

CAUSE NO. _____

ESTATE OF _____ § IN PROBATE COURT

§ NO. 2
DECEASED § BEXAR COUNTY, TEXAS

ADMINISTRATOR'S _____ANNUAL ACCOUNT OR _____FINAL ACCOUNT

Now comes _____, Administrator of the ESTATE of _____, Deceased, files this sworn Annual Account and represents to the Court the following:

I.

Administrator was appointed personal representative of the estate by order of this Court dated _____. Since that time, the Administrator has administered this Estate in accordance with the provisions of the Texas Estates Code.

II.

This annual account covers the period from _____ to _____, and is accompanied with proper vouchers in support of each item not previously reported to the Court. The total value of the estate at the beginning of this accounting period was \$_____, as shown on the last annual account filed by the Administrator.

III.

The following claims against the estate have been presented to the Administrator during this accounting period:

<u>CLAIM PRESENTED BY</u>	<u>NATURE OF CLAIM</u>	<u>ALLOWED</u>	<u>APPROVED</u>	<u>PAID</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

IV.

Property received by the Administrator during this accounting period which has not been previously inventoried is listed below:

<u>DESCRIPTION OF PROPERTY</u>	<u>VALUE OF PROPERTY</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

V.

The following changes in the property belonging to this estate that has not been previously reported to the Court:

<u>DESCRIPTION OF PROPERTY</u>	<u>NATURE OF CHANGE</u>	<u>NET CHANGE IN VALUE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

VI.

The following is a complete list of all revenues and income received by the Administrator during the period covered by this account:

RECEIPTS OF PRINCIPAL

<u>RECEIPTS SOURCE</u>	<u>AMOUNT</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL RECEIPTS OF PRINCIPAL	\$ _____

RECEIPTS OF INCOME

<u>RECEIPTS SOURCE</u>	<u>AMOUNT</u>
INTEREST:	
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
DIVIDENDS:	
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
OTHER:	
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL RECEIPTS OF INCOME	\$ _____
TOTAL RECEIPTS OF PRINCIPAL AND INCOME (See Spreadsheet Attached)	\$ _____

VII.

The following is a description of all disbursements of cash (other than payment of claims shown in Paragraph III) made by the Administrator during the period covered by this account:

<u>DISBURSEMENT TYPE</u>	<u>AMOUNT</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL DISBURSEMENTS	\$ _____
(See Spreadsheet Attached)	

VIII.

The following is a description of all property, other than cash assets, remaining in the hands of the Administrator:

<u>DESCRIPTION OF PROPERTY</u>	<u>VALUE OF PROPERTY</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL NON-CASH ASSETS	_____

IX.

The cash remaining in the hands of the Administrator is located in the following deposit accounts, as evidenced by an official letter, Exhibit (s)_____, from the depository attached to this account:

<u>NAME OF DEPOSITORY</u>	<u>ACCOUNT NO.</u>	<u>AMOUNT</u>
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
TOTAL CASH ON HAND		\$ _____

X.

PARAGRAPH II: Value of assets on date of last Annual Account	\$ _____
PARAGRAPH III: Total claims paid	\$ _____
PARAGRAPH IV: Property not previously reported	\$ _____
PARAGRAPH V: Net changes in value of assets	\$ _____
PARAGRAPH VI: Total receipts	\$ _____
PARAGRAPH VII: Total disbursements	\$ _____
TOTAL VALUE OF ESTATE AFTER CHANGES	\$ _____
PARAGRAPH VIII: Total non-cash assets	\$ _____
PARAGRAPH IX: Cash on hand	\$ _____
TOTAL VALUE OF ASSETS ON HAND	\$ _____

XI.

The following debts and expenses have not been paid and are presently due and owing by the estate:

<u>DEBT TYPE</u>	<u>EXHIBIT NO.</u>	<u>AMOUNT</u>
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
TOTAL DEBT		\$ _____

XII.

All tax returns due have been filed and all taxes due and owing have been paid.

<u>GOVERNMENTAL ENTITY PAID</u>	<u>DATE PAID</u>	<u>AMOUNT</u>
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

XIII.

The Administrator has paid all the required bond premiums for the accounting period.

<u>NAME OF SURETY</u>	<u>AMOUNT</u>
_____	\$ _____

The Administrator requests that citation and notice be issued and served as required by law; that the Court examine and approve this account and order the Administrator to pay the outstanding debts and expenses.

RESPECTFULLY SUBMITTED,

Signature of Administrator

Printed Name of Administrator

VERIFICATION

STATE OF TEXAS §
 §
COUNTY OF BEXAR §

I, _____ having been duly sworn, hereby state on oath that the foregoing Annual Account contains a correct and complete statement of the matters to which it relates, the bond premium for the upcoming accounting year has been paid, all tax returns due have been filed, all taxes owed during this Annual Account period have been paid.

Signature of Administrator

Printed Name of Administrator

SWORN TO and SUBSCRIBED BEFORE ME by _____, on this _____ day of _____, _____, to certify which witness my hand and seal of office.

Notary Public, State of Texas

CAUSE NO. _____

ESTATE OF

§

IN PROBATE COURT

§

NO.2

DECEASED

§

BEXAR COUNTY, TEXAS

ORDER APPROVING ADMINISTRATOR'S ANNUAL ACCOUNT

On this day the Annual Account filed by the Administrator of this estate was heard and considered by the Court, and the Court finds that the Annual Account has remained on file for a full ten (10) days before being considered. The Court has now been fully advised on all items of the account and the possession of cash and other assets kept in safekeeping as well as those on deposit having been duly proved as required by law. The Court finds that the proper vouchers and proper evidence were produced and filed by the representative of the estate for each line item of credit claimed in the account. The Court is satisfied that the facts stated in the account are true, correct and complete and that this account should be approved.

IT IS THEREFORE ORDERED, ADJUDGED AND DECREED that said Annual Account is hereby approved.

IT IS FURTHER ORDERED, ADJUDGED AND DECREED that all unpaid allowed claims and expenses that are described in said account shall be promptly paid out of the funds belonging to this estate.

Date Signed: _____

JUDGE VERONICA VASQUEZ