



Case reference number

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Deputy's declaration

I confirm that the information that I have given in this report is true and correct to the best of my knowledge. I confirm that I have carried out my duties as a Deputy in accordance with the requirements of the Mental Capacity Act and the Code of Practice.

Deputy's signature

Date

Please refer to the guidance notes on Pages 11 and 12 before completing this form.

Deputy's name

Client's name

Deputy's address	
Postcode	

Client's address	
Postcode	

Deputy's telephone number(s)	
home	
work	
mobile	

Client's telephone number

Deputy's email address

Reporting Period	
From	
To	

SECTION A - to be completed by property and affairs and personal welfare Deputies

Decisions you have made this year in your role as Deputy

Decision making forms an important part of the Mental Capacity Act 2005. The Order appointing you as Deputy will show what decisions you may make. You need only comment about these decisions. Please see part 3 of the Code of Practice if you are unsure who should be making decisions. If you need more space to answer any of these questions please continue on separate sheets.

Please ensure that **all** parts of this section are completed. If you have nothing to report for one or more parts, please enter "N/A". If a part is left blank your report may be returned.

1. List the significant decision(s) that you have made as Deputy during the reporting period.

Note
Examples of such decisions might include a change of accommodation or living arrangements, or an alteration in financial arrangements.

2. To what extent were you able to involve our client in the decision making process? You only need comment on decisions taken as part of your role as Deputy. *Include here any information about decisions the client is able to make e.g. any funds they are able to manage themselves.*

Note
Please see Chapter 3 of The Code of Practice for further information.

3. Please give the name and address of all the significant people you have contacted in your role as Deputy, as well as the relationship to the client (e.g. Family, Doctor, Social Services, Legal). If you did not consult others, please tell us why using the space on page 10.

Note: The Code of Practice sets out a number of people you should speak to, if practical and appropriate. See Chapter 5 of the Code of Practice for further information.

Name	
Address	
Postcode	

Reason for contact	
Relationship	

Name	
Address	
Postcode	

Reason for contact	
Relationship	

Name	
Address	
Postcode	

Reason for contact	
Relationship	

Name	
Address	
Postcode	

Reason for contact	
Relationship	

To be completed by Property and Affairs Deputies

SECTION B

Please ensure that **all** parts of this section are completed. If you have nothing to report for one or more parts, please enter "N/A". **If a part is left blank your report may be returned.**

List here any capital assets (e.g. monies in Court Funds Office, savings, property, investments, stocks, shares and/or bonds) held by the Client and their values. If the Client is living in their property, you do not need to include it as an asset.

Approximate valuations are acceptable for property and investment holdings. Please also show any outstanding mortgages or loans in relation to these assets.

PLEASE NOTE it is your responsibility to ensure the Office of the Public Guardian is kept up to date with any changes to the assets of the Client, as the level of these assets may affect the level of supervision required.

Note	List of assets held by the client
The Code of Practice outlines the role and duties of Property and Affairs Deputies appointed by Court of Protection orders. See Chapter 8 for further information.	

Summary statement of income and expenditure:

Property and Affairs Deputies are required under the terms of the Order appointing them to keep and annually submit to the Public Guardian correct accounts of all dealings and transactions on our client's behalf.

Please record the total income received and expenditure paid out of the bank account during the reporting period.

IMPORTANT - Where headings are noted with * you must provide further details on page 9. If further details are not provided, your report will be returned to you.

ACCOUNT 1

Bank/Building Society name

Last four digits of the Bank/Building Society account number

Branch sort code

 -

 -

Income (Paid in/Credits)		
	Type	Total amount
1.	Benefit payments - please tick all that apply and provide a combined total	
<input type="checkbox"/>	Disability Living Allowance	
<input type="checkbox"/>	Attendance Allowance	
<input type="checkbox"/>	Employment Support Allowance	
<input type="checkbox"/>	Incapacity Benefit	
<input type="checkbox"/>	Severe Disablement Allowance	
<input type="checkbox"/>	Income Support/Pension Credit	
<input type="checkbox"/>	Housing Benefit	
<input type="checkbox"/>	State Pension	
<input type="checkbox"/>	Others (Please State):	
	Sub-total	

Other income		
2.	Occupational pension(s)	
3.	Account interest	
4.	Income from investments/property	
5.	Sale of investments/property/assets*	
6.	Transfers from other accounts/Court Funds	
7.	Tax rebates/other refunds	
8.	Bequests (e.g. inheritance, gifts received)	
9.		
10.		
11.		

Total Income	
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Expenditure (Paid out/Debits)		
	Type	Total amount
12.	Accommodation costs (e.g. rent, mortgage)	
13.	Care fees/Local Authority charges for care	
14.	Household bills (e.g. water, gas, electric, TV, Phone, Internet)	
15.	Tax	
16.	Insurance	
17.	Office of the Public Guardian fees	
18.	Deputy's security bond premium	
19.	Capital expenditure/major purchases*	
20.	Property maintenance/improvement*	
21.	Investments purchased*	
22.	Transfers to other accounts/Court Funds	
23.	Holidays/excursions	
24.	Professional fees	
25.	Deputy's expenses*	
26.	Spending money provided for Client	
27.	Day-to-day living costs (e.g. Food, Toiletries, Sundries)	
28.	Gifts*	
29.		
30.		
31.		
32.		

Total Expenditure	
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Account Summary - Account 1

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

	Box 1
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Total Income (as previous page)

	Box 2
--	--------------

Sub-Total 1 (box 1 and box 2 added together)

	Box 3
--	--------------

Total expenditure (as previous page)

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

	Box 5
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Closing balance for reporting period
(as shown on bank statement)

	Box 6
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The figure in Box 5 should be the same as the figure in Box 6. If they differ, but you can explain the difference, then please do so here.

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If you have taken your opening or closing balances from a different date to the first and last days of your reporting period, please state this below and provide a reason and the actual dates used.

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If you have more than one account, please copy and complete these pages as many times as required – numbering these as appropriate.

Summary statement of income and expenditure:

Please record the total income received and expenditure paid out of the bank account during the reporting period.

IMPORTANT - Where headings are noted with * you must provide further details on page 9. If further details are not provided, your report will be returned to you.

ACCOUNT	
Bank/Building Society name	
Last four digits of the Bank/Building Society account number	<input type="text"/> <input type="text"/> <input type="text"/> <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"/>

Income (Paid in/Credits)		
	Type	Total amount
1.	Benefit payments - please tick all that apply and provide a combined total	
<input type="checkbox"/>	Disability Living Allowance	
<input type="checkbox"/>	Attendance Allowance	
<input type="checkbox"/>	Employment Support Allowance	
<input type="checkbox"/>	Incapacity Benefit	
<input type="checkbox"/>	Severe Disablement Allowance	
<input type="checkbox"/>	Income Support/Pension Credit	
<input type="checkbox"/>	Housing Benefit	
<input type="checkbox"/>	State Pension	
<input type="checkbox"/>	Others (Please State):	
Sub-total		

Other income		
2.	Occupational pension(s)	
3.	Account interest	
4.	Income from investments/property	
5.	Sale of investments/property/assets*	
6.	Transfers from other accounts/Court Funds	
7.	Tax rebates/other refunds	
8.	Bequests (e.g. inheritance, gifts received)	
9.		
10.		
11.		

Total Income	
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Expenditure (Paid out/Debits)		
	Type	Total amount
12.	Accommodation costs (e.g. rent, mortgage)	
13.	Care fees/Local Authority charges for care	
14.	Household bills (e.g. water, gas, electric, TV, Phone, Internet)	
15.	Tax	
16.	Insurance	
17.	Office of the Public Guardian fees	
18.	Deputy's security bond premium	
19.	Capital expenditure/major purchases*	
20.	Property maintenance/improvement*	
21.	Investments purchased*	
22.	Transfers to other accounts/Court Funds	
23.	Holidays/excursions	
24.	Professional fees	
25.	Deputy's expenses*	
26.	Spending money provided for Client	
27.	Day-to-day living costs (e.g. Food, Toiletries, Sundries)	
28.	Gifts*	
29.		
30.		
31.		
32.		

Total Expenditure	
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Account Summary - Account

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

<input type="text"/>	Box 1
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Total Income (as previous page)

<input type="text"/>	Box 2
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Sub-Total 1 (box 1 and box 2 added together)

<input type="text"/>	Box 3
----------------------	--------------

Total expenditure (as previous page)

<input type="text"/>	Box 4
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Sub-total 2 (box 3 minus box 4)

<input type="text"/>	Box 5
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Closing balance for reporting period
(as shown on bank statement)

<input type="text"/>	Box 6
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The figure in Box 5 should be the same as the figure in Box 6. If they differ, but you can explain the difference, then please do so here.

If you have taken your opening or closing balances from a different date to the first and last days of your reporting period, please state this below and provide a reason and the actual dates used.

Details of major financial/property transactions

Please give details of major costs/gifts over the reporting period. If you require more space, please continue on a separate sheet.

5. Sale of investment/property/assets

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19. Capital expenditure/major purchases

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20. Property maintenance/improvement

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21. Investments purchased

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25. Deputy's expenses

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28. Gifts

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Further Details

Please use this page for any other information you wish to provide.

Guidance

The purpose of the deputyship report is to provide the Public Guardian with information about the decisions that you have made over the reporting period in your role as Deputy.

Completing an annual deputyship report is a condition of the Court Order appointing you as Deputy.

The Public Guardian may decide to look further at the decisions you have made as Deputy. This process may include asking you for more information, or asking a Court of Protection Visitor to visit you and/or our client. Documents, such as bank statements, may be requested by the Public Guardian under regulation 39 of the Lasting Powers of Attorney, Enduring Powers of Attorney and Public Guardian Regulations 2007. This regulation empowers the Public Guardian to request specific information or documents he may reasonably require to verify information in reports that are being submitted to him under a deputyship order, to properly discharge his function under the Mental Capacity Act 2005.

If you fail to submit your deputyship report, or if there are concerns raised from it, the Public Guardian may decide to review and change the level of supervision. Alternatively, the Public Guardian may apply to the Court of Protection, to change the level of the security bond, or ultimately to discharge you as the Deputy and to appoint a new Deputy in your place. In the case of a financial Deputy, if the Court finds there has been a loss to the client's estate the Court can direct the Public Guardian to ask the insurance company who issued the security bond to make good that loss, and to seek reimbursement from you.

Once completed, please return your form to Office of the Public Guardian, PO Box 16185, Birmingham, B2 2WH or DX 744240 Birmingham 79.

Note – Please ensure that all parts of the form are completed. If you have nothing to report for one or more parts, please enter “N/A”. If a part is left blank your report may be returned.

PAGE 1 – Deputy's Declaration

The Reporting Period for your first return should be taken from the date of your Court Order. The Anniversary of that date should be taken for subsequent reports. **Please note your case reference number at the top of the page.**

PAGE 2 – (1.) Some examples of significant decisions

Our client moving address i.e. moving into a nursing or care home, changing nursing or care home, or returning home

Employing carers or changing existing carers

Buying or selling investments, shares or property

PAGE 2 – (2.) To what extent were you able to involve our client

If our client has some capacity and you were able to consult them when making any of the decisions detailed above, please include details of that here.

If our client has no capacity or awareness and you were not able to consult them then again, please indicate that here.

PAGE 3 – (3.) Some examples of significant contacts

Solicitor/accountant to prepare your annual report

Bank/financial advisor for investment advice

Care home staff/social services regarding the welfare of our client

PAGE 4 – Assets

Ensure details of all assets held by our client are detailed here, this should include details of any properties (with approximate values), monies held in any bank or building accounts (including ISAs), monies held in the Court Funds Office, and any other investments.

Joint Accounts – If you manage a joint account for our client you may find it difficult to balance the report. In these circumstances please make it very clear on your report that the account is a joint account. Attempt to separate our client's income/ expenditure on the bank statements and transfer those figures to your report. We understand that this might be difficult and will not always be possible – please make the circumstances/ arrangements clear on your report.

PAGE 5 – Income and Expenditure

IMPORTANT – Please ensure that you include all income and expenditure for the account, as shown on the bank statements, for the entire reporting period. Please use the empty boxes at the bottom of each column to note any income/ expenditure not included in the lists.

When completing page 5 of the report it is important to use the bank statements for the account you are reporting on. Insert the name of the bank the account is with and what type of account (for example “Barclays current”) in the boxes at the top of the page.

The column on the left hand side of the page is where to record any income which has been received into the account for the entire reporting period. The column on the right hand side of the page is where to record the expenditure.

At the top of the income column you will notice there is a list of benefit payments. Tick the box next to any of these payments that are received by our client. Use your bank statements to add up all of these payments received throughout the reporting period and enter the total in the box next to the list.

Do the same for the other income categories below.

All figures given must be annual totals rather than weekly/monthly amounts.

At the bottom of the column enter the total income you have reported for.

Follow the same method to record the expenditure in the right hand column.

Some of the categories in this column have this symbol * next to them. If you enter an amount next to any of these categories you must provide further details on page 9 of the report form.

TIP – find the first day of your reporting period on your bank statements and draw a line under that day, and do the same for the last day of your reporting period. Any transactions between these lines must be included in your report. This includes any transfers and refunds.

PAGE 6 – Account summary

Box 1: The opening balance of the account. This should match the balance shown on the bank statements for the account at the first day of your reporting period. If you have followed the tip this will already be underlined on your bank statements.

Box 2: The total income into the account for the reporting period. Take this figure from the “Total Income” box on page 5.

Box 3: Add the figures in **Box 1** and **Box 2** together. Note this figure in **Box 3**.

Box 4: The total expenditure from the account for the reporting period. Take this figure from the “Total Expenditure” box on page 5.

Box 5: Subtract the figure in **Box 4** from the figure in **Box 3**. Note this figure in **Box 5**.

Box 6: The closing balance of the account. This should match the balance shown on the bank statements for the account at the last day of your reporting period. If you have followed the TIP this will already be underlined on your bank statements.

If the figures in boxes 5 and 6 are not the same, you must explain the difference in the space provided.

If you have taken your opening and closing balances from dates other than the first and last day of your reporting period, give reasons for this in the box at the bottom of the page. Include the dates that you have taken the balances from.

PAGE 7 and 8 – Other account summary

If you manage more than one bank account for our client, please photocopy the next page as many times as you need. For example, if you manage four accounts for our client you will need three copies of pages 7 and 8. Follow the same instructions as for the first account.

PAGE 9 – Major financial/property transactions

Some of the categories in the expenditure column on page 5 have this symbol * next to them.

If you entered an amount next to any of these categories you must provide further details on this page.

PAGE 10 – Further Details

Please use this page for any further information you wish to provide.

If you require any more space for any of the previous sections, you can use this page.