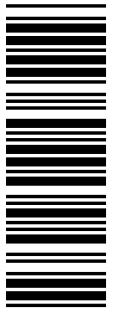




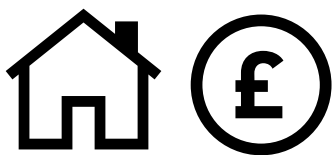
Office of the  
Public Guardian

Form

**OPG102**



# Deputy report form



## Property and financial decisions

### How to complete this form

**PLEASE WRITE IN CAPITAL LETTERS USING A BLACK PEN**



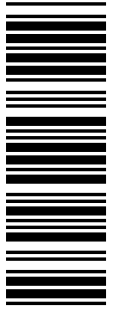
Mark your choice with an X



If you make a mistake, fill in the box completely and then mark the correct choice with an X

If a question does not apply to you, leave it blank and go to the next question

Cymraeg: this form is also available in Welsh. Email [customerservices@publicguardian.gov.uk](mailto:customerservices@publicguardian.gov.uk)



# How to fill in this form

## Make sure you've got:

- financial records (for example, bank statements or spreadsheets)
- your record of any decisions you've made for the client
- your record of anyone you've contacted for the client

## More than one deputy?

You only need to fill in one copy of this form. This applies if you make decisions together (called 'jointly') or separately and together (called 'jointly and severally'). However, you should consult the other deputies and make sure they see a copy of your report before you send it to OPG.

## More information

Make sure you answer the questions in this form as fully as possible. We may still need to contact you for more information – by telephone, email, in writing or by arranging a visit.

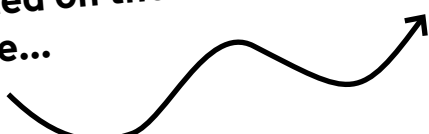
## Your privacy

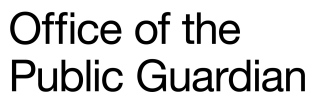
We will treat any information you give us in line with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. This means we won't give it to anyone else unless we have a safeguarding concern or we have to apply to the Court of Protection, when it would be available to anyone involved in the court proceedings. Find out more: go to GOV.UK and search for "OPG privacy".

## 'You' and the 'client'

Where you see the word 'you' in this form, it means the deputy who is filling in the deputy report form. Where you see the word 'client', it means the person you were appointed to help make decisions for.

**Get started on the  
next page...**



[illegible]

## Deputy and client information

--	--	--	--	--	--	--	--

Every letter from us will have your case number: look for 'OPG reference'.

[illegible]

Day      Month      Year

--	--	--	--	--	--	--	--

Day                  Month                  Year

Check the letter that came with this form:  
your reporting period is highlighted in **bold**.

--

--


Postcode						
----------	--	--	--	--	--	--

[illegible][illegible]

--

--


Postcode							
----------	--	--	--	--	--	--	--

[illegible]

## Section 2

# Decisions made over the reporting period

Helpline  
0300 456 0300



Has the client's mental capacity to make financial decisions:

☐

changed

☐

stayed the same

If the client's mental capacity to make financial decisions changed, tell us more here.

When was the client's mental capacity to make decisions last assessed by a professional (such as a psychiatrist or social worker)?

Month

Year

## Significant decisions

List the decisions you made, such as about buying or selling property, making gifts or paying for care. Tell us how you involved the client in those decisions. If you couldn't, tell us why under 'client involvement'.

### Deputy decisions

### Client involvement

☐

**Need more space?** Use the extra sheet supplied with this form.

☐

**Check this box** if you did not make any significant decisions, and tell us why.



## Section 3

### People you consulted

Helpline  
0300 456 0300



Give details of people who helped you make significant decisions as a deputy, such as an accountant, solicitor or the client's family members.

For example: "John Smith", "Accountant", "To prepare accounts for the deputy report"

Full name	Relationship to the client
<input type="text"/>	<input type="text"/>
Address	Why did you consult them?
<input type="text"/>	<input type="text"/>
<input type="text"/>	
<input type="text"/>	
Postcode	
<input type="text"/>	

Full name	Relationship to the client
<input type="text"/>	<input type="text"/>
Address	Why did you consult them?
<input type="text"/>	<input type="text"/>
<input type="text"/>	
<input type="text"/>	
Postcode	
<input type="text"/>	

Full name	Relationship to the client
<input type="text"/>	<input type="text"/>
Address	Why did you consult them?
<input type="text"/>	<input type="text"/>
<input type="text"/>	
<input type="text"/>	
Postcode	
<input type="text"/>	

☐ **Check this box** if you did not consult anyone, and tell us why.

☐ **Need to add more people?** Use the extra sheet supplied with this form.



## Section 4

# Safeguarding

Helpline  
0300 456 0300



Tell us about how the client is cared for and what contact they have with you and other people. We need to know how you check whether their needs are met. We ask this because the Office of the Public Guardian has a duty to protect people who don't have the mental capacity to make decisions for themselves.

### Contact with the client

#### Do you live with the client?

☐ Yes ☐ No

#### If No, how often do you or other deputies contact the client?

	Visits	Phone and video calls	Letters and emails
Every day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
At least once a week	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
At least once a month	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than twice a year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Once a year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Less than once a year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### How often does the client see other people?

Think about people (other than those who live with the client or work where they live) who would tell you if they had a concern about the client.

☐ Every day ☐ At least once a month ☐ Once a year  
☐ At least once a week ☐ More than twice a year ☐ Less than once a year

Is there anything else you want to tell us about the client's contact with other people? (optional)



## Section 4 – safeguarding – continued

### Care arrangements

#### Does the client get care that is paid for?

This includes private residential care or home visits from a care worker – but not help from unpaid carers such as family and friends.

☐ Yes ☐ No

If Yes, how is the care funded?

- ☐ Client pays for all their own care
- ☐ Client gets some financial help (for example, from the local authority, the council or the NHS)
- ☐ All care is paid for by someone else (for example, by the local authority, the council or the NHS)

#### Who is doing the caring?

For example, local authority or private residential care, live-in or visiting care workers

#### If there is a care plan, when was it last reviewed?

Month Year

☐ There is no care plan

### Benefits

#### When did you last check that the client gets all the benefits they should have?

For example, Attendance Allowance, Disability Living Allowance

Month Year

☐ I am checking this now

### Income received by a third party

#### Tell us about any income someone other than you receives on behalf of the client.

For example, benefits paid directly to a care home or a family member by the Department for Work and Pensions

☐ No income is received this way

Type of income

Amount

£



# Client's accounts and assets

## Section 5: the client's main bank account

Use section 5 to tell us about the main bank account or accounts you use regularly to receive money and make payments on behalf of the client. For most people, this is the client's current account, and they usually just have one.

You will need to give more detail for some payments in or out. Those are marked with an **i** on pages 8, 10 and 11.

## Section 5: more than one account?

If the client has more than one account you use regularly, use the extra sheets (make copies if you need to).

Don't use section 5 for any other accounts that you use for savings only, such as investment bonds or ISAs. List these in section 6 (client's assets and debts). If the client has a savings account that you make payments from, fill in a copy of section 5 for this account.

## Section 6: client's assets and debts

If the client has any of these assets, you will have to give us more information.

You can use this checklist to help you prepare for section 6.

- ☐ Property (page 13)
- ☐ Savings accounts and cash ISAs (page 14)
- ☐ Court Funds Office accounts (page 14)
- ☐ Investments (managed under an investment portfolio) (page 14)
- ☐ Stocks and shares (not managed under an investment portfolio) (page 15)
- ☐ Premium bonds (page 16)
- ☐ Vehicles (page 16)
- ☐ Cash in hand (page 16)
- ☐ Assets held outside England and Wales (page 16)
- ☐ Other valuable assets (page 17)
- ☐ Assets held in trust (page 18)

If the client owes any money, for example care fees, loans or credit cards, list them on page 19.

You should also tell us on page 19 if you have had independent financial advice on behalf of the client.





# Section 5

## Bank accounts

### Summary of money paid in

List the income going into the client's main bank account.





Helpline  
0300 456 0300



Bank/building society name <input type="text"/>	Account type <input type="text"/>
Branch sort code <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/>	Last four digits of account number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>



If you write in a row with this symbol, give more information on the next page.

Client's money paid in		Total for reporting period
Attendance Allowance	£	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Disability Living Allowance or Personal Independence Payment	£	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Employment Support Allowance or Incapacity Benefit	£	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Housing Benefit	£	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Income Support or Pension Credit	£	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Severe Disablement Allowance	£	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Universal Credit	£	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Other benefits, eg, Winter Fuel or Cold Weather Payments (total)	£	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Account interest	£	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Bequests, eg, inheritance, gifts received	£	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Income from investments, dividends or property rental	£	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Personal pensions (total)	£	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Refunds	£	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Salary or wages (after tax)	£	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
State Pension	£	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
 Compensation or damages awards	£	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
 Sale of investments, property or assets (total)	£	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
 Transfers in from client's other accounts	£	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
 Other money paid in and not listed above (total)	£	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>TOTAL</b>		£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

☐ **More than one account?** Use the extra sheets supplied with this form.



# Section 5 – bank accounts – continued

If you have written anything in a row marked **i** on page 7, give more detail below.

## More detail on money paid in

Last four digits of account number

--	--	--	--

**i** Compensation or damages awards, sale of investments, property or assets, and other money in

Description (if sale of property, give address)	Date(s)	Value

**i** Transfers in from client’s other accounts

Description (include last four digits of the account)	Date(s)	Value



## Section 5 – bank accounts – continued

### Summary of money paid out

List the payments going out of the client's main bank account.

Last four digits of account number

--	--	--	--



If you write in a row with this symbol, give more information on the next page.

#### Client's money paid out

#### Total for reporting period

Accommodation costs, eg, rent, mortgage, service charges	£	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	.	<div><div></div><div></div></div>
Care fees or local authority charges for care	£	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	.	<div><div></div><div></div></div>
Debt payments, eg, loans, cards, care fee arrears	£	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	.	<div><div></div><div></div></div>
Deputy's security bond	£	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	.	<div><div></div><div></div></div>
Holidays or day trips	£	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	.	<div><div></div><div></div></div>
Household bills, eg, water, gas, electricity, phone, council tax	£	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	.	<div><div></div><div></div></div>
Insurance, eg, life, home and contents, pet	£	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	.	<div><div></div><div></div></div>
Office of the Public Guardian fees	£	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	.	<div><div></div><div></div></div>
Tax payable to HMRC, eg, tax on income from letting a property	£	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	.	<div><div></div><div></div></div>
Travel costs for client, eg, bus, train, taxi fares	£	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	.	<div><div></div><div></div></div>
Client's personal allowance	£	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	.	<div><div></div><div></div></div>
<div><div><div></div></div> Cash you have withdrawn</div>	£	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	.	<div><div></div><div></div></div>
<div><div><div></div></div> Professional fees, eg, solicitor or accountant fees</div>	£	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	.	<div><div></div><div></div></div>
<div><div><div></div></div> Deputy's expenses</div>	£	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	.	<div><div></div><div></div></div>
<div><div><div></div></div> Gifts</div>	£	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	.	<div><div></div><div></div></div>
<div><div><div></div></div> Transfers out to client's other accounts</div>	£	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	.	<div><div></div><div></div></div>
<div><div><div></div></div> Major purchases, eg, property, vehicles</div>	£	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	.	<div><div></div><div></div></div>
<div><div><div></div></div> Property maintenance or improvement</div>	£	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	.	<div><div></div><div></div></div>
<div><div><div></div></div> New investments, eg, buying shares, new bonds</div>	£	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	.	<div><div></div><div></div></div>
<div><div><div></div></div> Other money paid out and not listed above (total)</div>	£	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	.	<div><div></div><div></div></div>

**TOTAL** £

--	--	--	--	--	--	--	--	--	--	--	--

☐

**More than one account?** Use the extra sheets supplied with this form.



# Section 5 – bank accounts – continued

If you have written anything in a row marked **i** on page 9, give more detail below.

## More detail on money paid out

Last four digits of account number

--	--	--	--

### **i** Cash you have withdrawn

Description	Date(s)	Value

### **i** Professional fees and any deputy expenses

Description	Date(s)	Value

### **i** Gifts (to other people or donations to charities)

Description (eg, “Red Cross charity”, “Niece, 21st birthday”)	Date(s)	Value



# Section 5 – bank accounts – continued

If you have written anything in a row marked **i** on page 9, give more detail below.

## More detail on money paid out

Last four digits of account number

--	--	--	--

### **i** Transfers out to client’s other accounts

Description (include last four digits of the account)	Date(s)	Value

### **i** Major purchases (for example, property, vehicles) and property maintenance or improvement; new investments (for example, buying shares, new bonds) and any other expenses

Description	Date(s)	Value



## Section 5 – bank accounts – continued

### Balancing the account

Show us how the money going in and out of the client's main bank account balances against the bank statement.

Last four digits of account number

--	--	--	--

**Opening balance for reporting period**  
(as shown on bank statement)

£ 

--	--	--	--	--	--	--	--	--	--

 . 

--	--

**Box 1**

**Total money paid in**  
(as shown at the bottom of page 7)

£ 

--	--	--	--	--	--	--	--	--	--

 . 

--	--

**Box 2**

**Sub-total 1**  
(box 1 plus box 2)

£ 

--	--	--	--	--	--	--	--	--	--

 . 

--	--

**Box 3**

**Total money paid out**  
(as shown at the bottom of page 9)

£ 

--	--	--	--	--	--	--	--	--	--

 . 

--	--

**Box 4**

**Sub-total 2**  
(box 3 minus box 4)

£ 

--	--	--	--	--	--	--	--	--	--

 . 

--	--

**Box 5**

**Closing balance for reporting period**  
(as shown on bank statement)

£ 

--	--	--	--	--	--	--	--	--	--

 . 

--	--

**Box 6**

If the figures in box 5 and box 6 are different, tell us why (for example, if you've rounded up or down any amounts or you have used a different date on the bank statement).

--

If the dates used to calculate the opening and closing balances are different from the reporting period shown on page 1, write the dates you used below.

**From**

--	--

Day

--	--

Month

--	--	--	--

Year

**To**

--	--

Day

--	--

Month

--	--	--	--

Year

Tell us why the dates are different.

--



## Section 6

# Client's assets and debts

Helpline  
0300 456 0300



### Property

Address


Postcode

--	--	--	--	--	--	--	--

Who lives at this property?

- ☐ Client
- ☐ Client's spouse/partner/civil partner
- ☐ Client's parent(s)
- ☐ Client's children/other dependants
- ☐ Property is empty
- ☐ Other (for example, private tenant)

If other, tell us more.


Is the property fully or part-owned by the client?

- ☐ Fully owned      ☐ Part-owned

If part-owned, what is the client's share of the property?

%

Is the property subject to an equity release scheme?

- ☐ Yes      ☐ No

Estimated total / full value of property

£ .

Is there an outstanding mortgage?

- ☐ Yes      ☐ No

If Yes, how much is there left to pay?

£ .

Are there any other charges on the property?

For example, local authority charge to recover care fees

- ☐ Yes      ☐ No

Is the property rented out?

- ☐ Yes      ☐ No

If Yes, when does the rental agreement end?

       
Month      Year

Rental income (per month)

£ .

☐ **More than one property?** Use the extra sheets supplied with this form.



## Section 6 – client assets and debts – continued

### Savings accounts and cash ISAs

For example, savings accounts, investment bonds, cash ISAs, national savings certificates

Bank/building society name	Last four digits of account	Closing balance at the end of reporting period
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

### Court Funds Office accounts

Account number	Date of valuation	Value
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Month Year	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Month Year	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

### Investments (managed under an investment portfolio)

For example, unit trusts, open-ended investment companies

Company name	Date of valuation	Total value
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Month Year	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Month Year	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>





Don't include shares that are part of another investment.

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Year

[illegible]

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Year

[illegible]

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Year

[illegible]

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Year

[illegible]

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Year

[illegible]

1



## Section 6 – client assets and debts – continued

### Premium bonds

Date of valuation

Month

Year

Total value

£ .

### Vehicles

For example, cars, caravans, motor homes, boats, motorbikes

Details (make, model number, year of registration)

Total value or estimate

£ .

### Cash in hand

Amount of cash held at the end of the reporting period:

Value  
£ .

### Assets held outside England and Wales

For example, property, investments

Details

Total value or estimate

£ .

Date of valuation or estimate

Month

Year

If you are planning to do anything with these assets in the future, tell us here.



For example, artworks, collections or anything you or the client has insured separately

L

**Have any of the client's assets been placed in a trust in this reporting period or in the past?**

☐ Yes (tell us more) ☐ No

\_\_\_\_\_

If so, tell us how much. £ 

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☐ Yes ☐ No

If Yes, what is the date of these accounts?

Day		Month		Year			





**Do you expect to make any significant financial decisions on behalf of the client in the next 12 months?**

For example, the client moving to other accommodation, buying or selling property or making adaptations to their home, changing their investments, taking funds out of the Court Funds Office, seeking NHS continuing care funding, making large gifts (such as a 21st birthday present for their child)

☐ Yes (tell us more) ☐ No

**Do you have any concerns about your deputyship?**

For example, paying care home fees if the client's money runs low, managing the client's property, making gifts, other family members' involvement with the client's funds, what expenses you can claim

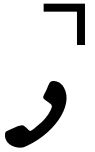
☐ Yes (tell us more) ☐ No



## Section 8

# Deputy's declaration

Helpline  
0300 456 0300



I confirm that the information I have given in this report is true and correct to the best of my knowledge and belief. I understand I have obligations to the Court of Protection and the Office of the Public Guardian and that if I knowingly provide false or misleading information there may be legal consequences.

I am signing this report on behalf of myself and each of the deputies named in the court order (unless I have stated otherwise and provided reasons).

I confirm that I have had regard to the Mental Capacity Act 2005, its Code of Practice and the court order in this case. I understand the duties and obligations placed on me.

Deputy's signature

Date

Day

Month

Year

☐ Check this box if you are not signing on behalf of all deputies (if there is more than one deputy).

Tell us why.

**Send to:**

**Office of the Public Guardian**  
**PO Box 16185**  
**Birmingham B2 2WH**



# Extra sheets

If you need to, you can make extra photocopies of these sheets to send with your report.

## Extra sheets available:

- Section 2 – Significant decisions
- Section 3 – People you consulted
- Section 5 – Bank accounts
- Section 6 – Client's assets and debts

This page is not part of the form





Section 2 – extra sheet

Decisions made over the reporting period

Significant decisions

Deputy decisions

Client involvement



# Section 3 – extra sheet

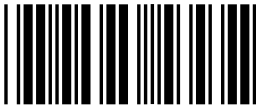
## People you consulted

Full name	Relationship to the client
<input type="text"/>	<input type="text"/>
Address	Why did you consult them?
<input type="text"/>	<input type="text"/>
<input type="text"/>	
<input type="text"/>	
Postcode	
<input type="text"/>	

Full name	Relationship to the client
<input type="text"/>	<input type="text"/>
Address	Why did you consult them?
<input type="text"/>	<input type="text"/>
<input type="text"/>	
<input type="text"/>	
Postcode	
<input type="text"/>	

Full name	Relationship to the client
<input type="text"/>	<input type="text"/>
Address	Why did you consult them?
<input type="text"/>	<input type="text"/>
<input type="text"/>	
<input type="text"/>	
Postcode	
<input type="text"/>	

Full name	Relationship to the client
<input type="text"/>	<input type="text"/>
Address	Why did you consult them?
<input type="text"/>	<input type="text"/>
<input type="text"/>	
<input type="text"/>	
Postcode	
<input type="text"/>	



## Section 5 – extra sheet

### Bank accounts

#### Summary of money paid in

List the income going into the client's main bank account.

Client's name

Bank/building society name

Account type

Branch sort code

 -  - 

Last four digits of account number


If you write in a row with this symbol, give more information on the next page.

#### Client's money paid in

#### Total for reporting period

Attendance Allowance	£	<input type="text"/>	<input type="text"/>
Disability Living Allowance or Personal Independence Payment	£	<input type="text"/>	<input type="text"/>
Employment Support Allowance or Incapacity Benefit	£	<input type="text"/>	<input type="text"/>
Housing Benefit	£	<input type="text"/>	<input type="text"/>
Income Support or Pension Credit	£	<input type="text"/>	<input type="text"/>
Severe Disablement Allowance	£	<input type="text"/>	<input type="text"/>
Universal Credit	£	<input type="text"/>	<input type="text"/>
Other benefits, eg, Winter Fuel or Cold Weather Payments (total)	£	<input type="text"/>	<input type="text"/>
Account interest	£	<input type="text"/>	<input type="text"/>
Bequests, eg, inheritance, gifts received	£	<input type="text"/>	<input type="text"/>
Income from investments, dividends or property rental	£	<input type="text"/>	<input type="text"/>
Personal pensions (total)	£	<input type="text"/>	<input type="text"/>
Refunds	£	<input type="text"/>	<input type="text"/>
Salary or wages (after tax)	£	<input type="text"/>	<input type="text"/>
State Pension	£	<input type="text"/>	<input type="text"/>
Compensation or damages awards	£	<input type="text"/>	<input type="text"/>
Sale of investments, property or assets (total)	£	<input type="text"/>	<input type="text"/>
Transfers in from client's other accounts	£	<input type="text"/>	<input type="text"/>
Other money paid in and not listed above (total)	£	<input type="text"/>	<input type="text"/>

**TOTAL** £



# Section 5 – continued – extra sheet

If you have written anything in a row marked **i** on page 7, give more detail below.

## More detail on money paid in

Last four digits of account number

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**i** Compensation or damages awards, sale of investments, property or assets, and other money in

Description (if sale of property, give address)	Date(s)	Value

**i** Transfers in from client's other accounts

Description (include last four digits of the account)	Date(s)	Value



7

List the payments going out of the client's main bank account.

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### Client's money paid out

**Total for reporting period**[illegible]

# Section 5 – continued – extra sheet

If you have written anything in a row marked **i** on page 9, give more detail below.

## More detail on money paid out

Last four digits of account number

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### **i** Cash you have withdrawn

Description	Date(s)	Value

### **i** Professional fees and any deputy expenses

Description	Date(s)	Value

### **i** Gifts (to other people or donations to charities)

Description (eg, “Red Cross charity”, “Niece, 21st birthday”)	Date(s)	Value



# Section 5 – continued – extra sheet

If you have written anything in a row marked **i** on page 9, give more detail below.

## More detail on money paid out

Last four digits of account number

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### **i** Transfers out to client’s other accounts

Description (include last four digits of the account)	Date(s)	Value

### **i** Major purchases (for example, property, vehicles) and property maintenance or improvement; new investments (for example, buying shares, new bonds) and any other expenses

Description	Date(s)	Value



## Section 5 – continued – extra sheet

### Balancing the account

Show us how the money going in and out of the client's main bank account balances against the bank statement.

Last four digits of account number

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**Opening balance for reporting period**  
(as shown on bank statement)

£ 

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**Box 1**

**Total money paid in**  
(as shown at the bottom of page 7)

£ 

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**Box 2**

**Sub-total 1**  
(box 1 plus box 2)

£ 

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**Box 3**

**Total money paid out**  
(as shown at the bottom of page 9)

£ 

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**Box 4**

**Sub-total 2**  
(box 3 minus box 4)

£ 

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**Box 5**

**Closing balance for reporting period**  
(as shown on bank statement)

£ 

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**Box 6**

If the figures in box 5 and box 6 are different, tell us why (for example, if you've rounded up or down any amounts or you have used a different date on the bank statement).

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If the dates used to calculate the opening and closing balances are different from the reporting period shown on page 1, write the dates you used below.

**From**

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Day

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Month

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Year

**To**

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Day

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Month

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Year

Tell us why the dates are different.

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## Section 6 – extra sheet

# Client's assets and debts

### Property

Address


Postcode

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Who lives at this property?

- ☐ Client
- ☐ Client's spouse/partner/civil partner
- ☐ Client's parent(s)
- ☐ Client's children/other dependants
- ☐ Property is empty
- ☐ Other (for example, private tenant)

If other, tell us more.


Is the property fully or part-owned by the client?

- ☐ Fully owned      ☐ Part-owned

If part-owned, what is the client's share of the property?

%

Is the property subject to an equity release scheme?

- ☐ Yes      ☐ No

Estimated total / full value of property

£ .

Is there an outstanding mortgage?

- ☐ Yes      ☐ No

If Yes, how much is there left to pay?

£ .

Are there any other charges on the property?

For example, local authority to recover care fees

- ☐ Yes      ☐ No

Is the property rented out?

- ☐ Yes      ☐ No

If Yes, when does the rental agreement end?

       
Month      Year

Rental income (per month)

£ .



7

Don't include shares that are part of another investment.

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Year

[illegible]

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Year

[illegible]

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Year

[illegible]

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Year

£ 

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Year

[illegible]