

Name of the tutor
Name of represented person
File number

Administration period
 This annual management report
 covers the period
 from _____ to _____

1. Identification of the tutor to property

Last name of the tutor to property 1	First name of the tutor	Relationship to the represented person
Address number, street, city		Postal code
Home phone number	No of cellphone	Email address
Last name of the tutor to property 2	First name of the tutor	Relationship to the represented person
Address number, street, city		Postal code
Home phone number	No of cellphone	Email address

2. Identification of the represented person

Last name of represented person	First name of represented person
Civil status <input type="checkbox"/> single <input type="checkbox"/> married <input type="checkbox"/> divorced <input type="checkbox"/> separated <input type="checkbox"/> common law <input type="checkbox"/> widowed	Date of birth yyyy-mm-dd
Address number, street, city	
Postal code	
Home phone number	No of cellphone
Email address	

3. ASSETS (patrimony)		Amount on last day of period		
1.	Cash/petty cash from housing resource; uncashed cheque	1.	\$	
2.	Bank accounts – name and address of institution	Nos. of the accounts	2.	\$
2.1			2.1	\$
2.2			2.2	\$
2.3			2.3	\$
6.	Investments – name and address of institution	Nos. of investments	6.	\$
6.1			6.1	\$
6.2			6.2	\$
6.3			6.3	\$
6.4			6.4	\$
6.5			6.5	\$
12.	Accounts receivable – debtor's name and address		12.	\$
12.1			12.1	\$
17.	Mortgages receivable – debtor's name and address		17.	\$
17.1			17.1	\$
20.	Buildings and land – address		20.	\$
20.1			20.1	\$
22.	Prearranged funeral contract		22.	\$
23.	Vehicles (automobile, ATV, motor home, boat, etc.)		23.	\$
24.	Life insurance (cash surrender value only)		24.	\$
25.	Furniture and personal effects worth more than \$100 (with details)		25.	\$
25.1			25.1	\$
25.2			25.2	\$
26.	Other assets		26.	\$
26.1			26.1	\$
30.		TOTAL assets	30.	\$

4. LIABILITIES (debts)		Amount at last day of period		
40.	Bank loan – name and address of creditor	40.	\$	
40.1		40.1	\$	
46.	Mortgages payable – name and address of creditor	46.	\$	
46.1		46.1	\$	
49.	Other debts (with details)	49.	\$	
49.1		49.1	\$	
55.		TOTAL liabilities	55.	\$

5. INCOME (deposits to bank accounts)		For the 12-month period	
100.	Interest deposited to bank accounts	100.	\$
101.	Interest and dividends reinvested in investments	101.	\$
103.	Interest on mortgage and accounts receivable	103.	\$
104.	Rents received	104.	\$
105.	Social assistance or solidarity benefits (income security)	105.	\$
106.	Québec Pension Plan (QPP)	106.	\$
107.	Old Age Security Pension (including Guaranteed Income Supplement)	107.	\$
108.	CNESST compensation or benefits	108.	\$
109.	SAAQ compensation or benefits	109.	\$
110.	Other annuities (name of paying agency)	110.	\$
111.	Income tax refunds and other credits (GST, solidarity credit)	111.	\$
112.	Other income (with details)	112.	\$
112.1		112.1	\$
112.2		112.2	\$
120.	TOTAL income	120.	\$

6. EXPENSES (bank withdrawals)		For the 12-month period	
200.	Bank or investment fees	200.	\$
201.	Tutor's fees	201.	\$
202.	Remuneration of the tutor AUTHORIZED by the court	202.	\$
203.	Notary, lawyer or accountant fees	203.	\$
205.	Insurance premiums, excluding building insurance	205.	\$
206.	Real estate expenses (taxes, insurance, maintenance, etc.)	206.	\$
207.	Interest on mortgage or other loans	207.	\$
208.	Rent paid	208.	\$
209.	Accommodation and boarding costs	209.	\$
210.	Heating, electricity, cable, telephone and Internet	210.	\$
211.	Taxes paid	211.	\$
212.	Medical expenses (with details)	212.	\$
212.1		212.1	\$
212.2		212.2	\$
212.3		212.3	\$
213.	Expenses related to the needs of the represented person (with details)	213.	\$
213.1		213.1	\$
215.	Expenses managed by the represented person	215.	\$
215.1	Other expenses (with details)	215.1	\$
215.2		215.2	\$
215.3		215.3	\$
220.	TOTAL expenses	220.	\$

7. ABILITIES OF THE PERSON

As part of your management, do you hand over money to the person you represent to manage themselves?

- YES How much did you remit to them in the period covered by this annual report? \$ _____
- NO

During this period, has there been any change in the represented person's ability to manage the amount listed above?

- YES Please explain:
- _____
- _____
- _____
- NO

8. COPIES TO BE SUBMITTED

I have submitted a copy of this annual management report to the tutorship council as of: _____
yyyy-mm-dd

I have submitted a copy of the annual management report to the Curateur public du Québec:

- YES
- NO

9. SIGNATURE(S)

I, the undersigned, declare that the information contained in this management report is true.

Signature(s) of the tutor(s) _____
Date

**INSTRUCTIONS for tutors
who must provide an annual management report**

These instructions are designed to assist you in filing your annual management report as a tutor for the adult person you represent.

The Curateur public du Québec grants a 60-day administrative period to file the annual management report.

When submitting your first annual management report, you must provide the Curateur public with a copy of all supporting documents (statements, receipts, cheque stubs, etc.) related to your administration. For all subsequent annual reports, only bank and investment statements must be submitted.

At all times, it is important to keep all supporting documents. The tutorship council, the Curateur public, and the liquidators of the succession (at the end of administration) have the right to ask you to provide these documents as proof of your administration.

PERIOD

You must provide an account of your administration every year. You must enter the start and end dates of the administration period for which you are filing an annual report, if they don't already appear in the top right-hand corner on the first page of this form. These dates are mentioned in a letter sent to you a few weeks before the expected date of production of the annual management report.

For more details, please refer to the guide *Protecting a person under tutorship: guide for the tutor and the tutorship council*, which can be found at [Québec.ca/adult-tutorship-guide](http://Quebec.ca/adult-tutorship-guide).

1. IDENTIFICATION OF THE TUTOR

Your name should appear in the top left corner of the first page of the form, whether it is completed online or by hand. Don't forget to include your phone numbers and Email address.

2. IDENTIFICATION OF THE REPRESENTED PERSON

Enter in this space the last name, first name, date of birth, civil status and contact information of the adult you are representing.

3. ASSETS (patrimony)

If you need more space, you may continue on a sheet of paper and attach it to this document.

All values entered must be as of the last day of the period.

Line 1: Cash/petty cash from housing resource; uncashed cheques

List the cash that is part of the estate of the person you are representing.

Line 2: Bank accounts – name and address of institution

Enter the number and balance (as of the end of the period) of the bank/folio accounts. Also include the name and full address of the financial institution.

Line 6: Investments – name and address of institution

Enter the number and value of the investments as of the last day of the period. As well, enter the full name and address of the investment companies/financial institutions, e.g., RDSP, TFSA, RRSP, RRIF, LIRA, GIC, mutual funds, stocks, bonds, etc.

Lines 12 and 12.1: Accounts receivable – debtor's name and address

Enter amounts owed to the person you represent (e.g., tax refund, upcoming estate, court settlement, etc.). If you do not know the exact amount, please enter \$1.

Lines 17 and 17.1: Mortgages receivable – debtor's name and address

Enter the amounts loaned in the name of the represented person that are subject to a notarized contract – e.g., real estate. If this is a new transaction, please attach the notarized contract to the annual management report.

Lines 20 and 20.1: Buildings and land – address

Describe the properties owned by the represented person. If real property is owned by more than one person, indicate the share (%) that the represented person holds. Indicate whether the value you are entering is from a certified appraiser or the municipal assessment. You must also include land that is free of construction in this section.

Line 22: Prearranged funeral contract

Enter the value of the prearranged funeral contract of the represented person. Please indicate this amount on each annual management report.

Line 23: Vehicles (automobile, ATV, motor home, boat, etc.)

Enter the current value of the vehicles owned by the represented person, along with the make and year of each.

Line 24: Life insurance (cash surrender value)

Enter the cash surrender value of the insurance (only if there is one), the name of the insurance company and the policy number. You will find this value on the annual statement.

Lines 25 to 25.2: Furniture and personal effects valued over \$100

Enter the current value of the represented person's assets. Assets entered must have a value of more than \$100. If you believe that some of these objects are of significant value (jewelry, paintings, etc.), you can have them appraised by an expert. A brief description of each item and its current value is recommended.

Lines 26 and 26.1: Other assets

Enter any other assets not listed on lines 1 through 25 that are part of the represented person's estate. Provide a brief description of each, including the current cost.

Line 30: Total assets

Enter the total of the amounts shown on lines 1 to 26.1.

4. LIABILITIES (debts)

All values entered must be as of the last day of the period.

Lines 40 and 40.1: Bankloan – name and address of creditor

Enter all outstanding balances (for example, on a personal loan, car loan, credit card or line of credit used by the represented person).

Lines 46 and 46.1: Mortgages payable – name and address of creditor

Enter all mortgage balances related to the real property owned by the represented person.

Lines 49 and 49.1: Other debts (with details)

Enter all other debts not listed on lines 40 through 46.1 that are part of the represented person's estate.

Line 55: Total liabilities

Enter the total of the amounts shown on lines 40 and 49.1.

5. INCOME (bank account deposits)

Amounts entered in this section should correspond to deposits made during the period.

Line 100: Interest deposited in bank account

Enter the total interest deposited to the bank account during the period.

Line 101: Interest and dividends reinvested in investments

Enter the total compound interest and dividends reinvested from the investment(s) during the period.

Line 103: Interest on mortgage and accounts receivable

If money was loaned prior to the tutorship from the estate of the represented person (mortgage, accounts receivable), enter the interest that the borrower paid during the period.

Line 104: Rents received

Enter rents received from real property owned by the person you represent for the period of the annual management report.

Line 105: Employment insurance benefits (income security)

Enter any employment insurance benefits received for the represented person during the period, including the guaranteed income supplement.

Line 106: Quebec Pension Plan (QPP)

Enter any pension received during the period, such as Régie des rentes du Québec (RRQ), retirement pension and surviving spouse's pension.

Line 107: Old age security pension (including guaranteed income supplement)

Enter any old age security pension received for the represented person during the period, including the guaranteed income supplement.

Line 108: CNESST compensation or benefits

Enter the total Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST) compensation or benefits received for the represented person.

Line 109: SAAQ compensation or benefits

Enter the total amount of compensation or benefits that the Société de l'assurance automobile du Québec (SAAQ) paid to the represented person during the period.

Line 110: Other annuities (name of paying agency)

Enter any other annuity or pension received for the represented person during the period. These are usually private annuities.

Line 111: Income tax refunds and other credits (GST, solidarity credit)

Enter the refunds (taxes, GST and solidarity credit) that the represented person received during the period.

Lines 112 to 112.2: Other income (with details)

List any other income of the person you represent not listed on lines 100 through 111.

Line 120: Total income

Enter the total of the amounts shown on lines 100 to 112.2.

6. EXPENSES (bank withdrawals)

Amounts entered in this section should correspond to withdrawals made during the period.

Line 200: Bank or investment fees

Enter all fees charged to bank accounts and other investment expenses (broker fees, safety deposit box rental, interest paid on bond purchases, etc.).

Line 201: Tutor's fees

Enter the total expenses you claimed to perform your role as a tutor (for example, stationery and postage costs or travel expenses when performing your role as a tutor). Not to be confused with compensation, which is authorized by a ruling (line 202).

Line 202: Remuneration of the tutor authorized by the court

Enter the remuneration awarded to you by a court ruling for acting as tutor. No remuneration other than that granted by court order for the tutor may be taken from the estate of the represented person.

Line 203: Notary, lawyer or accountant fees

Enter any professional expenses or fees incurred for the benefit of the person you represent.

Line 205: Insurance premiums, excluding building insurance

Enter the premiums paid during the period for the represented person (e.g., life or auto insurance).

Line 206: Real estate expenses (taxes, insurance, maintenance, etc.)

Enter the expenses related to the real property owned by the represented person (taxes, insurance premiums, maintenance, repairs, etc.).

Line 207: Interest on mortgage or other loans

Enter interest paid on mortgage or other loans covering the period (e.g., student loan, personal loan, line of credit, credit card, etc.)

Line 208: Rent paid

Enter the total rent paid for the represented person during the period. These are accommodations where food is not included.

Line 209: Accommodation and boarding costs

Enter the total room and board paid for the represented person if he or she is residing in a health and social services facility, private foster home or foster family. Food is included in those types of establishments.

Line 210: Heating, electricity, cable, telephone and Internet

Enter the fees for these services that are attributable to the represented person. These expenses must have been incurred for personal needs and not for real estate owned by the person.

Line 211: Taxes paid

Enter the taxes paid to Revenu Québec and the Canada Revenue Agency (for example, an instalment or a payment related to notices of assessment).

Lines 212 to 212.3: Medical expenses (with details)

Enter all medical expenses paid for the represented person during the period (e.g., medication, dentist, optometrist, physiotherapist, psychologist, etc.).

Lines 213 and 213.1: Expenses related to the needs of the represented person (with details)

Enter all expenses incurred for the represented person's personal needs (e.g., clothing, toiletries, haircuts, foot care, outings, recreation, travel, day camp, etc.).

Line 215: Expenses managed by the represented person

The total amount of money withdrawn from the "ex-officio" account that is given to the represented person or any transfers made to their personal account that they manage.

Lines 215.1 to 215.3: Other expenses (with details)

Enter the total expenses paid during the period for tutorship purposes not listed on lines 200 to 213. Indicate the category of expenses and the amount of each expense (e.g., groceries, furniture, companionship, respite, moving, etc.).

Line 220: Total expenses

Enter the total of the amounts shown on lines 200 to 215.3. Make sure you have included all withdrawals appearing on bank statements in this section.

7. ABILITIES OF THE PERSON

This section is used to track any changes in the represented person's abilities and opportunities for involvement in the management of their assets.

8. COPIES TO BE SUBMITTED

You must make three copies of the annual management report: the first is for the Curateur public, the second for the tutorship council and the third for your records.

The tutorship council is responsible for ensuring that the annual management report provides a true picture of the represented person's assets.

You are legally required to submit a copy of the completed annual management report to the tutorship council. Enter the date of the remittances.

An additional copy of the annual management report must also be given to the tutor(s) to the person.

9. SIGNATURE(S)

You must sign and date the annual management report form.

Each copy of the annual management report must be signed by the tutor(s) to property.