



**PRESIDENTIAL DIRECTION NO 1 OF 2003  
PROVIDING ACCOUNTS OF ADMINISTRATION FOR PRIVATE ADMINISTRATOR/S**

Pursuant to section 49 of the *Guardianship and Administration Act 2000*, an administrator must keep records that are reasonable in the circumstances and if required by the tribunal, produce records of dealings and transactions' involving the adult for inspection at the time the Tribunal decides.

It is directed that:

1. Orders which contain a clause or clauses in respect to the provision of accounts of administration are to be read as follows:

**Accounts of administration are to be provided in an approved form to:**

- (a) the Tribunal on an annual basis, eight weeks before the anniversary of the appointment where the value of the adult's estate excluding the adult's principal place of residence or a nursing home bond is under \$50,000; or
- (b) to one of the approved panel of examiners on an annual basis, eight weeks before the anniversary of the appointment where the value of the adult's estate excluding the adult's principal place of residence or nursing home bond is over \$50,000.

**Example**

If you were appointed in July 2007 for 2 years, you will need to provide accounts of administration in May 2008 & 2009.

2. The approved form is the Tribunal's "Account by Administrator". The Tribunal requires the use of this form unless otherwise authorised.
3. The current list of approved panel of examiners are as follows:

National Australia Trustees Limited  
The State Manager  
National Australia Trustees Limited – Accounts  
GPO Box 2524  
BRISBANE QLD 4001  
Telephone: (07) 3234 5533  
Fax: (07) 3234 5175

Perpetual Trustees Queensland Ltd  
The State Manager  
GPO Box 5257  
BRISBANE QLD 4001  
Telephone: (07) 3834 5656  
Fax: (07) 3834 5662

Public Trustee of Queensland  
Administration Accounts Assistance  
GPO Box 1449  
BRISBANE QLD 4001  
Telephone: 1300 651 591  
(free call) or (07) 3213 9390  
Fax: (07) 3213 9262

4. If the examiner receives insufficient information to conduct an examination of the accounts the panel member may contact you directly to obtain additional information.

5. The examiner is entitled to charge a fee for this service. There will be no fee charged where the Tribunal conducts the examination. The Tribunal reserves the right to outsource matters under \$50 000.00 to one of the approved panel of examiners as necessary.
6. The appointed administrator/s will be issued with a tax invoice on behalf of the adult. The administrator/s are authorised and required to pay the tax invoice within 30 days of receipt from the adult's funds. Failure to pay the invoice may result in the Tribunal initiating a review of the appointment.

Approved  
**Ann Lyons**  
**President**  
30/09/03

Amended 13 July 2007

**Susan Gardiner**  
**President**  
13/07/07

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