

Private committee expense report

Included in this expense report

This expense report is only concerned with the Adult's expenses for the reporting period.

You can think of expenses as spending to purchase goods or services for the benefit of the Adult for whom you are committee. Examples include care facility fees, medical expenses, property maintenance and income taxes

The supporting documentation required

If the adult for whom you are committee has real estate in their name, you must provide the property tax assessment with this expense report.

If the adult for whom you are committee has an RDSP over \$50,000, this expense report must include the statement showing the balance as of the review end date.

We will review the expenses and request any documentation necessary to support the expenses included in this report once our review is complete. However, to save time, you may include support (e.g., receipts) for any expenses you think are significant along with this report.

Where do I send this report?

Please send or email this expense report and supporting documents to:

Public Guardian and Trustee
Private Committee Services
700-808 West Hastings Street
Vancouver, BC V6C 3L3
PCSadmin@trustee.bc.ca

Information you provide is for the purpose of reviewing and passing the accounts of a private committee. Information is collected under the Freedom of Information and Protection of Privacy Act (FOIPPA) and other applicable legislation.

If you have any questions about the collection, use or disclosure of information, contact the PGT's Information and Privacy Officer, at 604-660-4444 or mail@trustee.bc.ca

Expense report

The expenses of the Estate of I/We,

Name of adult

as of

were as follows:

End of accounting period

Board and lodging (e.g., care facility fees, room and board)

Description

Amount(\$)

Total

Personal expenses

Description

Amount (\$)

Total

Medical/Dental

Name of person/organization owing money

Amount (\$)

Total

Homemaker, caregiver, therapy

Description	Amount(\$)

Total

Dependant's or spousal allowance

Description	Amount (\$)

Total

Utility payments

Description	Amount (\$)

Total

Property maintenance/renovations

Description	Amount (\$)

Total

Property insurance/taxes

Description	Amount(\$)

Total

Legal fees

Description	Amount (\$)

Total

Income taxes

Description	Amount (\$)

Total

Accounting fees

Description	Amount (\$)

Total

Bank service charges

Description	Amount(\$)

Total

Interest expenses

Description	Amount (\$)

Total

Investment expenses

Description	Amount (\$)

Total

Optional fee paid to the private committee from the prior period

Description	Amount (\$)

Total

Bonding fees

Description	Amount (\$)

Total

Public Guardian and Trustee account review fees

Description	Amount (\$)
-------------	-------------

Total

Gifts and charitable donations

Description/recipient	Amount (\$)
-----------------------	-------------

Total

Other (specify)

Description	Amount(\$)
-------------	------------

Total

Were any of the expenses listed above paid to the committee(s) or another non-arm's length party?

(Examples of non-arm's length parties are you, your family members, and your friends. Payments to non-arm's length parties may not be at fair market value and/or may put you in a conflict of interest.)

No

Yes if yes, please provide a description of the nature and amount of any such payments:

Description	Amount (\$)
-------------	-------------

Did you receive a Court Order or the approval of the PGT authorizing certain expenses?

No

Yes if yes, please provide a description of the nature and amount of any such payments:

Description	Amount (\$)
-------------	-------------

Contact the Public Guardian and Trustee

Private Committee Services

700-808 West Hastings Street
Vancouver, B.C. V6C 3L3

Phone 604-660-1500
Email PCSadmin@trustee.bc.ca
Website www.trustee.bc.ca

Toll free calling

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

Vancouver 604-660-2421
Victoria 250-387-6121
Other areas in B.C. 1-800-663-7867

PGT hours of operation

Monday to Friday 8:30am to 4:30pm