

CAUSE NO. _____

IN THE GUARDIANSHIP
OF

§ IN THE COUNTY COURT
§
§ AT LAW NO. 2 OF
§
§ HUNT COUNTY, TEXAS

ACCOUNT FOR FINAL SETTLEMENT

NOW COMES _____, (Administrator or Guardian of the Estate) herein, and respectfully presents this verified Annual Account pursuant to the provisions of the Texas Estates Code §362.003 / 1204.101.

- 1. **SERVICE OF ADMINISTRATOR / GUARDIAN.** Administrator/Guardian was appointed by Order signed on _____ and qualified on _____. Administrator / Guardian has administered this Estate in accordance with the provisions of the Texas Estates Code.
- 2. **REASON FOR CLOSING.** This Estate should be settled and closed pursuant to Texas Estates Code §362.001 / §1204.001 because:

- 3. **CITATION.** Pursuant to Texas Estates Code §362.005 / §1204.105, and as required by the Court, an affidavit will be filed stating:
 - 1. Citation was given as required by statute
 - 2. The name of each person to whom the citation was given.
 - 3. The name of each person executing a waiver of citation.
 - 4. That each person entitled to citation was provided a copy of the Account for Final Settlement, indicating the method of delivery for each person.

4. **PERIOD OF ACCOUNT.** This accounting covers the period from ___/___/___ to ___/___/___.

- 5. **OPENING FIGURES.** The property of the Estate, as shown on
 - the Inventory, Appraisement and List of Claims was as follows, OR
 - the last Annual Accounting was as follows:

REAL PROPERTY	
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL OPENING REAL PROPERTY	\$

PERSONAL PROPERTY (Confirmations of securities attached)	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL OPENING PERSONAL PROPERTY	\$

CASH ON HAND OPENING AMOUNTS (List by account number and bank location)	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL OPENING CASH ON HAND	\$

OPENING TOTALS	
REAL PROPERTY	\$
PERSONAL PROPERTY	\$
CASH ON HAND	\$
TOTAL AT THE BEGINNING OF THE ACCOUT PERIOD	\$

6. PROPERTY NOT PREVIOUSLY REPORTED The following property has come into the hands of the (Administrator or Guardian) which has not been previously reported to the Court:

NONE / OR

PROPERTY NOT PREVIOUSLY REPORTED	
	\$
	\$
	\$
	\$
	\$
TOTAL PROPERTY NOT PREVIOUSLY REPORTED	\$

7. **CHANGES** (Increases or decreases in value of the real or personal non-cash property listed in 5 above.) The following changes in values have occurred in the condition of the Estate which have not been previously listed or inventoried:

NONE / OR

CHANGES	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL CHANGES IN PROPERTY DURING THIS ACCOUNT PERIOD	\$

8. **RECEIPTS DURING THIS ACCOUNT PERIOD.** The receipts of the Estate are as shown in the attached Exhibit “A” and are summarized as follows:

RECEIPTS	
Interest on Estate Accounts	\$
Refunds	\$
Rental Income	\$
Dividends	\$
Proceeds from Sale of Estate Assets	\$
Other:	\$
TOTAL RECEIPTS DURING THIS ACCOUNT PERIOD	\$

9. **DISBURSEMENTS DURING THIS ACCOUNT PERIOD.** The disbursements of the Estate are shown in the attached Exhibit “B”, and are summarized as follows:

DISBURSEMENTS	
Attorney’s Fees	\$
Bond Premium	\$
Bank Charges	\$
Taxes	\$
Medical	\$
Housing	\$
All Other:	\$
TOTAL DISBURSEMENTS DURING THIS ACCOUNT PERIOD	\$

10. PROPERTY AND CASH ON HAND AT THE END OF THIS ACCOUNT PERIOD. The property currently being administered and cash remaining in the hands of the Guardian is as follows:

REAL PROPERTY	
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL REAL PROPERTY AT THE END OF THIS ACCOUNT PERIOD	\$

PERSONAL PROPERTY (Confirmations of securities attached)	
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL PERSONAL PROPERTY ON HAND AT THE END OF THIS ACCOUNT PERIOD	\$

CASH ON HAND (List by account number & bank location A signed letter from each financial institution which the funds are on deposit with confirming these amounts is attached.)	
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL CASH ON HAND AT THE END OF THIS ACCOUNT PERIOD	\$

CLOSING TOTALS	
REAL PROPERTY	\$
PERSONAL PROPERTY	\$
CASH ON HAND	\$
TOTAL AT THE END OF THE ACCOUT PERIOD	\$

11. SAFEKEEPING AT THE END OF THIS ACCOUNT PERIOD. The following assets belonging to the Estate are being held subject to safekeeping agreements (This list may be duplicative of assets previously listed in this account):

NONE / OR

SAFEKEEPING	
(Confirmations of safekeeping agreements signed by the financial institutions which the funds are on deposit are attached.)	
	\$
	\$
	\$
	\$
	\$
TOTAL ASSETS IN SAFEKEEPING AT THE END OF THIS ACCOUNT PERIOD	\$

12. UNPAID DEBTS AT THE END OF THE ACCOUNT PERIOD. The following debts and expenses of the Estate have not been paid and are presently due and owed by the Estate:

NONE / OR

UNPAID DEBTS	
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL UNPAID DEBTS AT THE END OF THIS ACCOUNT PERIOD	\$

13. OTHER FACTS NECESSARY FOR A FULL UNDERSTANDING OF THE CONDITION OF THE ESTATE, INCLUDING, BUT NOT LIMITED TO, THE PAYMENT OF INSURANCE AND TAXES, IF ANY, ON ASSETS OF THE ESTATE:

14. REQUESTED DISPOSTION OF REMAINING PROPERTY OF ESTATE:

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15. RECONCILIATION. The following is a summary and reconciliation of the foregoing paragraphs of this account:

RECONCILIATION		
5.	OPENING TOTALS AT THE BEGINNING OF THE ACCOUNT PERIOD	\$
6.	PROPERTY NOT PREVIOUSLY REPORTED	+ \$
7.	CHANGES IN PROPERTY DURING THIS ACCOUNT PERIOD	+ / - \$
8.	RECEIPTS DURING THIS ACCOUNT PERIOD	+ \$
9.	DISBURSEMENTS DURING THIS ACCOUNT PERIOD	- \$
10.	TOTAL PROPERTY AND CASH ON HAND AT THE END OF THE ACCOUNT PERIOD	= \$
11.	ASSETS IN SAFEKEEPING AT THE END OF THE ACCOUNT PERIOD (Not otherwise included above)	+ \$
12.	UNPAID DEBTS AT THE END OF THE ACCOUNT PERIOD	- \$
TOTAL NET VALUE OF ESTATE AT THE END OF THE ACCOUNT PERIOD		= \$

Respectfully submitted,

 Administrator or Guardian of the Estate

THE STATE OF TEXAS §

COUNTY OF _____ §

_____, being first duly sworn, upon his/her oath, deposes and says that:

I am the Administrator or Guardian in the above entitled and numbered cause. I have read and examined the foregoing Annual Account which is to be filed in this cause and:

A. The account contains a true, correct and complete statement of the matters to which the account relates;

B. The bond premium for the next accounting period has been paid;

C. All tax returns of the Estate due during the accounting period have been filed; and

D. No taxes were owed by the Estate during the accounting period;

The Guardian has paid all the taxes the Estate owed during the accounting period,

1. The amount of taxes was \$ _____;

2. The date the Guardian paid the taxes was _____.

3. The governmental entity to which taxes were paid was _____;

The Guardian has NOT paid all taxes the Estate owed during the accounting period and the reason the Guardian has not paid all taxes is:

 Administrator or Guardian of the Estate

SUBSCRIBED AND SWORN TO BEFORE ME BY _____ on this the _____ day of _____, _____.

SEAL:

Notary Public, State of Texas

Attorney for Administrator or Guardian

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ORDER APPROVING FINAL ACCOUNTING

On _____, the Account for Final Settlement of this Estate was heard and considered by the Court, and after examining the Account and hearing the evidence in support of same, the Court finds as follows:

1. That Citation has been duly served on all persons interested in this Estate.
2. That the Court has jurisdiction of this proceeding and of the subject matter as required by law.
3. The Court has now been fully advised on all items of the Account and possession of cash and other assets kept in safekeeping as well as those on deposit having been duly proved as required by law.
4. The Court is satisfied that the facts state in the Account are true, correct and complete.
5. That the Account for Final Settlement has been audited and settled by the Court, complies with the law in every respect, and should be approved as filed.
6. That all claims, debts, and expenses have been paid or are approved and should be paid; that this Estate has been fully administered.
7. That all of the property belonging to this Estate and still remaining on hand after payment of all debts and expenses shall be delivered to the following:

8. OTHER:

IT IS THEREFORE ORDERED, ADJUDGED AND DECREED that the Account for Final Settlement is hereby **APPROVED**, that any debts and expenses remaining unpaid be paid, and that all the property belonging to the Estate and remaining in the hands of Administrator/Guardian of this Estate after payment of all debts and expenses shall be delivered to:

IT IS FURTHER ORDERED that _____ is awarded attorney's fees and expenses in the amount of \$ _____, which shall be paid out of the funds belonging to the Estate.

IT IS FURTHER ORDERED that _____ release and deliver to _____ all the assets belonging to the Estate and remaining in possession of that institution in safekeeping, including deposits, dividends, and interest in the accounts listed in the Final Account for Settlement.

IT IS FURTHER ORDERED that upon the delivery of the property remaining, and the filing of proper receipts therefor, the Administrator/Guardian shall apply to this Court for an Order of Discharge and for a declaration that this guardianship is closed.

OR

IT IS THEREFORE ORDERED, ADJUDGED AND DECREED that the Account for Final Settlement is hereby **APPROVED**, that there is no further need for an administration hereupon; the Administrator/Guardian of this Estate is hereby discharged from the trust; the Surety on the Administrator/Guardian's Bond is hereby discharged from further liability under such bond; and this Estate is hereby declared to be **CLOSED**.

Signed on the following date: _____.

JUDGE JOEL D. LITTLEFIELD
HUNT COUNTY, TEXAS