

Annual/Final Account Form

Summary of Account

OPG Ref: PG / / /

Account of:

As financial guardian(s) to:

Period Covered: to

Caution Amount: £

Annual Premium: £

Now go to Schedule 1 on page 2

Summary of Estate as at <input type="text"/>	Schedule 1	£ <input type="text"/>
Investment Income	Schedule 2	£ <input type="text"/>
Pensions / Benefits	Schedule 3	£ <input type="text"/>
Any other income	Schedule 4	£ <input type="text"/>
Gain	Schedule 1	£ <input type="text"/>
	Total	£ <input type="text"/>

Living Expenses	Schedule 5	£ <input type="text"/>
Other Expenditure	Schedule 6	£ <input type="text"/>
Loss	Schedule 1	£ <input type="text"/>
Estate as at <input type="text"/>	Schedule 1	£ <input type="text"/>
	Total	£ <input type="text"/>

Investments made during the period of this account	Schedule 1	£ <input type="text"/>
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I confirm that this is a true and fair reflection of my transactions with the above estate during the period of this account.

Financial Guardian(s)

Date
Date
Date

Schedule 1 - Heritable Assets (i.e. Property, Land)

List all heritable assets held at the start of the account including any interest in a business, any investments (purchase of property) or realisations (sale of property) made during the period of the account and the value of the heritable assets held at the close of the account.

	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
Description	Value agreed at start of period	Investment made during period	Amount received for assets realised (property sold) during period of account	Gain	Loss	Value agreed as at close of period of account
	£	£	£	£	£	£
	£	£	£	£	£	£
	£	£	£	£	£	£
	£	£	£	£	£	£
	£	£	£	£	£	£
	£	£	£	£	£	£
	£	£	£	£	£	£
	£	£	£	£	£	£
	£	£	£	£	£	£
	£	£	£	£	£	£
	£	£	£	£	£	£
	£	£	£	£	£	£
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	£	£	£	£	£	£
	£	£	£	£	£	£
	£	£	£	£	£	£
	£	£	£	£	£	£
	£	£	£	£	£	£
	£	£	£	£	£	£
	£	£	£	£	£	£
	£	£	£	£	£	£
	£	£	£	£	£	£
Schedule 1 (heritable) Totals	£	£	£	£	£	£

Schedule 1 - Moveable Assets

(i.e. all Bank Accounts, Stocks & Shares & Isa's)

List all moveable assets held at the start of the period of account including any investments or realisations made during the period of the account and the value of the moveable assets held at the close of the account.

	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
Description	Value agreed at start of period	Investment made during period	Amount received for assets realised (property sold) during period of account	Gain	Loss	Value agreed as at close of period of account
	£	£	£	£	£	£
	£	£	£	£	£	£
	£	£	£	£	£	£
	£	£	£	£	£	£
	£	£	£	£	£	£
	£	£	£	£	£	£
	£	£	£	£	£	£
	£	£	£	£	£	£
	£	£	£	£	£	£
	£	£	£	£	£	£
	£	£	£	£	£	£
	£	£	£	£	£	£
	£	£	£	£	£	£
	£	£	£	£	£	£
	£	£	£	£	£	£
	£	£	£	£	£	£
	£	£	£	£	£	£
	£	£	£	£	£	£
	£	£	£	£	£	£
	£	£	£	£	£	£
	£	£	£	£	£	£
Schedule 1 (moveable) Totals	£	£	£	£	£	£

Schedule 1 - Grand Total

Schedule 1 (moveable assets) Totals	£	£	£	£	£	£
Schedule 1 (heritable assets) Totals	£	£	£	£	£	£
Grand Total Schedule 1	£	£	£	£	£	£

Schedule 2 - Interest Payments (i.e. Bank Interest & Share dividends, if relevant)

Please detail all interest payments received during the period of the account.

Source of Income	Date received	Amount of Income
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
Schedule 2 TOTAL		£

Schedule 3 - Income

Please give details of all pensions, benefits, annuities, etc received during the period of the account.

Source of Income	Frequency	Total
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
Schedule 3 TOTAL		£

Schedule 4 - Other Income

Please detail any other income received not previously recorded including any interest in a business.

Source of Income	Reasons for income	Amount of Income
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
Schedule 4 TOTAL		£

Schedule 5 - Living Expenses

(i.e. Care Cost, Clothing, Utilities, Toiletries, Holidays etc.)

Please detail all living expenses incurred during the period of the account.

Detail	Amount
	£
	£
	£
	£
	£
	£
	£
	£
	£
	£
	£
	£
	£
	£
	£
	£
	£
	£
	£
	£
	£
	£
	£
	£
	£
	£
	£
Schedule 5 TOTAL	£

Schedule 6 - Other Expenses

(OPG Fees, Solicitors Fees, Caution Premium etc.)

Please detail all other living expenses incurred on behalf of the adult.

Nature of Expense	Date paid	Amount
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
Schedule 6 TOTAL		£

Schedule 7 - Contact with Adult

Please provide a brief report on your contact with the adult/adult's primary carer or any interested parties throughout the accounting period.

Your Contact Details

Please complete this section, as we may need to contact you if further information or clarification is required regarding the summary of account.

If more than one financial guardian has been appointed, please tell us which guardian will act as the primary point of contact.

Name:

Tel No. (during working hours):

Mobile No:

E-mail address:

Checklist

Have you:

- | | |
|---|--------------------------|
| 1 Entered the relevant PG reference number to the Summary Page? | <input type="checkbox"/> |
| 2 Signed and Dated the Summary Page? | <input type="checkbox"/> |
| 3 Enclosed the relevant Fee/Fee Exemption Form? | <input type="checkbox"/> |

Enclosed full supporting documentation, i.e.:

- | | |
|--|--------------------------|
| • Bank Statements/Passbooks for each account, covering the full accounting period? | <input type="checkbox"/> |
| • All contract notes in respect of purchases/sales (Stocks/Shares)? | <input type="checkbox"/> |
| • Receipts/Invoices for purchases of individual items of £200 or over? | <input type="checkbox"/> |
| • Correspondence from DWP/Benefits Agency showing entitlements throughout the Accounting Period? | <input type="checkbox"/> |

Once the form has been fully completed and signed it should be sent to:

Office of the Public Guardian
Hadrian House
Callendar Business Park
Falkirk
FK1 1XR

DX: 550360 Falkirk 3
LP: LP-17 Falkirk

Telephone: 01324 678300
Fax: 01324 678301

E-mail: opg@scotcourts.gov.uk
Website: www.publicguardian-scotland.gov.uk