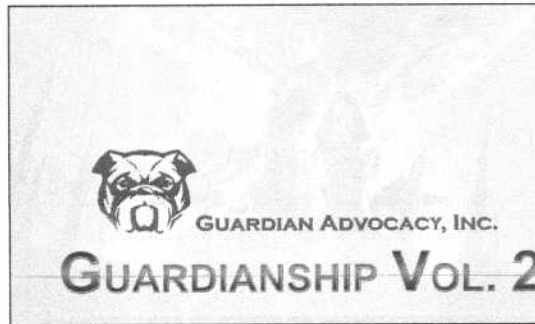


Slide 1



Slide 2

GUARDIANS OF THE ESTATE MUST:

- Obey all lawful orders of the court pertaining to the guardianship
- Keep the Ward's finances separate from their own finances
- Act in a reasonable and prudent manner in administering the Ward's estate
- Comply with the accounting requirements of the Court

GUARDIANSHIP - GUARDIAN ADVOCACY BILL 1997

Slide 3

STATE OF NORTH CAROLINA WARE COUNTY	[Seal of the State of North Carolina] Department of Transportation Highway Construction Division Raleigh, North Carolina 27601
IN THE MATTER OF THE ESTATE OF:	NANCY M. MCNEEL, DECEASED
AND IN CONNECTION WITH THE ESTATE OF:	
THE CAROLINA TRUST FOR THE FIVE PER CENT FUND	
ORDER OF THE COURT	
WHEREAS the foregoing is a true and correct statement of the proceedings of the court in and out of the ordinary course of the estate of the decedent, and the court has found that the same are true and correct;	
IT IS ORDERED that the proceedings of the court in and out of the ordinary course of the estate of the decedent, as set forth in the foregoing statement, be and they are hereby	
confirmed and affirmed.	
IT IS FURTHER ORDERED that the Court do and it is hereby do as follows:	
1. That the Court do and it is hereby do as follows:	
1. That the Court do and it is hereby do as follows:	
2. That the Court do and it is hereby do as follows:	
3. That the Court do and it is hereby do as follows:	
4. That the Court do and it is hereby do as follows:	
5. That the Court do and it is hereby do as follows:	
6. That the Court do and it is hereby do as follows:	
7. That the Court do and it is hereby do as follows:	
8. That the Court do and it is hereby do as follows:	
9. That the Court do and it is hereby do as follows:	
10. That the Court do and it is hereby do as follows:	
11. That the Court do and it is hereby do as follows:	
12. That the Court do and it is hereby do as follows:	
13. That the Court do and it is hereby do as follows:	
14. That the Court do and it is hereby do as follows:	
15. That the Court do and it is hereby do as follows:	
16. That the Court do and it is hereby do as follows:	
17. That the Court do and it is hereby do as follows:	
18. That the Court do and it is hereby do as follows:	
19. That the Court do and it is hereby do as follows:	
20. That the Court do and it is hereby do as follows:	

Slide 4

...REMEMBER...

- ☐ DON'T Use a Credit Card in the name of the WARD
- ☐ DON'T Use a Debit Card for the Guardianship Bank Account
- ☐ DON'T make checks payable to CASH or to Yourself (without Court APPROVAL)
- ☒ DO keep your receipts/invoices
- ☒ DO consult with Professionals, i.e. Attorneys or Accountants if you need assistance. Remember the Clerk CANNOT give you legal advice.
- ☒ DO keep the Clerk's Office informed

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Slide 5

DISCOVERY OF ASSETS

- Have the Ward's mail forwarded to your address
- Perform your own investigation at the Ward's residence
- Run a Credit Report: www.AnnualCreditReport.com
- Search Public Data Bases: Wake County Register of Deeds, Wake County Tax Department
- Contact suspected vendors and financial institutions: Duke Progress Energy, AT&T, Bank of America, State Employees' Credit Union
- Talk to the Ward, Family Members, and Friends

QUESTINARNEY® - QUESTINAR AGENCY, INC. 2011

Slide 6

WHAT TO DO WITH THE WARD'S EXISTING ACCOUNT

If the account is a regular checking or savings account, those accounts will be closed and the monies will transfer directly into a guardianship bank account.

The image shows a sample check with the following details:

- PAY TO THE ORDER OF:** \$
- DOLLARS:**
- FOR _____**
- DATE:** 01 D 2
- FROM:** Jane Doe, Guardian of the Estate for
John Doe, Ward
123 Main Street
Raleigh, NC 27615
- CHECK NUMBER:** @ 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6

Slide 7

WHAT TO DO WITH THE WARD'S EXISTING ACCOUNT

- ☒ Retirement Accounts
- ☒ Life Insurance NOT Included
- ☒ Credit
- ☒ Debts
- ☒ Other Investment Accounts

Contact these companies by telephone and follow up in writing, provide them with your identification and address, your letters of appointment, and let them know that no one is to access those accounts.

GUARANTYBOND® - GUARANTYBOND POWERSHIELD, INC. 2011

Slide 8

INVENTORY

\$ Must be submitted within 3 months after your appointment as Guardian of Estate or General Guardian

\$ Can be amended or supplemented any time up to the time of filing your first Annual Account

Quantitative—Quantiles Advocacy, Inc. 2012

Slide 9

The image shows two copies of a GSA Form 101-115, "Statement of Work (SOW) for the Acquisition of Information Services". The left copy is the original form, and the right copy is a duplicate. Both forms are filled out with handwritten information.

Form 101-115 (Left Copy):

- Section 1: General Information**
 - 1.1. **Title of Acquisition:** Acquisition of Information Services
 - 1.2. **Date:** 10/1/88
 - 1.3. **Name of Contractor:** GILBERD & GILBERD, INC. 1987
- Section 2: Description of Work**
 - 2.1. **Description of Work:** The contractor shall provide the following services: (a) Design, develop, and implement a computerized database system for the acquisition of information services. (b) Provide technical support and maintenance for the database system. (c) Provide training for personnel who will be using the database system.
- Section 3: Other Information**
 - 3.1. **Other Information:** The contractor shall provide the following information: (a) A detailed description of the database system. (b) A list of the personnel who will be providing the services. (c) A list of the equipment and materials that will be used.

Form 101-115 (Right Copy):

- Section 1: General Information**
 - 1.1. **Title of Acquisition:** Acquisition of Information Services
 - 1.2. **Date:** 10/1/88
 - 1.3. **Name of Contractor:** GILBERD & GILBERD, INC. 1987
- Section 2: Description of Work**
 - 2.1. **Description of Work:** The contractor shall provide the following services: (a) Design, develop, and implement a computerized database system for the acquisition of information services. (b) Provide technical support and maintenance for the database system. (c) Provide training for personnel who will be using the database system.
- Section 3: Other Information**
 - 3.1. **Other Information:** The contractor shall provide the following information: (a) A detailed description of the database system. (b) A list of the personnel who will be providing the services. (c) A list of the equipment and materials that will be used.

Slide 10

ANNUAL ACCOUNT / FINAL ACCOUNT

- Remember to ensure that your bank is providing you with copies of your cancelled checks
- You must submit with your accountings all investment and bank statements and show the balance up to the date on your accounting period
- You will also submit your receipts with your accounting

Guardianship - GUARDIAN ACCOUNTING REG. 2017

Slide 11

Guardianship - GUARDIAN ACCOUNTING REG. 2017

Slide 12

COMMISSIONS

- You are entitled to commissions for your time and trouble in the management of the Ward's Estate
- It is determined by Statute and can be fixed in the discretion of the Clerk
- It will not exceed five percent (5%) of the amounts of receipts, including the value of all personal property when received, and the expenditures made in accordance with law
- You will need to petition for your commissions at the time of filing the Annual/Final Account

Guardianship - GUARDIAN ACCOUNTING REG. 2017