

[COURT, IF THE ACCOUNT IS FILED]

[Name of trust or estate]

[First / No. ___ / Final] account of [Name of trustee or personal representative]
For the period [Start date] through [End date]

Matter	[Name of trust or estate]
Type	Trust
Fiduciary	[Name of trustee or personal representative]
Account period	[Start date] through [End date]
Account	[First / No. ___ / Final] account
Court	[Court, if the account is filed]
Case no.	[Case number, if any]
Format	Annual trust account template (principal and income)

The purpose of this accounting is to show all transactions during the period it covers and the assets on hand at its close. It consists of a summary and the schedules that support each summary line. Please read it carefully. Questions should go to the fiduciary named above.

Blank template. Not a court form. Fill in every schedule, carry each schedule total to the summary, and check that the summary balances before you rely on it. Some courts require their own forms; check your court's rules.

Format. Principal and income accounted for separately: principal at the start of the year, receipts, gains and losses, disbursements, trustee fees split between principal and income, distributions to beneficiaries, assets on hand at year end at carry and current value, and a reconciliation with the dates the account and notices were sent.

Sources. Uniform Fiduciary Accounting Principles, Principle IV (carrying values and current values); Your state's trust code and principal and income act: <https://summafolio.com/states/>

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ANNUAL TRUST ACCOUNT: SUMMARY

	Principal	Income	Sched.
PRINCIPAL			
Principal on hand at start of year			P-1
Principal receipts			P-2
Gains on sale			P-3
Less losses on sale			P-3
Less principal disbursements			P-4
Less trustee fees charged to principal			F
Less distributions of principal			D
Principal on hand at year end			
INCOME			
Undistributed income at start of year			
Income receipts			I-1
Less income disbursements			I-2
Less trustee fees charged to income			F
Less distributions of income			D
Income on hand at year end			
Total assets on hand at year end (carry value)			H

Notes

- This is a blank template generated from the Summafolio engine's layout. It is not a court form and has not been approved by any court. Some courts require their own forms; check the court's rules before filing.
- General information, not legal advice.

PRINCIPAL

SCHEDULE P-1: PRINCIPAL ON HAND AT START OF YEAR

Description	Where held	Carry value	Current value
Total			

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SCHEDULE P-2: PRINCIPAL RECEIPTS

[illegible]

SCHEDULE P-3: GAINS AND LOSSES ON SALE (PRINCIPAL)

Date	Asset sold	Net proceeds	Carry value	Gain	Loss
Total					

SCHEDULE P-4: PRINCIPAL DISBURSEMENTS

[illegible]

SCHEDULE I-1: INCOME RECEIPTS: INTEREST, DIVIDENDS AND RENT

[illegible]

SCHEDULE I-2: INCOME DISBURSEMENTS

[illegible]

OTHER

SCHEDULE F: TRUSTEE FEES AND THEIR ALLOCATION

Date	Payee	Total fee	Charged to principal	Charged to income
Total				

Follow the trust instrument, then your state's principal and income act. Under the 1997 Uniform Principal and Income Act, one-half of regular trustee compensation is paid from income (§501(1)) and one-half from principal (§502(a)(1)).

SCHEDULE D: DISTRIBUTIONS TO BENEFICIARIES

Date	Beneficiary	Description	From principal	From income
Total				

SCHEDULE H: ASSETS ON HAND AT YEAR END

Description	Where held	Carry value	Current value
Total			

TEMPLATE: NOT A COURT FORM

SCHEDULE R: ANNUAL ACCOUNT: CASH RECONCILIATION AND NOTICES

Account or notice	Statement ending balance	Reconciled balance	Date sent to beneficiaries
Total			

Record when the annual account and any required notices were sent to each beneficiary.

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VERIFICATION

I, [name of fiduciary], have read and examined this accounting, and the facts and figures in the summary and the attached schedules are true and complete to the best of my knowledge and belief. It is a complete report of all cash and property transactions, receipts and disbursements for the period [start date] through [end date]. [Add the verification or jurat wording your court requires.]

Signature of fiduciary

Date

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