) and enter the total amount here

N

Reconciliation

Total balance item A	\$	
Total income item I	\$	
Sub total	\$	
Total expenses item N	\$	
Subtract N from subtotal to equal TOTAL	\$	O

The total at 'O' should equal the amount at item D on page 3.

Assets

17. What assets does the Represented Person have at the end of this accounting period?

Total bank balances – enter here the amount from D on page 5	\$
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Investments (shares, managed funds, superannuation, etc.)

Total of investment and account reference number	Value \$
Total value of all investments	

Real estate (please tick if property regarded as principal place of residence)

Address of property	<input checked="" type="checkbox"/>	Value \$
Total value of real estate		

Personal Property (e.g. furniture, wheelchairs, jewellery, other items valued at \$500 or more)

Type of item	Value \$
Total value of all personal property	

Any other assets (e.g. motor vehicles, pre-paid funeral, nursing home accommodation bond or deposit, loans to other parties, cash on hand)

Type of asset	Value \$
Total value of all other assets	

Total value of all assets (add all amounts in question 17) and enter the amount here		P
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Liabilities

18. What liabilities/debts does the Represented Person have at the end of the accounting period?

Mortgages		
Name of lender		Amount owing \$
Loans outstanding (e.g. <i>personal loans, car loans, etc.</i>)		
Name of lender		
Credit cards		
Type of card		
Other liabilities or debts (include any other amounts owed by the Represented Person)		
Type of liability		
Total of all liabilities (add all amounts in question 18) and enter the amount here		Q

19. Net assets (subtract Q from P) and enter the amount here

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20 Further comments or explanations (if any)

Compulsory declaration by Administrator

Before you lodge this form, please tick and sign to confirm that you agree with the statement: -

- The information provided in this form is correct and lists all income received, expenditure paid and all assets and liabilities of the Represented Person during the accounting period.

Name _____ Signed _____ Date _____

21. Documents you must attach to this form: (must be attached where these documents exist)

- For the main working bank accounts: copies of the statements or passbook for the entire accounting period indicated in section I
- For all other bank accounts (including loans) and term deposits: a copy of the statement/passbook for the opening and closing dates only
- A copy of receipts for individual purchases or single expenses in excess of \$500 (excluding accommodation expenses)
- A copy of the settlement statement for any properties purchased or sold
- A copy of the nursing home accommodation bond/deposit statement (if paid in the reporting period)
- Copy of last pension letter showing the rate, details of assets / income and Centrepay deductions
- Any other documents requested by the Tribunal

22. How to lodge this Report

Information about lodging this report

How to lodge this report:-

You can lodge the completed report form and attachments by:-

- Delivering it in person to:-
38 Barrack Street
Hobart

OR

- Mailing it to:-
TASCAT Guardianship Stream
GPO Box 1311
HOBART TAS 7001

OR

- Emailing it to guardianship@tascat.tas.gov.au

In the matter of _____ Date of Birth _____
(Name of Represented Person)

STATUTORY DECLARATION

I, Mr/Mrs/Ms _____
(Name of Administrator)

of _____
(Address of Administrator)

as Administrator of the estate of

(Name of Represented Person)

of _____
(Address of Represented Person)

solemnly and sincerely declare that the contents of the attached Administrator's Annual Report for the period ending on ____ / ____ / ____ for the Represented Person are true and correct

AND I make this solemn declaration under the *Oaths Act 2001*.

DECLARED by _____
(Signature of Administrator)

at _____ this _____ day of _____
(Place) (Day) (Month) (Year)

BEFORE me _____
(Signature of witness) (Title of witness)

WHO CAN WITNESS THIS DECLARATION

Justice of the Peace, Commissioner for Declarations, legal practitioner, medical practitioner, nurse, dentist, pharmacist, chiropractor, veterinary surgeon, Police officer, Post Office agent; a teacher employed on a full-time basis; an officer of a court including a judge, magistrate, clerk of court, registrar, deputy registrar, sheriff, bailiff; bank, building society or credit union officer with 5 or more continuous years of service; minister of religion; civil marriage celebrant; officer of the Australian Defence Force; member of the Institute of Chartered Accountants or Australian Society of Practising Accountants or the National Institute of Accountants or Institute of Corporate Manager, Secretaries and Administrators or Institute of Engineers; members of Parliament or a local government authority; permanent employee of a Commonwealth or State authority with 5 or more continuous years of service.