



Department of Social Services

Human Resources Administration
Department of Homeless Services

Office of
Program Accountability

**INVESTIGATION, REVENUE AND ENFORCEMENT ADMINISTRATION
SUPPLEMENTAL NEEDS TRUST PROGRAM**

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New York, NY 10038
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20_____ Annual Accounting of _____,

As Trustee for the _____ Supplemental Needs Trust

_____ **COURT OF THE STATE OF NEW YORK**

COUNTY OF _____

In the Matter of the Annual Accounting of

_____, *as Trustee for the*

_____ *Supplemental Needs Trust*

Index No. _____

Accounting Period from January 1, 20_____ to December 31, 20_____

TO THE _____ COURT OF THE STATE OF NEW YORK

COUNTY OF _____

I, _____ residing at _____

the trustee of the _____ Supplemental Needs Trust for the Benefit of

do hereby make, render and file this annual account and inventory for the year 20_____ .

A. PRINCIPAL

1. BANK ACCOUNTS

Please list the name, address, account numbers and balance deposited in banks or other financial institutions. Please also list any cash on hand not in bank accounts. Please attach monthly bank statements to this accounting for each bank account.

| BANK NAME | ADDRESS | ACCOUNT # | JANUARY 1 st BALANCE | DECEMBER 31 st BALANCE |
|--------------------------------|---------|-----------|------------------------------------|--------------------------------------|
| | | | | |
| | | | | |
| | | | | |
| A1. TOTAL BANK ACCOUNTS | | | | |

2. SECURITIES

Please list any Bonds, Notes, and Stocks and attach copies of the bonds and notes and/or brokerage statements of the Bonds, Notes and Stocks owned. If necessary, please attach a separate sheet.

| FINANCIAL INSTITUTION NAME | ACCOUNT # | JANUARY 1 st VALUE | DECEMBER 31 st |
|-----------------------------|-----------|----------------------------------|------------------------------|
| | | | |
| | | | |
| | | | |
| A2. TOTAL SECURITIES | | | |

A. PRINCIPAL (continued)

3a. OTHER PERSONAL PROPERTY

Please list and describe any personal property, owned by the trust, valued at \$500 or more, and indicate the estimated value. Personal Property will include items owned before the SNT was established and those purchased by the trustee to benefit the Beneficiary. Include copies of insurance policies and/or appraisals. If necessary, please attach a separate sheet.

| DESCRIPTION | INITIAL AMOUNT | JANUARY 1 st VALUE | DECEMBER 31 st |
|-------------------------------------|----------------|-------------------------------|---------------------------|
| | | | |
| | | | |
| | | | |
| A3a. TOTAL PERSONAL PROPERTY | | | |

3b. VEHICLES

Please complete this section if a vehicle was purchased or modified with funds from the trust. Please provide the "Proof of Purchase" if you have not already sent a copy to HRA. Please indicate whether the vehicle is modified.

| VEHICLE TYPE (SEDAN, SUV, VAN) | VEHICLE MAKE AND MODEL | VEHICLE YEAR | JANUARY 1 st VALUE | DECEMBER 31 st VALUE |
|--------------------------------|------------------------|--------------|-------------------------------|---------------------------------|
| | | | | |
| | | | | |
| | | | | |
| A3b. TOTAL VEHICLES | | | | |

A. PRINCIPAL (continued)

4. REAL PROPERTY

Please describe the location and type of real property, the type of interest, and the market value. Please attach a copy of the deed to the property. You should have the real property professionally appraised periodically. Please list the value indicated in the last annual accounting and the approximate current market value of the real property in the corresponding fields below. If the property was purchased in this accounting year, the last accounting value is zero.

| DESCRIPTION | TYPES OF INTEREST | LAST ACCOUNTING VALUE | CURRENT MARKET VALUE |
|--------------------------------|-------------------|-----------------------|----------------------|
| | | | |
| | | | |
| | | | |
| A4. TOTAL REAL PROPERTY | | | |

| DESCRIPTION | JANUARY 1 st VALUE | DECEMBER 31 st VALUE |
|---|-------------------------------|---------------------------------|
| SUB TOTAL PRINCIPAL—(Add A1+A2+A3a+A3b+A4) | | |

B. ASSETS and INCOME RECEIVED

1. ASSETS RECEIVED

Please list all assets received during the accounting period of this report. Please indicate the date the asset was received, the source, and amount or value. Examples of assets are monetary awards, gifts. If necessary, please attach a separate sheet.

| DATE RECEIVED | DESCRIPTION and SOURCE | AMOUNT OR VALUE |
|-------------------------|------------------------|-----------------|
| | | |
| | | |
| | | |
| B1. TOTAL ASSETS | | |

2. INCOME RECEIVED

Please list all income received during the accounting period from all sources listed in Schedule A and Schedule B. SSI payments should not be included in the accounting. Please indicate the date the income was received, the source, and the amount. Please only list realized gains in this section. Please separate the income received by year, and list income in chronological order. If necessary, please attach a separate sheet.

| DATE RECEIVED | DESCRIPTION and SOURCE | AMOUNT |
|----------------------------------|------------------------|--------|
| | | |
| | | |
| | | |
| B2. TOTAL INCOME RECEIVED | | |

B. ASSETS AND INCOME RECEIVED (continued)

3. GAINS

Please list all gains on assets, including unrealized gains from stocks, personal property, real property, or motor vehicles. Please indicate the asset involved, the date, and the amount of the gain. If necessary, please attach a separate sheet. For example, if the trust owned a piece of art that was previously worth \$1,000.00, but was now worth \$2,000.00 the gain listed here would be \$1,000.00.

| DATE OF GAIN | DESCRIPTION OF ASSET | AMOUNT OF GAIN |
|------------------------|----------------------|----------------|
| | | |
| | | |
| | | |
| B3. TOTAL GAINS | | |

| | |
|--|--|
| SUB-TOTAL ASSETS AND INCOME RECEIVED (Add B1+B2+B3) | |
|--|--|

C. DISBURSEMENTS and LOSSES

1. DISBURSEMENTS

Please list all disbursements, excluding investments, during the period, including date of payment, payee, and amount. Please attach documentation for any expense over \$250.00 (such as a receipt) and a description of how each disbursement benefited the beneficiary. If necessary, please attach a separate sheet.

| DATE | DESCRIPTION | PAYEE | PAYMENT METHOD | AMOUNT OF DISBURSEMENT |
|--------------------------------|-------------|-------|----------------|------------------------|
| | | | | |
| | | | | |
| | | | | |
| C1. TOTAL DISBURSEMENTS | | | | |

2. LOSSES INCURRED

Please list all realized losses incurred on assets, whether due to sale or liquidation. Please indicate the asset involved, the date, and the amount of the loss. Please attach documentation of the loss incurred. If necessary, please attach a separate sheet.

| DATE | DESCRIPTION AND SOURCE | AMOUNT OF LOSS |
|-------------------------|------------------------|----------------|
| | | |
| | | |
| | | |
| C2. TOTAL LOSSES | | |

| | |
|---|--|
| SUB-TOTAL ASSETS AND INCOME RECEIVED (Add C1+C2) | |
|---|--|

**D. TRANSFER OF FUNDS BETWEEN ACCOUNTS
DURING THE ACCOUNTING PERIOD**

Please list all transfers of funds between trust accounts during the accounting period

| DATE OF TRANSFER | ACCOUNT TRANSFERRED FROM | ACCOUNT TRANSFERRED TO | AMOUNT TRANSFERRED |
|-----------------------------------|---------------------------------|-------------------------------|---------------------------|
| | | | |
| | | | |
| | | | |
| D. TOTAL FUNDS TRANSFERRED | | | |

E. SUMMARY OF ASSETS

Please summarize the financial data of the trust. Add line 1 + line 2, then subtract line 3 to calculate line 4 "Total Principal on Hand as of December 31st".

| | |
|--|--|
| 1. TOTAL PRINCIPAL AS OF JANUARY 1st | |
| 2. TOTAL ASSETS AND INCOME RECEIVED | |
| 3. TOTAL DISBURSEMENTS AND LOSSES | |
| 4. TOTAL PRINCIPAL ON HAND AS OF DECEMBER 31st | |

F. ANNUITIES

Please list the "commuted values" of all Annuities that provide income to the trust. Please attach a complete Annuity contract for each Annuity if you have not already sent a copy of the contract (s) to HRA. Your insurance company can provide you with the "commuted value".

| ANNUITY COMPANY NAME | INITIAL FUNDING AMOUNT | JANUARY 1st VALUE | DECEMBER 31st VALUE |
|------------------------|------------------------|-------------------|---------------------|
| | | | |
| | | | |
| | | | |
| TOTAL ANNUITIES | | | |

G. INFORMATION

Date: ____/____/____

Date of First Accounting: ____/____/____



TRUSTEE(S)

Name: _____ Telephone#: (____)____-____

Address: _____

Relationship to Beneficiary: _____

Language of Preference: _____

Mailing Address, If Different: _____

Name: _____ Telephone#: (____)____-____

Address: _____

Relationship to Beneficiary: _____

Language of Preference: _____

Mailing Address, If Different: _____

20__ Annual Accounting of _____, as Trustee for the _____ Supplemental Needs Trust

If there has been a change of Trustee please indicate nature of change and attach copies of court documents:

Date of Order Appointing you Trustee: ____/____/____

Name of Court that Appointed You:

Name of Judge/Justice:

Please attach a copy of the court order.



BOND

Bonding Company Name: _____

Address: _____

Value of Bond: \$ _____

(If waived, please attach Court Order)

Amount of Bond Premium \$ _____

The Bond Premium Covers a Period of: One Year Multi-Year, Provide Number of Years: _____



GUARDIANSHIP

Was a Guardian appointed for the Beneficiary? Yes ____/ No ____

Please provide the following information attaching any court orders associated with the Guardianship:

Date of Court Order Appointing Guardian: ____/____

Name of the Court: _____

Name of Judge/Justice: _____

GUARDIAN(S)

Name: _____ Telephone#: (____)____-____

Address: _____

Relationship to Beneficiary: _____

Language of Preference: _____

Mailing Address, If Different: _____

Is Guardian also a Trustee or Co-Trustee? Yes ____/ No ____

Name: _____ Telephone#: (____)____-____

Address: _____

Relationship to Beneficiary: _____

Language of Preference: _____

Mailing Address, If Different: _____

Is Guardian also a Trustee or Co-Trustee? Yes ____/ No ____

BENEFICIARY

Name: _____ Telephone#: (____)____-____

Address: _____

Language of Preference: _____

What is Beneficiary's relationship status?

Single

Married to: _____

Domestic Partnership to: _____

Widowed/Divorced by: _____

Please list any living relatives of the Beneficiary:

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Is the Beneficiary still alive? Yes ____/ No ____

If no, please provide date of death: ____/____/____

What type of housing does the Beneficiary reside in?

Nursing Home/Residential Facility Group Home (Skilled Care): Yes ____/ No ____

If Skilled Care facility, please list name and telephone number of the Director:

Name: _____ **Telephone#:** (____)____-____

House/Apartment/Cooperative (Rented): Yes ____/ No ____

House/Apartment/Cooperative (Owned): Yes ____/ No ____

If house/apartment/Cooperative is owned, who is owner?

Name: _____ **Telephone#:** (____)____-____



What is the Beneficiary's qualifying disability? You may attach a doctor's evaluation. Have there been any substantial changes to the Beneficiary's mental or physical condition since the last accounting?

Please explain the special needs or issues that the Beneficiary has:

Please describe the social capabilities of the Beneficiary:

Please provide any additional information about the Beneficiary that is relevant:

20__ Annual Accounting of _____, as Trustee for the _____ Supplemental Needs Trust

VERIFICATION

STATE OF _____

COUNTY OF: _____

_____, being duly sworn, states that I am the Trustee of the within named Beneficiary's Supplemental Needs Trust and that the attached annual accounting and schedules are, to the best of my knowledge and belief, a complete and true statement of my activities as such Trustee and of all my receipts and disbursements on account of trust estate and of all monies or other property belonging to the trust estate which have come into my hands or been received by any other person by my order or authority for my use and that I do not know of any error or omission in the _____ account to the prejudice of any person interested in the trust estate.

Signature of Trustee

Address: _____

City: _____

State: _____

Zip Code: _____

Telephone: () - _____

Sworn to before me on this _____ day

Of _____, 20_____

Notary Public

Affix Notary Public Seal or Stamp Below: