Private committee review

Full accounting submission package

Public Guardian
and Trustee
of British Columbia

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Why do I file this accounts submission?

The Public Guardian and Trustee is authorized by the Patients Property Act and the Public Guardian and Trustee Act to regularly review the accounts of the adult to ensure the private committee is fulfilling their role in the best interests of the adult.

Failure to comply with the reporting requirements can result in your committeeship being removed.

When and how often do I file an accounts submission?

Usually, your first reporting period ends on the last day of the month, one year from the date you were appointed committee. For example:

- If you are appointed committee on November 18, 2022, the first account review period is November 18, 2022 to November 30, 2023. The account submission for this period would be due to the PGT on December 31, 2023.

Your first accounts submission to the PGT is due one year from the date of your court order. After this review and each subsequent review by the PGT, the next due date is set and the type of accounts submission is determined.

There are 2 types of account submissions for a private committee:

1. **Full accounting**: involves submitting a report of accounts that may include a detailed expense listing, providing copies of supporting documents, an affidavit, and a review fee is paid by the adult's estate to the PGT as set out in legislation. Typically, this report submission type is every 2-3 years, the estate is over $25K, and income is over $20K per year.
2. **Limited accounting**: involves submitting a report of accounts, requires no affidavit, and few supporting documents, and the adult's estate pays no review fees to the PGT. Typically, this report submission type is every 5 years, the estate is under $25K, and the adult's income is under $20K per year.

A full accounting is required the first time you submit your accounts to the PGT for review.

This package, together with the supporting documentation and affidavit, provides the information the PGT requires to conduct the full accounting.

Important Tips

Start early: We recommend putting your account submission together after you receive your reminder letter from the PGT.

Complete all sections: Include all information asked for in the form and provide the supporting documentation.

Collect the required supporting documents: The types of documents the PGT requires differ depending on the types of assets and liabilities the adult may have and what kinds of transactions have occurred for the adult during the reporting period. In general, the PGT requires supporting documents detailing the adults:

- Assets and liabilities (bank accounts, investments, real estate, personal property, loans, credit cards)
- Income and expenses
- Tax returns and notice of assessments
- Property tax
- Affidavits for each committee

  Important:

  - The PGT does not need to see all statements for the entire reporting period but rather statements showing the balance as of the closing date for the period

- Do not send original documents; the PGT digitizes all materials we receive and destroys all papers we receive after digitization
- Please keep the originals of all the files you provide, including the affidavit, because you may need to provide them to the PGT or the Executor/Administrator. Originals should be kept by you until after the death of the adult for whom you are committee and you are released by the Executor/Administrator of the adult's estate.

Make time to complete the affidavit. The law requires each private committee, including co-committees, to complete the affidavit.

If you intend to have the affidavit sworn remotely, you should consult with the commissioner for taking affidavits for the current procedure at the time of swearing.

The purpose of the affidavit is to swear that the adult's income and assets were used for their benefit, that all expenses were obligations of the adult and that the report is a true and accurate reporting of the adults.

You do not need to take the PDF of the completed account submission to the commissioner for taking affidavits.

Ask for support from the PGT: If you have any questions or need assistance, please contact the Private Committee Services Department at 604-660-1500 or PCSadmin@trustee.bc.ca.

How does this process work?

The account review process is as follows:

The private committee:

1. Receives a letter requesting the accounts submission 3 months before the account is due
2. Completes the accounts submission: this can be completed online or using the paper form

The private committee services department:

- Reviews your accounting and communicate the result of the review to you. They will also tell you when your next accounting is due and if you have to submit a full or limited accounting
- If the review of your accounts is successful, you will also receive, a certificate which states that your accounts have been passed
- If the review finds concerns, a letter is sent to you outlying the issues found and depending on the nature of the concerns, the PGT may provide additional information to help clarify your role or the PGT may take action to end your authority as committee
- If we are not able to pass your accounts, you may be referred to the court for a "Registrar's Passing"
- If you are not satisfied with the fee awarded to you, you can go to court for a "Registrar's Passing"

Once the PGT has completed the review, we rarely ask for information about that period again. However, the records can be useful for other reasons, for example:

- Canada Revenue Agency (CRA) may ask for information
- Someone may challenge your management of the adult's estate
- You may need information for the executor or administrator of the adult's will

Get legal advice about how long to keep your records and how to store them.

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

When there are issues with your accounts

If your accounts submission is incomplete or does not comply with the requirements, we cannot complete your review and will follow up on missing information. This will delay the completion of our review.

We will work with you to resolve any outstanding issues encountered during your review.

The PGT may not pass accounts in some circumstances. For example, when:

- There are unresolvable issues with the accounts
- The committee has not responded to requests for information
- The committee does not provide the required supporting documentation

If the issues are not addressed, we will provide a letter outlining why your accounts for that period have not been passed. Depending on the nature of our concerns, the PGT may also take action to end your authority as committee. If your accounts have not passed:

- Your requested fee for your activities as committee will not be approved (if applicable)
- You can make an application for your accounts to be approved by the court
    - We must be given notice of this application
    - We may oppose your application or make comments to the court about our concerns

An optional fee paid to private committees

As the private committee, you may be entitled to take a fee from the adult's estate. If you want to take this fee, you must request it when submitting your accounts.

You can not take this fee until we send you a certificate stating your accounts have been passed. The certificate will also state how much you are entitled to take in fees. If you have not reasonably performed your duties as committee, your fee may be reduced or denied.

How we calculate your fee: The PGT sets the fee you are entitled to receive when your accounts are passed. Fees paid to private committees for their services are based on the following:

- 5% of the income generated by the estate, and
- A set fee for asset management

If you have done additional work, for example, cleaning the adult's home, that you feel warrants an added fee, you must provide the details in writing with your account submission package. We will consider your request when we review your accounts.

Your personal income tax: Any fee you receive as committee is taxable income in the year you receive it. You can take the fee any time between the time it is approved and the end of the next reporting period.

Fees paid to the PGT

The B.C. government establishes and reviews PGT fees under the Public Guardian and Trustee Act. You can see all PGT fees as set out by the B.C. government in the Public Guardian and Trustee Fees Regulation. All fees are also subject to Goods and Services Tax (GST). Any changes in our fees are made by the Province.

Below is a description of how private committee account review fees are calculated.

Value of the assets of the estate as of the period end date	**Fee**	**GST (5%)**	**Total** Fee for each 12 month period
Under $25,000.00	-	-	-
$25,000.00 - $100,000.00	$125.00	$6.25	$131.25
$100,000.01 - $300,000.00	$250.00	$12.50	$262.50
$300,000.01 - $500,000.00	$325.00	$16.25	$341.25
$500,000.00 +	$500.00	$25.00	$525.00

An example of the fee calculation is:

- If the period is for one year and the value of the assets are over $100,000 but not over $300,000, the amount payable is $262.50 ($250.00 fee plus GST of $12.50).
- If the period under review is 4 years with the same asset value, then the amount payable is $1,050.00 ($262.50 x 4).

Please ensure that you send a cheque payable to the Public Guardian and Trustee for the fee when submitting this review of accounts package.

Where do I send this report?

Please send this package and supporting documents to:

Public Guardian and Trustee

Private Committee Services
700-808 West Hastings Street
Vancouver, BC V6C 3L3

What documentation do I have to provide?

1. Income Tax Returns

Please provide us with copies of the T1 Income Tax Return filed and the Notice of Assessment for each year since your last report or for each year since your appointment as committee.

2. Assets and liabilities

You will need to provide us with the total value of each asset and liability type listed, as of the end date of the report, as well as supporting documentation such as bank statements to support the amount you are reporting. On the Financial Summary, please provide the total amounts for each asset and liability type.

The documentation that we need is as follows:

Asset or liability type	Documentation required (copies, not originals)
Bank account(s)	Bank statement showing the balance at the end date of the report
Term Deposits, Guaranteed Investment Certificates (GICs), Certificates of Deposit	Bank or other statement showing the balance as near to the date of the report as possible
Investment portfolio	Investment statement showing the balance at the end of the month of the report
Securities in certificate form	Photocopies of the security certificate held by you
Private companies	Financial statements for the company as at the most recent fiscal year end
Real estate	BC Assessment Authority notice for the most recent year or property tax invoices
Vehicles	Most recent insurance documents
Personal property and other assets	If you have documentation for these assets, please provide it to us. This refers to art, jewellery, or antiques purchased as an investment. You are not required to report items purchased replacing items of a similar value
Interest in a trust	If the adult has an interest in a trust, please provide the trust documentation if you have not done so already
Loans payable	Please provide credit card statements or a copy of the loan agreement
Real estate mortgage	Most recent statement of mortgage amount owing
Other liabilities	Describe the liability and how it arose. If you have confirmation of the amount from independent sources, please send it to us

Background

First name of the adult

Last name of the adult

File number

Start of reporting period

End of reporting period

Have any court orders concerning your management of the adult's person or affairs been issued during the reporting period?

◯ Yes ◯ No

If **Yes**, provide details:

Is the adult involved in any unresolved court cases?

◯ Yes ◯ No

If **Yes**, provide details:

Background

Did the adult have to pay or receive any money from a lawsuit?

◯ Yes ◯ No

If **Yes**, provide details:

Has there been any access to restricted assets?

◯ Yes ◯ No

If **Yes**, tell us the amount and the purpose these funds were used for:

Background

Did the adult receive an inheritance?

◯ Yes ◯ No

If **Yes**, tell us the amount:
(send an official document from the executor or administrator confirming the inheritance and the dollar value)

Does the person whose affairs you manage have a will?

◯ Yes ◯ No

If **Yes**, send us a copy of the will if you have not already submitted it to the PGT.

Is there any other financial information you think we should know about?

◯ Yes ◯ No

If **Yes**, provide details about any other financial information:

Background

Over the period, has the health of the adult whose affairs you manage changed?

◯ Yes ◯ No

If **Yes**, please give a brief description:

Over the period, has the adult required any special care or services?

◯ Yes ◯ No

If **Yes**, please give a brief description:

Background

Is there any other information concerning the adult you think we should know about?

◯ Yes ◯ No

If **Yes**, please give a brief description:

If you posted a committee bond, are the premiums current?

◯ Yes ◯ No

If **No**, tell us the reason:

Are you claiming a fee for your service as a Committee?

◯ Yes ◯ No

If **Yes**, the PGT will set the fee when we pass the accounts.

Financial summary detail - Assets

Bank accounts

Chequing or savings accounts held at either banks or credit unions.

Please provide detailed information in the fields below; if there are more than 6 accounts, use the blank sheet found on page 17 to input the additional information.

Bank name	Account number	Amount ($)
		Total ($)

Term deposits, GICs, certificates of deposit

Term deposits and GICs are secured investments, meaning you get back the amount you invest at the end of your term. The difference between a GIC and a term deposit is the length of the term. Term deposit and certificate of deposit are the same.

Please provide detailed information in the fields below; if there are more than 6 accounts, use the blank sheet found on page 17 to input the additional information.

Account institution name	Account number	Account market value ($)
		Total ($)

Financial summary detail - Assets

Securities: Publicly traded stocks

Publicly traded stocks are bought and sold on a stock exchange open to the general public.

Please provide detailed information in the fields below; if there are more than 6 accounts, use the blank sheet found on page 17 to input the additional information.

Account institution name	Number of shares	Stock market value ($)

Total ($)

Securities: Privately held stocks

Privately held stocks cannot be bought and sold on a stock exchange.

Please provide detailed information in the fields below; if there are more than 6 accounts, use the blank sheet found on page 17 to input the additional information.

Account institution name	Number of shares	Stock market value ($)

Total ($)

Financial summary detail - Assets

Securities: Bonds

A bond is a fixed-income investment that represents a loan made by an investor to a borrower (typically corporate or governmental), for example - Canada Savings Bonds.

Please provide detailed information in the fields below; if there are more than 6 accounts, use the blank sheet found on page 17 to input the additional information.

Bond name	Number of bonds	Bond serial or certificate #	Bond market value ($)
		Total ($)	

Securities: Funds

Examples: mutual funds, segregated funds, pooled funds, other funds.

Please provide detailed information in the fields below; if there are more than 6 accounts, use the blank sheet found on page 17 to input the additional information.

Fund name	Fund account number	Fund market value ($)
	Total ($)	

Financial summary detail - Assets

Personal property and other assets

Examples: vehicles, farm vehicles, classic cars, ATVs, trailers, boats, horses, tools, jewellery, etc.

Please provide detailed information in the fields below; if there are more than 6 accounts, use the blank sheet found on page 17 to input the additional information.

Description of the property or other asset	Market value ($)
	Total ($)

Real estate

Real estate is land and anything that is permanently attached to it. Real property can be residential, commercial, agricultural or industrial. Example of real property is a house, condo or farm.

Please provide detailed information in the fields below; if there are more than 6 accounts, use the blank sheet found on page 17 to input the additional information.

Description and location (Example: Condominium at 123 Main street, Victoria, B.C.)	BC Assessment value ($)
	Total ($)

Financial summary detail - Assets

Loans receivables

A loan receivable is money that is owed to the adult, from a borrower.

Please provide detailed information in the fields below; if there are more than 6 accounts, use the blank sheet found on page 17 to input the additional information.

Name of person owing money	Amount due ($)
	Total ($)

Financial summary detail - Liabilities

Credit card and charge card debt

Examples: A credit card would be a Visa card; a charge card could be a credit account at a care facility

Please provide detailed information in the fields below; if there are more than 6 accounts, use the blank sheet found on page 18 to input the additional information.

Name of card or creditor	Amount due ($)
	Total ($)

Financial summary detail - Liabilities

Lines of credit

A line of credit is a type of loan that lets you borrow money up to a pre-set limit. You don't have to use the funds for a specific purpose. You can use as little or as much of the funds as you like, up to a specified maximum. You can pay back the money you owe at any time. You only have to pay interest on the money you borrow.

Please provide detailed information in the fields below; if there are more than 6 accounts, use the blank sheet found on page 18 to input the additional information.

Name of creditor	Amount owed ($)
	Total ($)

Mortgage or secured loans payable

Secured loans require the borrower to provide a valuable as security for a loan. For example, a mortgage is a secured loan used to purchase or maintain a home, land, or other real estate types. The borrower agrees to pay the lender over time, typically in regular payments divided into principal and interest.

Please provide detailed information in the fields below; if there are more than 6 accounts, use the blank sheet found on page 18 to input the additional information.

Name of creditor	Amount due ($)
	Total ($)

Financial summary detail - Liabilities

Other liabilities

Examples: past due taxes, amounts due to the Canada Revenue Agency, outstanding property taxes, outstanding care facility fees, outstanding legal fees.

Please provide detailed information in the fields below; if there are more than 6 accounts, use the blank sheet found on page 18 to input the additional information.

Description	Value ($)
	Total ($)

Calculation

Total worth

Total assets: add amounts from all previous Total ($) fields in the Assets category **($)**	
Total liabilities: add amounts from all previous Total ($) fields in the Liabilities category **($)**	
Total worth: Total assets less Total liabilities **($)**	

Details sheet - Assets

Please use this space if there are more than 6 entries for any Asset type. Please remember to include the total values from this sheet, if any, in the Total Worth calculation on page 16.

Details sheet - Liabilities

Please use this space if there are more than 6 entries for any Liabilities type. Please remember to include the total values from this sheet, if any, in the Total Worth calculation on page 16.

Income and expenses

Non-taxable income

Examples: non-taxable annuities, royalties

Please provide detailed information in the fields below; if there are more than 6 accounts, use the blank sheet found on page 21 to input the additional information.

Source (above $1000 per year and not reported on the income tax return)	Source amount ($)
	Total ($)

Taxable income

Please provide detailed information in the fields below; if there are more than 6 accounts, use the blank sheet found on page 21 to input the additional information.

Source	Source annual amount ($)
	Total ($)

Income and expenses

Gifts/charitable donations

Please provide detailed information in the fields below; if there are more than 6 accounts, use the blank sheet found on page 21 to input the additional information.

Gifts/donations to whom	Amount given ($)
	Total ($)

Other payments

Examples: child's tuition, family member's room and board, alimony

Please provide detailed information in the fields below; if there are more than 6 accounts, use the blank sheet found on page 21 to input the additional information.

Other payments to or on behalf of family members description	Amount ($)
	Total ($)

Details sheet - Income and expenses

Please use this space if there are more than 6 entries for any Income and Expense type. Please remember to include the values from this sheet, if any, in the Total ($) field, in each category.

Attachment checklist

- [ ] Documents confirming all assets and liabilities as reported:
    - [ ] Bank statements
    - [ ] Investment statements
    - [ ] Property Tax Assessment
    - [ ] Other
- [ ] If this is your first report, send confirmation of all assets and liabilities as of the date of your Court Order
- [ ] Copies of the Tax Returns for all years included in this report
- [ ] Copies of the Notice of Assessment for all years included in this report
- [ ] Cheque for the fee for Account Passing Review

Authorization to request information

Request information

Please provide detailed information in the fields below and check the Confirm authorization box.

Name of committee

Name of the adult

Date

☐ **Confirm authorization**

The Public Guardian and Trustee requests that you confirm authorization to disclose information. It will allow us to ask for information directly from third parties in exceptional circumstances and assist in the speedy review of the accounting presented.

Request information

Please provide detailed information in the fields below and check the Confirm authorization box.

Name of committee

Name of the adult

Date

☐ **Confirm authorization**

The Public Guardian and Trustee requests that you confirm authorization to disclose information. It will allow us to ask for information directly from third parties in exceptional circumstances and assist in the speedy review of the accounting presented.

Update personal information

Use this section to let the PGT know of any contact information changes.

Committee information

Please provide detailed information in the fields below.

Last name

First name

Mobile phone

Landline phone

Alternate phone number

Email

Mailing address

City

Province

Postal code

Committee information

Please provide detailed information in the fields below.

Last name

First name

Mobile phone

Landline phone

Alternate phone number

Email

Mailing address

City

Province

Postal code

Update personal information

Personal summary for the adult

Please provide detailed information in the fields below.

Last name

First name

Date of birth

Social Insurance Number

Healthcare ID number

Name of care facility (if applicable)

Street address

City

Province

Postal Code

Phone number

Next of kin 1 (other than private committee)

Please provide detailed information in the fields below.

Next of kin relationship

Last name

First name

Mobile phone

Landline phone

Alternate phone number

Email

Mailing address

City

Province

Postal code

Update personal information

Next of kin 2

Please provide detailed information in the fields below.

Next of kin relationship

Last name

First name

Mobile phone

Landline phone

Alternate phone number

Email

Mailing address

City

Province

Postal code

Next of kin 3

Please provide detailed information in the fields below.

Next of kin relationship

Last name

First name

Mobile phone

Landline phone

Alternate phone number

Email

Mailing address

City

Province

Postal code

Affidavit

I solemnly swear (declare) that all of ______________________ 's income and assets were used primarily
Name of adult

for their benefit. All expenses were obligations of ______________________ . This report is a true and
Name of adult

accurate reporting of ______________________ 's assets and liabilities as of ______________ .
Name of adult — Date

Any significant changes in my circumstances and health or those of the adult for whom I am Committee, including change of residence or contact information, have been reported to the Public Guardian and Trustee (PGT). I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

I acknowledge it is a serious offence to make a false declaration. I understand that the Public Guardian and Trustee may require further information and documentation at its discretion.

I acknowledge that I must keep all original documents relating to this accounting, including the original of this affidavit and all documents that support the accounting provided to the PGT until I am released by the Administrator/Executor of the Patient's estate after the death of the Patient. I also acknowledge that I must immediately provide any such original document to the PGT upon being requested by the PGT to do so.

Sworn (declared) before me at the ______________________

of ______________ in the ______________

of ______________ , this ______________

day of ______________ , 20 ______________ .

____
Signature

____
Name

◯ Committe of Estate

◯ Both Committee of Estate and Person

____
Commissioner signature

A commissioner for taking affidavits

If more than one committee, additional affidavits.

Affidavit

I solemnly swear (declare) that all of ______________________ 's income and assets were used primarily
Name of adult

for their benefit. All expenses were obligations of ______________________ . This report is a true and
Name of adult

accurate reporting of ______________________ 's assets and liabilities as of ______________ .
Name of adult Date

Any significant changes in my circumstances and health or those of the adult for whom I am Committee, including change of residence or contact information, have been reported to the Public Guardian and Trustee (PGT). I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

I acknowledge it is a serious offence to make a false declaration. I understand that the Public Guardian and Trustee may require further information and documentation at its discretion.

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Sworn (declared) before me at the ______________________

of ______________ in the ______________

of ______________ , this ______________

day of ______________ , 20 ______________ .

____
Commissioner signature

A commissioner for taking affidavits

____
Signature

____
Name

○ Committe of Estate

○ Both Committee of Estate and Person

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