Instructions for completing Account by administrator form – *Guardianship and Administration Act 2000*

About this form

The Account by Administrator (ABA) is the standard form for private administrators to use when providing an account of their administration.

Note: This form is not required if the tribunal has approved a partial exemption.

What do I have to do?

- Unless the tribunal otherwise directs, an account of your administration is due each year on the date that is two months prior to the anniversary date of your appointment. It is up to you to lodge your accounts by the due date. You will not be sent a reminder at this time.
- The opening date of the account is either the date you became the administrator, or, if you have provided accounts previously, the closing date from your last set of accounts.
- You are required to choose a closing date for your accounts. You should choose a date for which you have the relevant documentation required such as bank statements. For example, if your accounts are due in May, a suitable closing date may be either 31 March or 30 April.
- If you need extra space to give any of the details requested (for example, if there is more than one investment property), please attach separate sheets, number your answers with reference to the question number and break the information down under the same headings given in the section. Then write the totals for each section in the relevant total box on this form.
- If you are completing this form by hand, please use a black pen. Please write or type in BLOCK letters.
- Where there are 'yes' or 'no' questions, please tick the appropriate box.

If your appointment is on a 'joint and several' basis a single declaration signed by one administrator will suffice. If your appointment is on a 'joint' basis all administrators are to sign a separate declaration.

QCAT
Queensland **Civil and Administrative Tribunal**

Account by administrator – *Guardianship and Administration Act 2000*

(Version 4)

For office use only	
Case number and type:	
Adult number:	
Date:	
Registry:	
Sent to:	

1. What is the tribunal client number?

2. What is the accounting period for these accounts?
(note comments on the previous instructions page)

DD / MM / 20YY
Opening Date

DD / MM / 20YY
Closing Date

3. Details of the adult for whom you are making financial decisions

Name

Title *Given name/s* *Surname/Family name*

Date of birth? DD / MM / YYYY
Day *Month* *Year*

Current residential address of adult *(PO Boxes are not accepted)*

Postcode

Has the adult changed their address in the last 12 months? ☐ Yes ☐ No

4. Who are the administrators for the adult?

1. Name *This will also be the person we will contact about this form, if we need to.*

Title *Given name/s* *Surname/Family name*

Relationship to adult e.g. mother, father, sister, brother

Has there been a change of address in the last 12 months? ☐ Yes ☐ No

Current residential address of administrator *(PO Boxes are not accepted)*

Postcode

Postal address of administrator *(if different from residential)*

Telephone ( )

Work phone *Mobile* *Home phone*

Email

Is there more than one administrator?

☐ No – go to question 5

☐ Yes – please list the details of the other administrators here *(attach a separate sheet if there are more than two administrators)*

2. Name

Title *Given name/s* *Surname/Family name*

Relationship to adult e.g. mother, father, sister, brother

Has there been a change of address in the last 12 months? ☐ Yes ☐ No

Current residential address of administrator *(PO Boxes are not accepted)*

Postcode

Postal address of administrator *(if different from residential)*

Telephone ( )

Work phone *Mobile* *Home phone*

Email

Bank accounts and term deposits

5. What are the adult's bank account details for this accounting period – including term deposits?

What were the bank account balances on the opening date of this accounting period?

	BSB and account number	Opening balance
Bank account 1		
Bank account 2		
Bank account 3		
Bank account 4		
Bank account 5		
	Total of all starting bank balances	A

What bank interest was received during this accounting period?

Bank account 1		
Bank account 2		
Bank account 3		
Bank account 4		
Bank account 5		
Total of all bank interest received	B	

What bank charges/fees/taxes were paid for this accounting period?

Bank account 1		
Bank account 2		
Bank account 3		
Bank account 4		
Bank account 5		
Total of all bank charges/ fees/taxes	C	

What are the bank account balances on the closing date of this accounting period?

Bank account 1		
Bank account 2		
Bank account 3		
Bank account 4		
Bank account 5		
Total of all closing bank balances	D	

Income

6. For this accounting period, what income was received from pensions (including allowances, travel, rent assistance etc), employment, superannuation and trusts?

Name of organisation or trust providing income	**Total amount received $**

Add up all the amounts in question 6 and enter the TOTAL here		E

7. During this accounting period, did the adult receive any income from:

- interest (besides bank interest)
- someone repaying a loan the adult made
- benefits from a deceased estate
- lump sum payments
- monetary contributions from family

☐ No – go to question 8

☐ Yes – specify which types of income below

Type of interest	**Total amount received $**

Income received from someone repaying a loan the adult made

Name of person repaying loan	**Total amount received $**

Benefits received from deceased estates

Name of estate	**Total amount received $**

Lump sums or family contributions received

Type of lump sum/contribution and name payer	**Total amount received $**

Add up all the amounts in question 7 and enter the TOTAL here		F

8. During this accounting period, did the adult:

- cash in or sell any investments (including shares and bonds)
- receive any dividends from shares or bonds
- sell any real estate
- receive any rent from a rental property (including the family home)

☐ No – go to question 9
☐ Yes – specify which types of income below

Cashing in or selling investments *(shares, bonds, etc.)*

Type of investment and account reference number	**Total amount received $**

Dividends from shares or bonds	**Total amount received $**

Selling real estate

Address of property	**Amount property sold for $**

Rent received from rental property *(including family home)*

Address of property	**Total amount received $**

Add up all the amounts in question 8 and enter the TOTAL here		G

9. During this accounting period, did the adult receive any other type of income not already specified above?

☐ No – go to question 10
☐ Yes – specify which types of income below

Type of income	**Total amount received $**

Add up all the amounts in question 9 and enter the TOTAL here		H

10. Total income for this accounting period (add B+E+F+G+H) and enter the total amount here

	I

Expenditure

11. During this accounting period, what was the total of the adult's expenditure on *accommodation* and *personal needs?*

House/rent/accommodation fees	**Total amount paid $**
Accommodation/rent/board and lodging	
Refundable Accommodation Deposit / accommodation bond (nursing home)	
Utilities (power, phone, etc.)	
Council rates	
Home maintenance	
Insurance	
Other (includes mortgage repayments) – enter description	
Personal expenditure	**Total amount paid $**
Food/clothing/toiletries/haircuts	
Medical (including insurance and pharmacy)	
Holidays	
Accountants/taxation	
Examination of accounts fee	
Other (includes loan, credit card repayments) – enter description	

Add up all the amounts in question 11 and enter the TOTAL here		J

12. During this accounting period, did the adult make any loans, gifts or donations?

☐ No – go to question 13

☐ Yes – specify all loans, cash gifts and donations and what they were for *(eg. loan paid to… for car)*

Type of payment, to whom and what for	**Total amount paid $**

Add up all the amounts in question 12 and enter the TOTAL here		K

13. During this accounting period, did the adult:

- buy any investments (e.g. shares)
- buy any real estate
- buy any other asset valued at $1000 or more (e.g. wheelchair)
- prepay for a funeral

☐ No – go to question 14
☐ Yes – specify all other types of expenditure below

Address of property or type of investment or asset	**Total amount paid $**

Add up all the amounts in question 13 and enter the TOTAL here		L

14. During this accounting period, did the adult pay out any other expenditure not already specified above *(including the cost of selling any real estate)*?

☐ No – go to question 15
☐ Yes – specify all other types of expenditure below

Types of expenditure	**Total amount paid $**
Cost of selling any real estate	

Add up all the amounts in question 14 and enter the TOTAL here		M

15. Total expenditure for this accounting period (add C+J+K+L+M) and enter the total amount here

	N

16. Total surplus or deficit for this accounting period (subtract N from I), enter the amount here and then indicate whether this amount is surplus or deficit

☐ Surplus ☐ Deficit

	O

Reconciliation

17. If the amount at O is a surplus, add amount at A to amount at O.
If the amount at O is a deficit, subtract the amount at O from the amount at A.
Note: the amount at P should equal the amount at D.

	P

Assets

18. What assets does the adult have at the end of this accounting period?

Bank balances – enter here the amount from D on page 4	
	Total value of bank accounts at D on page 3

Investments *(shares, managed funds, superannuation, etc.)*

Total of investment and account reference number	Value $
Total value of all investments	

Real estate *(please tick if property regarded as principal place of residence)*

Address of property	✓	Value $
	☐	
	☐	
Total value of real estate		

Personal property *(wheelchairs, jewellery, other items valued at $1000 or more)*

Type of item	Value $
Total value of all personal property	

Any other assets *(e.g. motor vehicles, pre-paid funeral, nursing home accommodation bond or deposit, loans to other parties)*

Type of asset	Value $
Total value of all other assets	

Total value of all assets (add all amounts in question 18) and enter the amount here		Q

Liabilities

19. What liabilities/debts does the adult have at the end of this accounting period?

Mortgages

Name of lender	**Amount owing $**
Total owing on all mortgages	

Loans outstanding *(personal loans, car loans, etc.)*

Name of lender	**Amount owing $**
Total owing on all loans	

Credit cards

Type of card	**Amount owing $**
Total owing on all credit cards	

Other liabilities or debts (include amounts owed to the administrator/s)

Type of liability	**Amount owing $**
Total of all other liabilities	

Total of all liabilities (add all amounts in question 19) and enter the amount here		R

20. Net assets (subtract R from Q) and enter the amount here

	S

21. Additional comments or further explanations

22. A quick summary *– in the past 12 months...*

Please add comments to section 21 if Yes ticked for any box.
Has there been a major change in income *(e.g. pension, rent, investment income, etc.)*?

☐ No ☐ Yes

Has there been a major change in expenditure *(e.g. gifts, personal maintenance, etc.)*?

☐ No ☐ Yes

Has there been a major change in assets *(e.g. real estate or other substantial property bought or sold)*?

☐ No ☐ Yes

Has there been a major change in liabilities/debts?

☐ No ☐ Yes

Has expenditure substantially exceeded income?

☐ No ☐ Yes

Are there funds owing on a nursing home accommodation bond/refundable accommodation deposit?

☐ No ☐ Yes

23. Documents you must attach to this form:

(must be attached where these documents exist)

NOTE: Printed copies only. We cannot accept documents saved to CDs or USBs. Accounts can be emailed through only in Word, Excel or PDF formats.

- ☐ For the main working bank accounts, copies of the statements or passbook for the entire accounting period indicated in question 2
- ☐ For all other bank accounts (including loans) and term deposits, a copy of the statement/passbook for the opening and closing dates only
- ☐ For any shares, investments or superannuation, a copy of all dividend notices or statements received during the year
- ☐ Documentation confirming accommodation payments are up to date e.g. nursing home statement or Department of Housing rental statement
- ☐ A copy of receipts for individual purchases or single expenditure in excess of $500 *(excluding accommodation expenses)*
- ☐ A copy of the settlement statement for any properties purchased or sold
- ☐ A copy of all relevant insurance policies/certificates
- ☐ A copy of all relevant motor vehicle registration notices
- ☐ A copy of the latest tax assessment and if you are administering a partnership or business, a copy of the tax return
- ☐ A copy of the latest nursing home accommodation bond/deposit statement

Additional documents required when assets are valued at more than $50,000

(excluding a principal place of residence/nursing home accommodation bond/deposit)

- ☐ A copy of the tribunal decision
- ☐ A copy of your approved management plan (only required in the first year of providing accounts)
- ☐ A copy of the latest Centrelink or Department of Veterans Affairs income and assets statement

24. How to lodge this form

Are total assets valued at more than $50,000 *(excluding a principal place of residence/nursing home accommodation bond/accommodation deposit, furniture and motor vehicles)*?

☐ Yes – forward directly to a panel examiner *(contact details listed below)* **Note:** *documents will be returned to you if lodged with the tribunal's registry.*

☐ No – please forward this form to QCAT's registry.

Panel examiners' contact details

Public Trustee of Queensland
Administration Accounts Assistance
GPO Box 1449
Brisbane Qld 4001
Telephone: 07 3213 9309
Fax: 07 3213 9262

Perpetual Trustee Company Ltd
Examination Manager
GPO Box 5257
Brisbane Qld 4001
Telephone: 07 3834 5656
Fax: 07 3834 5662

Vincent Chartered Accountants
Attention: Peter Haley
QCAT - Accounts Examination
PO Box 13004 George St
Brisbane Qld 4003
Telephone: 07 3228 4000

LHK Examinations
Laurie Kerslake
PO Box 656
The Gap Qld 4061
Telephone: 07 3300 2258
Mobile: 0424 371 308

Please note: The approved panel of examiners is entitled to charge a fee for this service.
Fees vary and you should contact the examiners directly for further details regarding their fees.

QCAT registry contact details

Deliver to	Mail to	Fax to	Email to
Queensland Civil and Administrative Tribunal Floor 9, 259 Queen Street Brisbane Qld 4000	Queensland Civil and Administrative Tribunal GPO Box 1639 Brisbane Qld 4001	07 3221 9156	enquiries@qcat.qld.gov.au

Warning

Section 216 of the *Queensland Civil and Administrative Tribunal Act 2009* makes it an offence for a person to knowingly give the registry documents containing false or misleading information.

Maximum penalty for such an offence – $10,000.

Privacy consent and disclosure statement

The Queensland Civil and Administrative Tribunal (QCAT) collects personal information from applicants in proceedings (You), for the purposes of compliance with the provisions of the *Queensland Civil and Administrative Tribunal Act 2009*.

Research purposes

QCAT wishes to use your personal information for research purposes to improve its services. An example of research is an online survey or focus group. QCAT may also share information about You with research companies for the purposes of conducting research. Any research company QCAT engages will undertake to keep your personal information confidential subject to the *Information Privacy Act 2009.*

By signing this Statement, you consent to communicate with QCAT by email or other suitable manner for research purposes. You consent to the sharing of your personal information with third parties as indicated and you waive your right to take further action against QCAT for any breach of your privacy.

Your consent commences from the date that you sign this Statement and return it to QCAT and continues for research purposes after your matter with QCAT has finalised and until you either withdraw your consent or upon the expiration of a period of 12 months.

Signature of applicant

By signing below, I acknowledge that I have read this Privacy Consent and Disclosure Statement and that I consent to the use and disclosure of my personal information as described in this Statement.

	Select Date
Applicant/s sign here	*Date*

Contact details

For further information, email enquiries@qcat.qld.gov.au, call 1300 753 228 or write to the QCAT registry GPO Box 1639, Brisbane 4001.

Declaration

I

Given name/s *Surname/Family name/s*

of

Address

as the administrator for

Given name/s *Surname/Family name/s*

do solemnly and sincerely declare:

1. I have observed the general principles set out in the *Guardianship & Administration Act 2000*.
2. I have not carried out any conflict transactions without the tribunal's approval.
3. I have not stated anything to the tribunal, registrar or another tribunal staff member that I know is false or misleading.
4. I have annexed my accounts of administration, the contents of which are true and correct to my knowledge, information and belief.
5. Records have been kept for all financial transactions and I am able, if the tribunal requires, to produce the records for inspection at the time and in the way the tribunal decides.
6. I keep my property separate from the adult's property, unless it is property jointly owned by the adult and me.
7. I am not a paid carer or health provider for the adult.
8. I do not have any criminal history in Queensland or elsewhere.
9. I am not:
   - bankrupt or taking advantage of the laws of bankruptcy under the *Bankruptcy Act 1966* or similar law of a foreign jurisdiction
   - bankrupt, and have never been bankrupt, under the *Bankruptcy Act 1966* or similar law of a foreign jurisdiction
   - proposing to make, and have never made, an arrangement with my creditors under the *Bankruptcy Act 1966* or a similar law of a foreign jurisdiction.
10. I have never been a director, secretary or partner, or involved in the management of a corporation, partnership or other entity that is proposing to be, is or has been under external administration.
11. The current investments as disclosed in the accounts of administration submitted for the administration period, including any changes that may have taken place within this period, have been made with regard to the prudent person rule.

AND I MAKE THIS SOLEMN DECLARATION conscientiously believing the same to be true and by virtue of the *Oaths Act 1867* as amended.

Administrator's signature

The justice of the peace, commissioner for declarations or solicitor completes the following.

SIGNED and DECLARED before me at ______________________________

Address

This ____________ day of December ____________ , ____________

Month *Year*

before me, ______________________________

Signature of a justice of the peace/commissioner for declarations/solicitor

Please note, if additional declarations are required please photocopy