

CAUSE NO. \_\_\_\_\_

IN RE: THE GUARDIANSHIP OF

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IN THE COUNTY COURT

\_\_\_\_\_  
AN INCAPACITATED PERSON

RUNNELS COUNTY, TEXAS

**ANNUAL ACCOUNT**

FOR THE PERIOD OF \_\_\_\_\_ TO \_\_\_\_\_  
(MM/DD/YY) (MM/DD/YY)

Come now, \_\_\_\_\_, Guardian of the Ward,  
\_\_\_\_\_, an incapacitated person and files this  
annual account in accordance with §1163 of the Texas Estates Code and shows the Court  
the following:

**I.**

Guardian was appointed by order of this Court dated the \_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_. Since that time, Guardian has administered this estate in accordance with the  
provisions of the Texas Estates Code.

**II.**

This annual account covers the period from the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ to the  
\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, and is accompanied with proper vouchers in support  
of each item not previously reported to the Court. The total value of the estate at the beginning  
of this accounting period as \$ \_\_\_\_\_, as shown on the last annual account filed by the  
Guardian.

**III.**

The following claims against the estate have been presented to Guardian during this  
accounting period, and were approved and paid:

**IV.**

All the property belonging to the Ward that has come into the possession or to the knowledge of  
Guardian has previously been listed and inventoried in the pleadings and reports filed with this  
Court, to which reference is hereby made for all purposes.

**V.**

List net change in value of assets (if any) \_\_\_\_\_

**VI.**

The following is a complete list of all revenues and income received by Guardian for the benefit of the Ward during the period covered by this account:

**SOURCE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**AMOUNT:** \_\_\_\_\_

**TOTAL RECEIPTS: \$** \_\_\_\_\_

**VII.**

The following is a description of all disbursements of cash (other than payment of claims shown in Paragraph III) made by Guardian for the benefit of the Ward during the period covered by this account:

**PAYEE:** \_\_\_\_\_

**PURPOSE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**AMOUNT:** \_\_\_\_\_

**TOTAL DISBURSEMENTS: \$** \_\_\_\_\_

**VIII.**

The following is a description of all property, other than cash assets, remaining in the hands of Guardian:

**DESCRIPTION:** \_\_\_\_\_

**VALUE:** \_\_\_\_\_

**IX.**

The cash remaining in the hands of Guardian is located in the following deposit accounts, as evidenced by an official letter, Exhibit A”, from the depository attached to this account:

**NAME OF DEPOSITORY:** \_\_\_\_\_

**LAST 3 DIGITS OF ACCOUNT NO.:** \_\_\_\_\_

**AMOUNT:** \_\_\_\_\_

**TOTAL CASH ON HAND: \$** \_\_\_\_\_

**X.**

All tax returns due have been filed and all tax due and owing have been paid.

**DATE PAID:** \_\_\_\_\_

**AMOUNT OF TAX:** \_\_\_\_\_

**GOVERNMENTAL ENTITY PAID:** \_\_\_\_\_

**(If any tax return due to be filed or any taxed due to be paid are delinquent, describe the delinquency and reasons for the delinquency)**

**XI.**

The Guardian has paid all the required bond premiums for the accounting period.

**PREMIUM PAID:** \_\_\_\_\_

**NAME OF SURETY:** \_\_\_\_\_

**XII.**

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

**A. CHANGES IN ESTATE OF WARD:**

Paragraph II. Value of assets on date of last annual account	\$ _____
Paragraph III. Total Claims Paid:	-\$ _____
Paragraph IV. Property not previously reported	\$ _____
Paragraph V. Net changes in value of asset:	+ or -\$ _____
Paragraph VI. Total receipts:	\$ _____
Paragraph VII. Total disbursements:	-\$ _____

**TOTAL VALUE OF ESTATE OF WARD: \$ \_\_\_\_\_**

**B. ASSETS REMAINING IN ESTATE OF WARD:**

Paragraph VIII. Total non-cash assets being administered:	\$ _____
Paragraph IX. Total cash on hand:	\$ _____

**TOTAL NET VALUE OF ESTATE OF WARD: \$ \_\_\_\_\_**

**XIII.**

The following debts and expenses of the Ward have not been paid and are presently due and owing by the estate:

Guardian requests that citation and notice be issued and served as required by law; that the Court examine and approve this account and order Guardian to pay the outstanding debts and expenses of the Ward.

\_\_\_\_\_  
Guardian

Attorney Information: \_\_\_\_\_

Name: \_\_\_\_\_

State Bar No.: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax \_\_\_\_\_

Email: \_\_\_\_\_

**VERIFICATION**

**THE STATE OF TEXAS**  
**COUNTY OF RUNNELS**

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§

I, \_\_\_\_\_ having been duly sworn, hereby state on oath that the foregoing Annual Account contains a true and complete statement of the matters to which it relates, and that all contents and exhibits thereof are true, complete, and correct in every aspect.

\_\_\_\_\_  
Guardian

**SWORN TO and SUBSCRIBED BEFORE ME** by \_\_\_\_\_,  
on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, to certify which witness my hand and seal of office.

\_\_\_\_\_  
Notary Public, State of Texas

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AN INCAPACITATED PERSON

RUNNELS COUNTY, TEXAS

**ORDER APPROVING GUARDIAN'S ANNUAL ACCOUNT**

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, came on to be considered the Annual Account filed with this Court on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. The Court, having considered the same, finds as follows:

1. The Account complies with §1163, Texas Estates Code;
2. The Account has been on file for ten days;

It is therefore ORDERED, ADJUDGED AND DECREED that:

1. The Annual Account be and is hereby APPROVED;
2.  The bond previously ordered is to be renewed.

**Or**

The Court finds the amount of the bond is insufficient and requires the Administrator to give a new bond in the amount of \_\_\_\_\_. Said bond must be given by the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

3.  The Court finds that the estate of the Ward is wholly solvent, that the Guardian has in his hands sufficient funds for the payment of every character of claims against the estate and ORDERS immediate payment to be made of all claims allowed and approved or established by judgment.

**Or**

It appears from the account that the funds on hand in the estate of the Ward are not sufficient for the payment of all claims allowed and approved or established by judgment or that the estate is insolvent. If the Guardian has any funds on hand, it is ORDERED that such funds be applied to the payment of claims in accordance with §1163.052 of the Texas Estates Code.

4. Letters of Guardianship are renewed and expire one year and four months from the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

SIGNED and ENTERED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
HON. JULIA MILLER  
RUNNELS COUNTY JUDGE