# Private Administrator’s Checklist for preparing annual accounts

Before returning these Accounts to the Public Trustee please ensure that you have attended to the following matters:

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| [ ]  | Check that **Form B** and **Form C** have been signed by the Administrator(s) **and by the qualified witness (including their qualification). Abstracts 1 – 4** must also have been signed by the Administrator(s). |
| [ ]  | Ensure that you have complied strictly with the reporting dates shown on the forms. You **may not** alter these dates for this account but you may apply to the Public Trustee, in writing, for a variation of these dates for future accounts. |
| [ ]  | Check that you have correctly deleted the **relevant sentence** at **item 4 (re: gifting)** on **Form C (Statutory Declaration).** |
| [ ]  | Check that the **Summary of Accounts** on **Form B** balances. |
| [ ]  | Check that A4 size **copies** of all **relevant documents** are attached. Refer above to **Instructions for Preparing Your Annual Accounts** that specifies the relevant documents required.  |
| [ ]  | **Do not send original documents** unless the Public Trustee specifically requests you to so. |
| [ ]  | Please ensure that A4 size **copies** of receipts are included for all individual payments over $400. |
| [ ]  | Do not attach **individual receipts** issued for the payment of expenses such as grocery items or for the personal maintenance of the represented person, which are less than $400.00 |
| [ ]  | Ensure that **all assets** (including bank accounts) are listed on **Abstract 3**. |
| [ ]  | Ensure that **all liabilities** are listed on **Abstract 4** or that ‘Nil’ is entered at ‘Total Liabilities’. |

**If you have any questions please contact the Private Administrators’ Support Team at the Public Trustees Office at the email address noted on the attached covering letter or alternatively call 1300 746 116.**