

FINAL administration report – Minor

Name of the tutor
Name of the minor
File number

Administration period
 This final administration report covers the period
 from _____ to _____

1. Identification of the tutor

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

2. Identification of the minor

Last name of the minor	First name of the minor	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.	Uncashed cheque		1.	\$
2.	Bank account – name and address of institution	Nos. of accounts/folios	2.	\$
2.1			2.1	\$
6.	Investments – name and address of institution	Nos. of investments	6.	\$
6.1			6.1	\$
6.2			6.2	\$
6.3			6.3	\$
12.	Accounts receivable (life insurance, estate, court settlement, etc.)		12.	\$
12.1			12.1	\$
20.	Buildings and land – address		20.	\$
20.1			20.1	\$
23.	Vehicles (automobile, ATV, motor home, boat, etc.)		23.	\$
25.	Furniture and personal effects valued over \$100		25.	\$
26.	Other (with details)		26.	\$
26.1			26.1	\$
26.2			26.2	\$
30.	TOTAL assets		30.	\$

4. LIABILITIES (debts)			Amount at last day of period	
40.	Mortgage/bank loan – name and address of creditor		40.	\$
40.1			40.1	\$
49.	Other debts (with details)		49.	\$
49.1			49.1	\$
55.	TOTAL liabilities		55.	\$



5. INCOME (deposits to bank accounts)		For the administration period as indicated above	
100.	Interest deposited to bank accounts	100.	\$
101.	Interest and dividends reinvested in investments	101.	\$
103.	Interest on account receivable	103.	\$
104.	Rents received	104.	\$
108.	CNESST benefits	108.	\$
109.	SAAQ benefits	109.	\$
111.	Income tax refunds	111.	\$
112.	Estates received – name of the deceased	112.	\$
112.1	Life insurance paid to the minor	112.1	\$
112.2	Other income (with details)	112.2	\$
112.3		112.3	\$
120.	TOTAL income	120.	\$

6. EXPENSES Legal tutorship (expenses paid by minor)		For the administration period as indicated above	
200.	Bank charges/investment or loan interest	200.	\$
202.	Remuneration of the tutor AUTHORIZED by the court	202.	\$
203.	Notary, lawyer or accountant fees	203.	\$
206.	Expenses of real estate owned by the minor	206.	\$
211.	Taxes paid	211.	\$
213.	Expenses incurred with SAAQ and CNESST compensation	213.	\$
215.	Health*	215.	\$
215.1	Schooling*	215.1	\$
215.2	Employment integration*	215.2	\$
220.	TOTAL expenses	220.	\$

* Include the "Exceptional Use of the Patrimony of a Minor Child" form.

7. EXPENSES Dative tutorship (expenses paid by minor)		For the administration period as indicated above	
200.	Bank charges/investment or loan interest	200.	\$
201.	Expenses related to the role of tutor	201.	\$
202.	Remuneration of the tutor AUTHORIZED by the court	202.	\$
203.	Notary, lawyer or accountant fees	203.	\$
206.	Expenses of real estate owned by the minor	206.	\$
211.	Taxes paid	211.	\$
215.	Expenses incurred for the minor (with details)	215.	\$
215.1		215.1	\$
215.2	Other expenses related to the minor's assets (with details)	215.2	\$
215.3		215.3	\$
220.	TOTAL expenses	220.	\$

8. COPIES TO BE SUBMITTED AND SIGNATURES

I submitted a copy of the final administration report either:

- to the minor who has reached adulthood;
- to the new tutor;
- to the liquidator of the estate or to a legal heir (in the event of the minor's death).

I submitted a copy of the final administration report to the tutorship council.

YES NO

I submitted a copy of the final administration report to the Curateur public du Québec.

YES NO

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

Signature of the minor's tutor(s)

Date

INSTRUCTIONS for tutors
who must provide a final account of the management of the property of a minor

These instructions are designed to assist you in filing your final administration report as a tutor for the minor person you represent.

The Curateur public grants a 90 day administrative period to file the final administration report. You must keep all supporting documents (invoices, cheque stubs, bank and investment statements, etc.) that demonstrate your management. The tutorship council, the liquidators of the estate at the end of the administration and the minors have the right to ask you to provide them with these documents to verify your management.

Note, however, that a copy of all supporting documents must be provided to the Curateur public du Québec when you send him your final administration report.

PERIOD

This report covers the period between the end of your last annual management report and the date of the end of the tutorship. These dates, if they don't already appear in the top right-hand corner on the first page of this form, are mentioned in a letter sent to you a few weeks before the expected date of production of the final administration report.

All the amounts entered must be those of the **last day of the period covered by the final administration report**. For more details, please refer to the guide *Administering the property of a minor: guide for the legal tutor and the tutorship council*, which can be found at Quebec.ca/legal-tutor-guide or to the guide *Administering the property of a minor: guide for the dative tutor and the tutorship council* which can be found at Quebec.ca/dative-tutor-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 number and email address.

2. IDENTIFICATION OF THE MINOR

Enter in this space the last name, first name, date of birth and contact information of the minor 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: Uncashed cheque

Enter cheques in the minor's name "ex-officio" or any other cheques issued in the child's name that have not yet been cashed or deposited.

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 or financial institutions. e.g., RDSP, TFSA, RRSP, RRIF, LIRA, GIC, mutual funds, stocks, bonds, etc.

Line 12: Accounts receivable (life insurance, estate, court settlement, etc.)

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

Line 20: Buildings and land – address

Describe the real property owned by the minor represented.

If real property is owned by more than one person, indicate the share (%) that the minor represented 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 23: Vehicles (automobile, ATV, motor home, boat, etc.)

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

Line 25: Furniture and personal effects valued over \$100

Enter the current value of the represented minor'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.

Line 26: Other (with details)

Enter any other assets not listed on lines 1 through 25 that are part of the represented minor'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.

4. LIABILITIES (debts)

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

Line 40: Mortgages/bank loans payable – name and address of creditor

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

Line 49: Other liabilities/debts (with details)

Enter any other unlisted liabilities/debts.

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 account receivable

If money was loaned prior to the tutorship from the estate of the minor represented, enter the interest that the borrower paid during the period.

Line 104: Rents received

Enter rents received from real property owned by the minor for the period of the final administration report.

Line 108: CNESST benefits

Enter the total amount of compensation that the Commission des normes, de l'équité, de la santé et de la sécurité du travail paid to the minor.

Line 109: SAAQ benefits

Enter the total amount of compensation that the Société de l'assurance automobile du Québec paid to the minor.

Line 111: Income tax refunds

Enter the tax refunds that the minor represented received during the period.

Line 112: Estates received – name of the deceased

Enter the amount of the inheritance or estate paid to the minor and the name of the deceased. Please attach the liquidator's final statement of the estate if it has been settled and delivered to the minor.

Line 112.1: Life insurance paid to the minor

Enter the amount of life insurance paid to the minor.

Lines 112.2 and 112.3: Other income/deposits (with details)

List all other income/deposits paid to the minor.

Line 120: Total income

Enter the total of the amounts shown on lines 100 to 112.3.

**6. LEGAL TUTORSHIP EXPENSES
(expenses paid by minor)**

Please complete this section if you are the parent of the minor. Otherwise, go to section 7.

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

Line 200: Bank charges/investment or loan interest

Enter all fees charged to bank accounts and other investment fees (bank and brokerage fees).

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 minor represented.

Line 203: Notary, lawyer or accountant fees

Enter professional expenses or fees incurred for the benefit of the minor you are representing (for example, fees and expenses related to the formation of the tutorship council).

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

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

Line 211: Taxes paid

Enter taxes paid to Revenu Québec and the Canada Revenue Agency (e.g., an instalment or payment related to notices of assessment, etc.).

Line 213: Expenses incurred with a CNESST or SAAQ pension/benefit

Enter withdrawals related to the minor's expenses from a CNESST pension or benefit or those related to the minor's expenses from the SAAQ benefit. The annual amount allowed has been communicated to you by your assistance agent at the Curateur public du Québec.

For items 215, 215.1 and 215.2, please complete and attach the form: "Exceptional Use of the Patrimony of a Minor Child" and the invoice for that expense.

Line 215: Health

Enter any health-related withdrawals from the minor's bank account authorized by the tutorship council (e.g., for a dentist, psychologist or optometrist).

Line 215.1: Schooling

Enter any withdrawals from the minor's bank account related to school expenses and authorized by the tutorship council (e.g., school supplies, registration, private school).

Line 215.2: Employment integration

Enter withdrawals related to his or her work integration and authorized by the tutorship council (e.g., driver's licence or purchase of transportation).

Line 220: Total expenses

Enter the total expenses from lines 200 to 215.2.

**7. EXPENSES DATIVE TUTORSHIP
(expenses paid by minor)**

Please complete this section if you are the dative tutor/ DPJ (appointed by judgment, will, or the "Declaration of Dative Tutorship" form).

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

Line 200: Bank charges/investment or loan interest

Enter all fees charged to bank accounts and other investment fees (bank and brokerage fees).

Line 201: Expenses related to the role of tutor

Enter the total expenses you claimed in order to perform your role as a tutor (for example, stationery and postage costs or travel expenses when performing your role). 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 minor.

Line 203: Notary, lawyer or accountant fees

Enter professional expenses or fees incurred for the benefit of the person you are protecting, excluding medical expenses (for example, fees and expenses related to the formation of the tutorship council).

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

Enter the expenses related to the real property owned by the minor (taxes, insurance premiums, maintenance, repairs, heating, electricity, etc.).

Line 211: Taxes paid

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

Lines 215 and 215.1: Expenses paid by the minor (with details)

Enter the total withdrawals from the minor's bank account for his or her needs (e.g., school fees, clothing, medical expenses, entertainment, etc.).

Lines 215.2 and 215.3: Other expenses (with details)

Enter the total of other expenses or withdrawals not included on lines 200 to 215.1.

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.

8. COPIES TO BE SUBMITTED AND SIGNATURE(S)

Depending on the situation, submit the original form either:

- to the minor who has become an adult or emancipated;
- to the new tutor if you have been replaced (a copy must also be sent to the minor if he or she is 14 years old or more);
- to the liquidator of the succession in the event of the minor's death.

You must also submit a copy of the final administration report:

- to the tutorship council secretary, who is responsible for ensuring that the final administration report provides a true picture of the represented minor's assets;
- to the Curateur public, so that the accuracy of the information provided may be verified.

We suggest you keep a copy for your records.

Signature(s) of final administration report

You must sign and date the final administration report form.

Each copy of the final administration report must be signed by the tutor(s).