
DEPENDENT ADMINISTRATION ANNUAL ACCOUNTING CHECKLIST

(Must be filed with all Annual and Final Accounts)

(The “YES” answers that are highlighted and underlined indicate requirements that must be complied with before any Accounting can be approved, regardless of circumstances. All questions below must be answered.)

Cause No. _____ Estate of _____
Accounting Period _____ to _____

ATTORNEY: _____ Attorney's phone _____ Attorney's email _____ ADMINISTRATOR _____

1. Administrator was appointed (check all that apply):
Dependent Executor of the Estate
Dependent Administrator of the Estate
Other

If other, please explain

2. Does this Accounting balance?

YES NO (An Accounting can never be approved until it balances **OR** the Court can figure out why it doesn't balance.)

If No, please explain why:

3. Beginning balance: _____
Ending balance: _____

4. Did you include the Bond and Tax Affidavit?

YES NO

The Bond amount is \$ _____

5. Is the Bond sufficient?

YES NO

If No, please explain:

6. Claims: Please see below:

Allowed:

YES NO

Paid:

YES NO

Rejected:

YES NO

Sued:

YES NO

7. Does the Estate own real property?

YES NO

Is the real property co-owned?

YES NO

If Yes, please list the co-owners:

Are all insurance premiums (real property) current?

YES NO

Are all the taxes (real property) current?

YES NO

8. Is there any change in property?

YES NO

If Yes, please explain why:

9. Is there property not previously reported?

YES NO

If Yes, please explain why:

10. Did the Dependent Executor/Administrator sell any property of the Estate (of any kind) in this account period?

YES NO

If Yes, please explain why:

11. Does the Estate own personal property?

YES NO

12. Has there been a disbursement of personal property?

YES NO

13. Has there been a sale of personal property?

YES NO

14. Does the Estate have cash on hand?

YES NO

15. Has there been a disbursement of cash?

YES NO

16. Are there unpaid debts of the Estate?

YES NO

17. Did you list or itemize all of the receipts and disbursements in your Accounting?

YES NO

If the Dependent Executor/Administrator used cash for any disbursements, did you attach all of the receipts?

YES NO

18. Did you attach all of the financial statements for this Annual Account? (All bank statements, copies of returned checks, brokerage statements, etc.)

YES NO

If No, please explain:

19. Did you attach the Verification(s) of-Deposit(s)

YES NO

26. Please state any additional information concerning this Annual Account that you would like to share with the Court:

SIGNED on _____ 20_____

Attorney

20. Did you attach the Confirmation(s) of Safekeeping?

YES NO ("YES" required if any safe-kept funds.)

21. Did you file a IRS return?

YES NO

22. Did you (attorney or attorney's office) prepare this Account?

YES NO

If No, who prepared this Account and why:

23. Did you (as the attorney) sign the Annual Account?

YES NO

24. Did the Dependent Executor/Administrator (s) swear to the Annual Account?

YES NO

25. Did you get Court approval for the payment(s) of all Attorney fees?

YES NO (If "NO," must get Court approval before Accounting can be approved.)