

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

Account by administrator – *Guardianship and Administration Act 2000*

1. What is the tribunal client number?

Note: do not use this form if a partial exemption has been approved for accounts.

2. What is the accounting period for these accounts?

(note comments on the instructions page)

Opening Date / /
Day Month Year

Closing Date / /
Day Month Year

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

Name

Title

Given name/s

Surname/Family name

Date of birth

Day

Month

Year

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

Suburb

State/Territory

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.*

<input type="text"/>	<input type="text"/>	<input type="text"/>
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)*

Suburb

State/Territory

Postcode

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

Suburb

State/Territory

Postcode

Telephone

Work phone

Mobile

Home phone

Email

Is there more than one administrator?

No – go to question 5

Yes — *(go to next page)*

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

<input type="text"/>	<input type="text"/>	<input type="text"/>
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)*

Suburb

State/Territory

Postcode

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

Suburb

State/Territory

Postcode

Telephone

Work phone

Mobile

Home phone

Email

Is there more than two administrators?

No – go to question 5

Yes — *(please attach a separate sheet if there are more than two administrators)*

BANK ACCOUNTS AND TERM DEPOSITS

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

Note: balances should all be the same date

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		\$
Bank account 6		\$
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	\$	
Bank account 6	\$	
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	\$	
Bank account 6	\$	
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	\$	
Bank account 6	\$	
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
- receive any rent from a rental property (including the family home)
- sell any real estate

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	Total amount received \$
	\$

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
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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
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13. During this accounting period, did the adult:

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

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 O to amount at A
If the amount at O is a deficit, subtract amount at O from amount at A
Note: the amounts at P and D should equal**

There is no need to pursue minor discrepancies

\$

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 4

Investments <i>(shares, managed funds, superannuation, etc.)</i>	
Total of investment and account reference number	Value \$
	\$
	\$
TOTAL VALUE OF ALL INVESTMENTS	\$
Real estate <i>(please tick if property regarded as principal place of residence)</i>	
Address of property	<input checked="" type="checkbox"/> Value \$
	\$
	\$
TOTAL VALUE OF REAL ESTATE	\$
Personal property <i>(wheelchairs, jewellery, other items valued at \$1000 or more)</i>	
Type of item	Value \$
	\$
	\$
TOTAL VALUE OF ALL PERSONAL PROPERTY	\$
Any other assets <i>(e.g. motor vehicles, pre-paid funeral, nursing home accommodation bond or deposit, loans to other parties)</i>	
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

23. Documents you must attach to this form:

(must be attached where these documents exist)

NOTE: We accept printed documents and those saved to CDs or USBs. Accounts can be emailed through only in Word, Excel or PDF formats.

- Copies of statements or passbooks for all bank accounts and loans for the entire accounts period indicated in question 2. (Internet banking printouts are acceptable if they contain name of account holder/s and show a running balance.)
- For bank term deposits a copy of the latest term deposit notice. Internet banking printouts are acceptable if name of account holder is shown.
- 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 (as per figure at Q in this form)

(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 (as per figure at Q in this form) (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 3564 2148

Email: PrivateAdminAccounts@pt.qld.gov.au

Vincent Chartered Accountants

QCAT - Accounts Examination
PO Box 13004 George Street
Brisbane Qld 4003
Telephone: 07 3228 4000

My Examination

QCAT - Accounts Examination
PO Box 2226
Graceville Qld 4075
Telephone: 0401 956 882

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:	Email to:
Queensland Civil and Administrative Tribunal Floor 11, 259 Queen Street Brisbane Qld 4000 or at any local Magistrates Court	Queensland Civil and Administrative Tribunal GPO Box 1639 Brisbane Qld 4001	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 – 100 penalty units.

SIGN AND DATE HERE

The information in this form is true to the best of my knowledge.

Administrator/s sign here

Date

Print name/s

Instructions. If your appointment is on a 'joint and several' basis the below advice, signed by one administrator will suffice. If your appointment is on a 'joint' basis all administrators should lodge a separate signed advice. If you cannot affirm any clause in the below advice in regard to bankruptcy or criminal record, rule a line through the clause and make a comment in section 21 of this form.

6. Appropriateness and competence advice

I

Given name/s

Surname/Family name

of

Address

as the administrator for

Insert Adult's full name

and do solemnly and sincerely declare as follows:

1. I am not under the age of 18 years.
2. I am not, nor have I ever been, a paid carer for the Adult
3. I am not a health provider for the Adult.
4. I do not have a criminal history in Queensland or elsewhere.
5. I have not been refused or removed from an appointment as a guardian, administrator, attorney or other person making a decision for someone else, in Queensland or elsewhere.
6. I am not bankrupt or taking advantage of the laws of bankruptcy under the *Bankruptcy Act 1966* or a similar law of a foreign jurisdiction.
7. I have never been bankrupt or taken advantage of the laws of bankruptcy under the *Bankruptcy Act 1966* or a similar law of a foreign jurisdiction.
8. I am not 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.
9. I am not and never was 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.
10. There is no likely conflict between my duties as administrator for this Adult and either:
 - (a) my own interests or the interests of anyone in a close personal or business relationship with me, or
 - (b) any other duties I may have as a guardian or administrator for any other person.

Administrator's signature

Place of birth

Date

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Maximum penalty for such an offence – 100 penalty units.

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.