

Commonly Raised Issues

Passing of Accounts

- Whether you are doing a full accounting (Booklets A and B) or a partial accounting (Booklet A) an affidavit for account passing or a statutory declaration must be filled out, signed and notarized by a Commissioner for taking Affidavits in British Columbia. This should be submitted to our office with your accounts package.
- Everyone must complete a checklist in Summary Booklet A (Form #1). This makes it easier for you to ensure your accounts have all the documentation required and allows us to review and process your accounting submission more rapidly.

Using a Professional Accountant

- Record keeping is only one of many important responsibilities for committees. If you are having difficulties doing this or the estate accounting is too complex, you may wish to obtain the services of a professional accountant. Reasonable charges for these services can be made payable from the client's estate.

Joint Bank Accounts

- It is unacceptable to establish a joint bank account with the person for whom you are committee.

Joint accounts usually carry a right of survivorship. This means that if a person for whom you are committee dies, the entire account would transfer to you. As committee, you must not put yourself in a position to benefit from the estate you are managing. An alternative is to have the bank account registered as "In Trust For" or "Committee For" the person for whom you are committee.

Disclosing Interest in a Trust

- If the adult for whom you are committee is the beneficiary of a trust, you have the responsibility to obtain and submit the financial statements related to the adult's interest in that trust with your committee accounts when they are due.

Applying for Pensions and Other Benefits

- If the adult for whom you are committee may qualify for any pensions or other benefits, you may need to apply for these income sources on his or her behalf.

Payment of Fees to PGT

- When paying fees for account reviews, please ensure cheques are made payable to the "Public Guardian and Trustee".

Contact the Public Guardian and Trustee

Private Committee Services

700–808 West Hastings Street
Vancouver, BC V6C 3L3

PHONE **604 660 1500**

FAX **604 660 4456**

EMAIL **PCAdmin@trustee.bc.ca**

Toll free calling

Toll free calling is available through Service BC. After dialling the appropriate number for your area (see below) request to be transferred to the Public Guardian and Trustee.

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|-------------------|---------------------------|
| VANCOUVER | 604 660 2421 |
| VICTORIA | 250 387 6121 |
| OTHER AREAS IN BC | 1 800 663 7867 |
| EMAIL | mail@trustee.bc.ca |
| WEBSITE | www.trustee.bc.ca |

PGT Hours of operation Monday to Friday 8:30am to 4:30pm

More information on roles and responsibilities of private committees is included in the Private Committee Handbook, available online at: www.trustee.bc.ca/reports_publications.