

## Overview - Of Filing an Accounting

### **General Information:**

When an estate is opened, and is not concluded within a year, New Hampshire law (See RSA 554:26) requires that the Executor/Administrator file an annual account of the estate administration.

The Executor's/Administrator's Accounting form, along with the required attachments, is a report of all transactions that have taken place during the one year accounting period specified in the form. It is used to show the court the details of how you, as Executor/Administrator, have managed the decedent's assets. The Executor's/Administrator's Accounting form lists the value of the assets as listed in the estate Inventory (or in the most recent prior Accounting) and lists the money received and distributed during the accounting period.

The annual accounting period is calculated as follows:

**For the first Accounting:** The accounting period is one year from the date of appointment to the first day of the month before the month in which the Executor/Administrator was appointed. For example: If appointment was on May 1, 2016, the accounting period would be May 1, 2016 to April 30, 2017.

**For all subsequent Accountings:** The accounting period is measured from the day after the end of the most recent accounting period. For example: If the most recent accounting period ended on April 30, 2017, then the next accounting period would be May 1, 2017 to April 30, 2018.

It is very important that the Executor/Administrator keep track of all funds received and distributed on behalf of the decedent's estate when those transactions occur. This will make preparing the Accounting much easier. Each distribution made will also require that a Receipt form be signed by the recipient and filed with court. Please remember that, as the Executor or Administrator of the estate, you have a duty to take good care of the estate assets for the beneficiaries and heirs.

### **Other Details:**

Whether this is your first Accounting or your tenth, you will need to have the Inventory (if this is the first Accounting) or the most recent prior Accounting available as you will need to provide details from these documents in the Accounting.

It will be helpful to have a calculator handy for your use.

Allow yourself at least 1.5 hours to complete the Executor/Administrator Accounting form.

### **Other Helpful Resources:**

RSA:

RSA 554:26

Court Rule:

Circuit Court Probate Division Rule 108, Fiduciary Accounting Standards

Form(s):

Executor's/Administrator's Accounting (**NHJB-2117-Pe**)

Receipt (**NHJB-2139-Pe**)

Administering an Estate Booklet

Glossary of Terms

**For Further Information:**

If you have questions, please contact the Information Center at 1-855-212-1234.