

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