

## ANNUAL FIDUCIARY REPORT (FIDUCIARY'S ACCOUNT)

# Instruction Manual

The following is a step-by-step guide to how to complete the electronic version of the Annual Fiduciary Report. This form is to be used if you were appointed guardian of the property of a minor or disabled person.

**If you have any questions**, please contact the Trust Office via phone at 240-777-9175, text message at 240-328-2214, or email at [mccctrustoffice@mdcourts.gov](mailto:mccctrustoffice@mdcourts.gov).

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## Additional Tips Before You Get Started

- The PDF report will only open properly from a desktop computer (either a PC or a Mac).
- If you do not already have Adobe Acrobat Reader on your computer, you will need to download and install it for free from <https://get.adobe.com/reader/> before opening the report.
- Once you click on the link for one of the electronic versions from the website, the report will open automatically, or you will be asked to download it before you make any changes and save it.
- When you first open the report, select FILE>SAVE AS from the top Adobe Reader menu and save the report to your computer under whichever folder is most convenient for you.

Saving the report may save you some time next year.

- Once you save the report to the appropriate folder, be sure to save it often as you fill it out.
- Please run a Spell Check (see button on top of first page) before submitting your report.

[Check Spelling in Form](#)

- There is no submit button to send the report electronically. You still need to print the report, sign it, and mail it to:

Montgomery County Circuit Court Trust Office  
50 Maryland Ave., North Tower #2400  
Rockville, MD 20850

# Entering Data into the Report

**Tabbing.** It is easiest to tab from field to field throughout the report. To go back a space, use SHIFT-TAB on your keyboard.

**Calculated fields.** Fields that are shaded gray are calculated fields, so you will not be able to edit those.

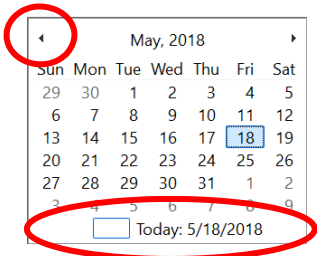
A. Real Estate						
LOCATION	LIBER/FOLIO	NAME OF LENDER	BEGINNING BALANCE OF MORTGAGE	ENDING BALANCE OF MORTGAGE	BEGINNING ESTIMATED FAIR MARKET VALUE	ENDING ESTIMATED FAIR MARKET VALUE
12 Main Street, Gaithersburg, MD 20877	92/A17	Citibank Credit Union of N.A.	750,000.00	740,000.00	600,000.00	600,000.00 X
2460 Jasper Lane, Sioux Falls, South Dakota 99774	92/15200	Wells Fargo	100,000.00	150,000.00	100,000.00	150,000.00 X
TOTALS					\$ 700,000.00	\$ 750,000.00

**Adding rows to, and deleting rows from, a table.** There are several tables included in the report. If you need to add a row to any table, click on the “Add Item” button. To delete a row you accidentally added, click the “X” at the end of the row.

NOTE: there are a default number of rows provided for each table (e.g., five rows for Part I.A – Real Estate), so you will not be able to delete any of those rows.



**Calendar fields.** To choose a value from the calendar for any field requiring a date, click on the field, select the dropdown to the right of the field, and the calendar picker will pop-up. Use the arrow keys to scroll through the months; you can also select the “today” option from the bottom to add today’s date to the field. If you prefer to type dates in, remember the format is mm/dd/yyyy (e.g., 05/18/2018).



**Text wrapping.** You can add as much text as you like to a field, and it will wrap for you. You can also use a hard return (ENTER key on your keyboard) within a row if you want to separate lines.

**Copying and pasting.** At any time, you can highlight information in one field with your mouse and copy (CTRL-C on your keyboard) and later paste (CTRL-V) the same information to another field.

**Comments.** There is a COMMENTS box at the end of each section, where you can type any details or clarifications about the information you have entered in the earlier tables for that section.

**Sections that do not apply.** If a table does not apply (e.g., if the ward does not have credit cards, enter “N/A” or “None” in the first field.

## Heading

Click on the first field under “In the matter of” to start completing the report. Enter the name of the disabled person and/or minor (from this point on referred to as the “ward”) for whom you are guardian and tab to enter associated case numbers.

Place your name and the name(s) of any co-guardians in the space after “I/We,” followed by the version of this report for this ward (e.g., if this is your second report, enter “2<sup>nd</sup>”).

All reports are “Periodic” unless you are terminating the guardianship; if terminating the guardianship, you will mark the final accounting box instead of periodic.

The last fields in the header refer to the dates of the reporting period. The month and day of the “from,” or start, date is generally the date you were appointed guardian by the court, with the “to,” or end, month and day the day before your anniversary date of appointment.

## Part I. Assets

Part I is where you enter the information of all assets (defined as any property with value) the ward owns.

List all ward’s real estate properties in Section A. For the beginning balances, you need to carry over the balances from last year’s report, or if this is your first report, from what was reported in the ***Inventory & Information Report***. Note that the percentage of ownership, if less than 100%, can be included in the LOCATION column under the address (you can add a hard return to start a new line). Enter the ending values of the estimated fair market values of the real estate properties at the end of the reporting period, if sold, enter zero for the ending value.

Remember, if you run out of rows to enter information in this or any of the other tables, click on the ADD ITEM button.

As mentioned above, the gray shaded area represents the totals of all the rows; totals calculate for this table as well as the remaining tables automatically.

Similarly, to Section A, enter the information of the remaining assets as requested on the form with the beginning and ending values, as applicable, which may include the ward’s bank accounts, brokerage accounts, retirement accounts, vehicles, personal properties and other assets.

If there are any other assets that are co-owned with others, complete Section H using a separate spreadsheet and place the Section H beginning and ending totals in the TOTAL FROM OTHER ASSETS fields. Once you have finished that section, the GRAND TOTALS will automatically calculate for you.

Finally, add any detailed comments about the information you typed above into the “User Comments for Part I” box. You can attach additional pages to the report if you need more room.

## Part II. Liabilities

If the Ward has any debts or loans other than mortgage and liens, use Part II to list the type of loan or debts with the outstanding balance due at the end of your reporting period.

## Part III. Income & Disbursements

Part III is where you will enter information of the income the ward received, and the payments made during the reporting period.

Use Section A to chronologically list any income the ward has received by date, payer, type, and amount. Income includes, but is not limited to, paychecks, social security, annuities, interest earned, tax refunds, and rental income. You may add rows as needed.

Use Section B to chronologically itemize the disbursements made from the ward's funds during the period by date, payee, purpose, and amount with each bank account separately.

## Part IV. Changes in Assets

Part IV is where you enter information on any changes in the ward's assets excluding cash accounts. Enter the information as required and the last column (increase/decrease) is calculated automatically.

## Part V. Other

Part V is where you will provide the health insurance, unpaid medical expenses and other matters that the court should be aware of. In section A – to enter information, click the drop-down arrow, choose the type of insurance the ward has such as medical, dental and vision and list the name of the provider(s). If there are any outstanding medical expenses, use the comment box to provide explanation. If there are any other matters that the court should be aware of, use Section B.

## Summary Reconciliation

All the fields of the summary reconciliation are completed for you based on the information you provided in earlier sections.

Following the Summary Reconciliation, enter the amount of any Fiduciary Bond in the next field, or "N/A" or "None" if there is no bond.

In the second to last paragraph on this page, there are checkboxes for whether you waive or claim the Commission allowable to you as compensation. By default, the form has the "claimed" box checked. If you do not wish to claim commissions, be sure to check the "waived" box.

If this report is the final report because the guardianship is being terminated, choose a date for final distribution of assets in the last field of that section and add any comments as to the final distribution.

## Verification

Complete the Verification section for yourself, any other fiduciaries, and the name of your attorney (if applicable). This is also where you will sign and date the report before mailing it to the address listed on p. 2 of this Manual.

## Commissions

As mentioned above, this section will only appear if you left the box checked that you are claiming commissions.

Most of the fields in the first part of the Commissions Section are completed for you based on the information you provided in earlier sections. The only part you need to enter is the total amount of income from real estate, and any other adjustments such as refunds and the three remaining income fields, if applicable.

The remaining fields will auto-calculate.

<b>Less income from real estate, ground rents and mortgages</b>	_____
<b>Other adjustments:</b>	
_____	_____
_____	_____
_____	_____
	0.00

<b>Income</b> - from real estate, ground rents and mortgages	
Income from real estate and ground rents	_____ X .06
Payments received on mortgages, interest portion only	_____ X .06
<b>Income</b> - sales of real, leasehold and tangible personal property	_____ X .04

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