



Checklist – Annual Report

All supporting documents have been included.	<input type="checkbox"/>
Bank statements including investments (assets)	<input type="checkbox"/>
Statements - loans	<input type="checkbox"/>
Statements – credit cards and line of credit	<input type="checkbox"/>
Earnings – check stubs or annual summary	<input type="checkbox"/>
Expenses – invoices (included)	<input type="checkbox"/>
Proof of renewal of security	<input type="checkbox"/>
If exceptional use has been made of the minor's patrimony, the approval form signed by the tutorship council is attached with the invoices.	<input type="checkbox"/>
List all of the minor's assets.	<input type="checkbox"/>
Contact details of the institutions where the minor has bank accounts or deposit certificates	<input type="checkbox"/>
List all of the minor's debts.	<input type="checkbox"/>
Bank loans (including line of credit)	<input type="checkbox"/>
Mortgage payable	<input type="checkbox"/>
Income and expenses are presented on an annual basis and entered in the proper boxes of the annual report form.	<input type="checkbox"/>
If the tutor's remuneration is entered in box 202, it has been authorized <u>by the court</u> .	<input type="checkbox"/>
The amounts entered are accurate.	<input type="checkbox"/>
The totals are correct.	<input type="checkbox"/>
All three copies have been signed and dated.	<input type="checkbox"/>
The minor older than 14 has received a copy of the annual report.	<input type="checkbox"/>
The tutorship council has received the annual report.	<input type="checkbox"/>
The minutes of the meetings have been sent to the Curateur public with the annual report (recommended, not obligatory).	<input type="checkbox"/>