

Example

IN THE COURT OF CHANCERY OF THE STATE OF DELAWARE

Register in Chancery
Kent County
38 The Green, Ste. 208
Dover, DE 19901
302-735-1930

Register in Chancery
New Castle County
500 N. King Street, Ste. 11600
Wilmington, DE 19801
302-255-0544

Register in Chancery
Sussex County
34 The Circle
Georgetown, DE 19947
302-856-5775

In the Matter of:

Jane Doe
a person with a disability/a minor

:
:
:
:

C.M. # 12345-5

GUARDIAN'S ACCOUNT

Accounting Number: [First, Second, Third, 2nd] or Final
Please circle or fill-in the appropriate number

Accounting Period: 1-1-21 to 12-31-21
Beginning Date *Ending Date*

Date Guardian(s) was/were appointed: 7-1-20

Guardian's Information

Guardian's name: John Doe

Guardian's complete address: 178 Dalmation way Lewes, DE 19958

Guardian's phone number: 1-302-856-1264

If applicable:

Co-Guardian's name: _____

Co-Guardian's complete address: _____

Co-Guardian's phone number: _____

PLEASE NOTE: THE GUARDIAN(S) MUST ATTACH THE ANNUAL UPDATE AND MEDICAL STATEMENT TO EACH ACCOUNTING, EXCEPT THE FIRST SIX MONTH ACCOUNTING AND THE FINAL ACCOUNTING.

Rev. 07/2022

In the matter of: Jane Doe, a person with a disability/a minor

Additional Information Regarding Accountings

(Please see the Court of Chancery Rules for further information)

The guardian(s) is/are required to file an accounting of this estate at least once every year. The guardian(s) shall file the first accounting for a period of six months beginning with the date of his/her/their appointment as guardian(s), which accounting is due nine (9) months from his/her/their appointment. Each subsequent accounting shall cover a twelve (12) month period and shall begin on the date following the date the previous accounting ended. The annual accountings are due on or before the first business day of the calendar quarter in which the guardian was appointed, and at such other times as the Court may direct.

If additional space is required on schedules, please insert sheets of the same size. All items must be listed as separate entries (e.g. Social Security must be listed each month it was received, not as one lump payment). Spreadsheets can be filed as an attachment to any schedule.

The guardian(s) must sign either the C-16-A or C-16-B form (the last two pages of this packet), but the form does not need to be notarized.

The guardian(s) is/are required to provide cancelled checks, bank statements, receipts and any other pertinent information to show how the money of the person with a disability was used (per Chancery Rule 120).

Once your accounting has been audited by the Register in Chancery clerk, a bill will be mailed to the guardian(s); the fees are based on Chancery Rule 3(bb). In addition, the guardian(s) will be charged a \$10.00 fee for the clerk to electronically file the accounting.

Supporting documents (e.g. bank statements and receipts) are not kept by the Register in Chancery after the accounting has been reviewed by the Judicial Officer, so please select one of the following options:

As the guardian(s), I wish for all supporting documentation to be-

- Shredded by the Register in Chancery clerk
- Returned to the guardian (If you choose this box, you will be called or sent a letter and given thirty days to pick up the documents or they will be shredded. You may also choose to give the clerk a pre-paid envelope for the items to be returned to you.)

I have read the accounting instructions.

John Doe
Guardian

1-1-21
Date

Co-Guardian

Date

In the matter of: Jane Doe, a person with a disability/a minor

SUMMARY

SCHEDULE	TITLE	VALUE
A	PRINCIPAL ON HAND	\$ 183,500.00
B	ADDITIONS TO PRINCIPAL	\$ 40,000.00
C	INCOME RECEIVED	\$ 1,200.12
	TOTAL:	\$ 224,700.12
D	DEDUCTIONS FROM PRINCIPAL	\$ 3,000.00
E	INCOME PAID OUT	\$ 275.00
	TOTAL:	\$ 3,275.00
F	PRINCIPAL REMAINING ON HAND	\$ 221,425.12

*****PLEASE NOTE THAT A COPY OF ALL BANK STATEMENTS, RECEIPTS AND INVOICES PAID DURING THE ACCOUNTING PERIOD MUST BE FILED WITH THE ACCOUNTING.**

In the matter of: Jane Doe, a person with a disability/a minor

SCHEDULE A

AMOUNT OF PRINCIPAL ON HAND ON 1-1-21 (Date). This amount should be the same amount of the original principal reported in the inventory if this is a First Accounting or the ending principal of the last accounting. (This schedule includes all bank accounts, real estate owned by the person with a disability, household furnishings, automobiles, all miscellaneous furnishings, etc.,)

DESCRIPTION OF ASSET	VALUE
Wsf's Checking acct. # 9999	\$ 20,000.00
Wsf's Savings acct. # 1234	\$ 1,500.00
2017 Chevy Malibu	\$ 12,000.00
House: 476 Milton Drive Milford, DE 19963	\$ 150,000.00
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL:	\$ 183,500.00

In the matter of: Jane Doe, a person with a disability/a minor

SCHEDULE C

INCOME RECEIVED, WHEN RECEIVED AND FROM WHAT SOURCE. This schedule should include any and all income received such as social security, pension, alimony, certificate of deposit interest, dividends and interest from stock, interest on savings accounts, income from rental properties, etc.

DATE	TRANSACTION DESCRIPTION	VALUE
1-2-21	Social Security	\$ 100.00
2-2-21	Social Security	\$ 100.00
3-2-21	Social Security	\$ 100.00
4-2-21	Social Security	\$ 100.00
5-2-21	Social Security	\$ 100.00
6-2-21	Social Security	\$ 100.00
7-2-21	Social Security	\$ 100.00
8-2-21	Social Security	\$ 100.00
9-2-21	Social Security	\$ 100.00
10-2-21	Social Security	\$ 100.00
11-2-21	Social Security	\$ 100.00
12-2-21	Social Security	\$ 100.00
-		\$
TOTAL: Pg Sub		\$ 1,200.00

In the matter of: Jank Doe , a person with a disability/a minor

SCHEDULE C, cont.

INCOME RECEIVED, WHEN RECEIVED AND FROM WHAT SOURCE. This schedule should include any and all income received such as social security, pension, alimony, certificate of deposit interest, dividends and interest from stock, interest on savings accounts, income from rental properties, etc.

DATE	TRANSACTION DESCRIPTION	VALUE
1-6-21	WsfS Savings interest.	\$.03
2-15-21	WsfS Savings interest	\$.02
3-14-21	WsfS Savings interest	\$.05
4-15-21	WsfS Savings interest	\$.02
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
	Pg sub	\$.12
	Schedule C TOTAL:	\$ 1,200.12

In the matter of: Jane Doe, a person with a disability/a minor

SCHEDULE D

DEDUCTIONS FROM PRINCIPAL, WHEN MADE AND FOR WHAT PURPOSE. This schedule should include actual losses on investments. Examples are capital losses on stocks, and/or losses from sale of property. (If a household article was appraised at \$2000.00, but sold for \$1,500.00, this would result in a \$500.00 loss).

DATE	TRANSACTION DESCRIPTION	VALUE
9-24-21	Sold - 2017 Chevy Malibu	\$ 3,000.00
	(Original Price - Sold Price) 12,000.00 - 9,000.00	\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
	TOTAL:	\$ 3,000.00

In the matter of: Jane Doe, a person with a disability/a minor

LIST OF BENEFICIARIES/INTERESTED PARTIES

The following is a list of any and all next-of-kin and any beneficiaries over the age of eighteen in regard to the guardianship created for the benefit of the person with a disability. If the beneficiary is under the age of eighteen, then the name and address of his or her guardian should be provided.

	Name of Beneficiary	Address of Beneficiary	Relationship
1	John Doe	178 Dalmation Way Lewes, DE	Husband - guardian
2	Robert Doe	2222 Sea St. Milton, DE	Son
3	Sara Doe	99 Star Lane Milford, DE	Daughter
4			
5			
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10			
11			
12			

In the matter of: Jane Doe, a person with a disability/a minor

